**Lay Education & Learning Grants**

**Application Form 2024 – Groups**

The Synod has a small budget available to individuals or groups of lay people. (This scheme is not available to Ministers of Word and Sacraments or Church Related Community Workers, unless they are part of a group event.) The maximum grant payable each year is ***£300*** per individual and can be used for individual courses, or retreats, or for group events (on a pro-rata basis). Groups can apply for a grant of up to ***£1,000*** per group event and must include a nominal roll.

*Individual applications should be made on a separate form which can be found on the Synod website. This form should be completed for* ***group*** *applications* ***only****.*

**Basic Details – main group contact**

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| **Name** | Click or tap here to enter text. |
| **Church** | Click or tap here to enter text. |
| **Your Address** | Click or tap here to enter text. |
| **Your Telephone** | Click or tap here to enter text. |
| **Your Email** (email is the preferred method of communication) | Click or tap here to enter text. |

**Learning/Development Activity**

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| Please describe the proposed learning/development opportunity, including how you feel your group would benefit from their engagement. *(Please give as much information as possible and continue on an extra sheet if necessary)*Click or tap here to enter text. |

When do you expect the proposed activity to take place? (Please give dates if possible)

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| Date: Click or tap here to enter text. |

**Group Participants**

Please list the names of all the participants in your group.

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| Click or tap here to enter text. |

**Financial Details** (This information can be provided on a separate sheet if required).

Please detail the anticipated costs associated with the proposed activity.

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| Click or tap here to enter text. |

Do you have any funding already secured, such as via personal contributions or a contribution from your church? Yes [ ]  No [ ]

If yes, please detail those contributions here.

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| Click or tap here to enter text. |

**Total amount of grant applied for** (anticipated costs less funding already secured)

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| £ Click or tap here to enter text. |

**Payment Information**Payment of the grant will be made either on production of receipts by the group main contact or church, or direct to a provider on production of an invoice. Receipts and invoices should be sent to the Learning & Development Officer (details below).

*If you require funds to be made available in advance of incurring expenditure, please contact the Learning & Development Officer as far in advance as possible.*

To enable payments to be made to the group main contact or church, please complete the information below. The preferred method of payment is by BACS transfer.

|  |  |
| --- | --- |
| Account Name | Click or tap here to enter text. |
| Sort Code | Click or tap here to enter text. | Account Number | Click or tap here to enter text. |
| If payment by cheque is required, please give details of the payee and postal address:Click or tap here to enter text. |

**Signatures**

|  |  |
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| I request the above grant on behalf of our group: (if completing online, please insert an image of your signature if possible) |  |
| Date: | Click or tap here to enter text. |
| I support the above grant application on behalf of the local church. (if completing online, please insert an image of your signature if possible) |  |
| Date: | Click or tap here to enter text. |

**Please include any additional documentation relevant to your application,
such as quotations and estimates.**

**If you would like to discuss any aspect of your application, please contact:**

**Lucy Cooke, Learning & Development Officer
Tel: 07752 385197
Email: lucy.cooke@northern-synod.org**