**PLEASE READ THE GUIDELINES BEFORE COMPLETING YOUR APPLICATION**

|  |  |
| --- | --- |
| **Applicant church:** | **Location:** |

**Which type of grant are you applying for?**

Please tick the relevant box or boxes

|  |  |
| --- | --- |
| 1. Small mission grant, up to £10 000
 |  |
| 1. Large mission grant, £10 000 - £50 000
 |  |

**What are the reasons for your application?**

|  |  |
| --- | --- |
| Mission, evangelism or outreach |  |
| A community initiative to meet local need |  |
| Justice, peace and the integrity of creation |  |
| Other types of mission – please specify |  |

Please write clearly, and attach additional sheets where necessary

**Section 1: Project Details**

1.1 Please tell us about your project

|  |
| --- |
|  |

1.2 Please list any other churches/organisations involved in your proposal

1.3 If your project involves employing someone, please explain who will manage and support them, and confirm that the employment documentation has been approved by the Trust’s Human Resources Subcommittee. (Please also attach the role description).

**Section 2: Contact Details**

2.1 Contact Name

2.2 Contact Address

2.3 Contact Telephone

2.4 Contact Email (if you are happy to be contacted by this method)

**Section 3: Payment Details**

3.1 BACS payment to be sent to *(usually the church’s bank account)*

Account Name:

Sort Code:

Account Number:

3.2

When is the money likely to be needed?

**Section 4: Financial Details**

4.1 Please detail the costs of this project

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL |  |

4.2 Are these estimates or fixed prices?

4.3 Church’s current financial position

|  |  |
| --- | --- |
| Total financial resources available to the church |  |
| Amount set aside as reserves (in accordance with your reserves policy) |  |

4.4 How is this money to be raised? (and is it definite or merely sought?)

|  |  |
| --- | --- |
| Money in hand |  |
| To be raised by local church(es) |  |
| Grants: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Grant sought from the Mission Fund |  |
| Loan sought from the Mission Fund |  |
| TOTAL |  |

**Section 5: Further Details**

5.1 When did your church last review its safeguarding policy?

*(The Synod asks you to confirm that that your church is taking seriously the care of children, young people and vulnerable adults)*

**Section 6: Resolution**

We confirm that the above particulars are correct to the best of our knowledge, and that at a meeting of ……………………………………………………………… held on ………………………………………………………… it was agreed to apply for the above grant.

Signed (Chair) ……………….……………………………………………………………

Signed (Secretary) .………………………………………………………………………

Date …..……………………..……………………………………………………………..

**Checklist**

Remember to send us the following information with your application:

* Copies of quotations or estimates
* Your church’s most recent signed annual accounts (if not already sent)
* A copy of your church’s up to date reserves policy
* A role description and contract of employment (if appropriate)
* Any other relevant documents which might support your application

Please return this application form to:

The Trust Officer

The United Reformed Church Northern Synod

4 College Lane

NEWCASTLE UPON TYNE

NE1 8JJ

FOR OFFICE USE:

Application Form completed

Quotations enclosed

Accounts filed OR Accounts Analysis filed

Reserves Policy filed

M&M Assessment up to date

Check costs equal money to be raised

Suitable for fast-track OR Suitable for full Committee

Note: Query any items not ticked