**Diocesan Funding Committee**

**Grant Application Form**

*Medium Grants: £1000-£9,999*

*& Large Grants: over £10,000*

The Diocesan Funding Committee (DFC) manages applications for both the **Mission Fund** and the **Transformation Fund**. Your application will be processed through the appropriate fund, dependant on the criteria you satisfy within this application form.

Each fund’s criteria can be found in the supporting document ‘**Funding Priorities and Practicalities’**

We advise you to read this document thoroughly prior to completing this application form.

If you would like your application to be considered for both funds, you must provide a covering letter stating this request and briefly detailing why your project satisfies the criteria for both sources.

You can fill in this form electronically but try to be as concise as possible. If you have any questions about how to fill in the form or about whether your project is eligible, please get in touch (contact details at the end of the form).

**IMPORTANT: If you are filling the form in by hand and need to use additional sheets, please make sure that the name of the Project is printed clearly at the top of every page.**

**SECTION 1**

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| **Project Name:** |  |
| **Applicant:**(Parish, Benefice, Ministry Area) |  |
| **Date of Application:** |  |
| **Proposed Start Date:** |  |
| **Proposed Finish Date:** |  |

|  |  |
| --- | --- |
| **Grant Amount Applied for:** |  |

**SECTION 2 – Project Contact**

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| **Name:** |  |
| **Address:** |  |
|  |
|  | **Postcode:** |  |
| **Tel No:** |  |
| **Email Address:** |  |

**SECTION 3 - The Project**

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| 1. **Describe what you are aiming to do with this project. Please include all the activities you are requesting to be funded:**
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| 1. **Select one or more of the categories below which suit the purpose of your project:**
 |
| Worship / Prayer Groups |  | Messy Church |  | Ministry Area Development |  |
| Specific Individual Training |  | Youth Work |  | Diocesan Events / Materials |  |
| Special Events |  | Faith in Families Projects |  | Church Building development  |  |
| Social Media & Publications |  | Clubs  |  | Outreach projects |  |
| Offices / Staffing |  | Collaborative Ministry |  | Community Engagement  |  |

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| 1. **How will your project transform the lives of the people in your communities or help further the development of your Ministry Area?**
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| 1. **Describe briefly how you think your project reflects the Diocesan Vision or Vision 2020?**
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| 1. **What is the estimated number of people you expect to benefit from this project?**
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| 1. **Why have you decided to do this particular project?**
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| 1. **Have you investigated similar projects which have been carried out elsewhere?**

**What did you find out and how has this information informed your plans and expectations for this project?** |
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| 1. **How long will the project last?**

*Please note that grants can only be committed for one year and must be spent within one year of receipt.* **For ongoing projects that require funding after the initial grant, the applicant** **must demonstrate a fundraising sustainability plan**. *Whilst further applications would be welcomed, there can be no guarantee that they would be successful.* |
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| 1. **1. What specific goals do you have and how you will know if you have achieved them?**
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| **Specific Goals:** | **Achievements:** |
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| **2. What risks and/or problems do you envisage in achieving your goals?** |
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| **3. What have you put in place to minimise these risks?** |
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**SECTION 4 – Management of your Project**

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| 1. **What experience and skills does the Project Leader have which are relevant to delivering the project?**
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| 1. **What process is in place for monitoring the project?**
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| 1. **What support is there for the project from other local churches and/or local community?**
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| 1. **If your project is planned to be longer than the stated grant period, how will you ensure that the project will be sustainable in the future and where will you seek additional funding?**
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| 1. **It is a condition of any Diocesan grant that you will be required to complete a project report form within ONE MONTH of the project funding ending**
 |
| *Please tick the box to confirm that you have read and understood this condition* |  |

**SECTION 5 – Finance**

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| 1. **Resources required – Please list your TOTAL ESTIMATED PROJECT COSTS**
 |
| **Item** | **Estimated cost**  |
|  |  |
| **Total** | **£** |

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| 1. **What are the sources of your match funding for this project?**
 |
| **Source** | **Estimated income** |
| Contribution from PCC(s):Other: |  |
| **Total** | **£** |

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| 1. **How much are you applying for in this application?**
 | **£** |

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| 1. **If you are not up to date with the payment of your Ministry Share, please detail the arrangements for getting this up to date.**

*Additional financial information will be taken from the Annual Financial Returns held by the Diocesan Board of Finance* |
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| 1. **Any monies awarded will be transferred by BACS payment.**

**Please provide details of the receiving bank account:** |
| Name of Account: |  |
| Name of Bank: |  |
| Sort Code: |  |
| Account Number: |  |

**SECTION 6 – Supporting Documents**

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| **Please tick the boxes below to confirm that you have provided the required supporting documents with your application:** |
| 1. A Project Plan

*Guidance on how to write a project plan is included within this application pack* |  |
| 1. A copy of the PCC minute agreeing this project
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| 1. A copy of the job description

*Only applicable if the application is for a grant towards employment costs* |  |

Signed: Name: **Project Contact**

Signed: Name: **Incumbent / Ministry Area Leader**

Signed: Name: **Area Dean**

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| **Supporting statement from Area Dean***Please provide any additional information regarding Parish/Ministry Area background and your reason for support*  |
|  |

Date:

Please return, by email to: diocese.swanbrec@churchinwales.org.uk

or by post to: Diocesan Funding Committee

Swansea and Brecon Diocesan Centre

Cathedral Close

Brecon

LD3 9DP

If you have enquiries about this form or need clarification, please contact the Diocesan Centre on 01874 623716 or via the email address above.