



DISTRICT TRAINING GRANTS POLICY

Summary

This document defines the agreed policy for training grants and includes the criteria and operating procedures for administering the grants process, as well as providing guidance on making applications to the fund by individuals, churches, circuits and district groups who wish to avail themselves of these resources.

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DISTRICT TRAINING FUND

1. Policy Statement

The District Training Fund is a resource to support growth and development of Ministers (Presbyters and Deacons) Lay People and churches within the District as they seek to engage in God's mission and Christ's ministry.

The District is committed to encouraging training and development of individuals in relation to the roles they undertake within church, circuit and district life, by supporting them with grant aid where it is appropriate and possible.

Applications for Training Grants may be made for the support of ministry, personal development and ecumenical work within the South-East District. All applications should be made on the appropriate District Advance Fund Grant Application Form, and submitted to the District Grants Secretary.

If the application is for a circuit or local church grant for training, applicants should complete the District Advance Fund - Training Grant Application Form (Circuits). If the application is for an individual grant for training, applicants should complete the District Advance Fund - Training Grant Application Form (Presbyter/Deacon) or District Advance Fund - Training Grant Application Form (Lay Person). Applications for training grants may be submitted to the District Grants Secretary at any time of the year.

The District Training Fund is administered by the District Training Group on behalf of the District Grants Group who in turn report to the District Council. On all matters relating to the District Advance Fund, the decision of the District Council is final.

2. Procedures for submission of application form

1. The applicant completes the form and sends one copy by email and one (with signatures) by post to the District Grants Secretary, who registers all grant applications on the District Advance Fund Application Summary.

Note: i) all applications on behalf of a local church must be made by, and have the approval of, the Circuit Meeting;

ii) where applications are for a local church, the approval of the Church Council is also required;

iii) where applications are for an individual they must be supported by a minister. If the application is submitted by a Superintendent they should ensure the application is supported by an Assistant Chair.

2. The District Grants Secretary sends the Application to District Training Group members. (Two members for small grants up to £500, the full Group if over £500.)
3. The District Training Group considers the application and makes a decision.
4. The District Grants Secretary informs the applicant of the decision, and if a grant is approved, how it can be claimed.

3. Guidelines for Applicants

1. Applications must demonstrate a clear aim for the training for which grant aid is sought and include objectives, an action plan and details of the monitoring and evaluation process. There needs to be a clear indication of the potential benefits to both the applicant and the church.
2. Both termed grants (to a maximum of 5 years) and single grants are available.
3. Grant applications must be submitted for consideration by the District Training Group before the training begins (preferably four weeks before) - retrospective grants will not be made, unless specific agreement to consider a grant retrospectively has been given by the Chair or District Grants Secretary.
4. The Training Group is empowered to approve an amount to be granted and the timing of any grant. It reports its decisions to the District Grants Group, through the District Grants Secretary.
5. Applications for a training grant may be made by an individual or by a local church or circuit.
6. Applications should be approved by one of the following: a Circuit Minister, the Circuit Superintendent, the District Training Officer, an Assistant Chair. Applicants may not approve their own application.

4. General Information

1. Applicants have the right of appeal to the District Council against a decision of the District Grants Group. The decision of the District Council is final.
2. District Training grants will be subject to monitoring by the District Grants Group.
3. In order to avoid tying up funds unnecessarily, grants which have not been taken up within three years of approval will normally lapse.
4. Grants are valid whilst the applicant is resident within the District and in membership of a Methodist church in the District. Where a person moves to a new District he/she should seek continued funding from the new District.
5. Grants will not include the cost of travel. (Except in exceptional circumstances.)
6. Grants will usually be made for up to a maximum of one third of the cost and the circuit and the individual will be expected to match the grant given by the District. The maximum grant provided by Methodist sources is restricted to two thirds of the cost.