



**Form ref: DAF/GAF1**

**District Reference No.....**

**District Advance Fund – Grant Application Form**

This form is for use in applying for a grant from the District Advance Fund (other than for a grant for training). The District Advance Fund is available to support mission and ministry projects and property schemes that are within the South-East District and meet the criteria set out in the Policy approved by Synod on April 21<sup>st</sup> 2007.

Name of Circuit: .....

Name of Church (if applicable): .....

Name of Scheme (If applicable): .....

Person to contact regarding the scheme (give contact details)

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1. Please give a brief description of the scheme or project for which this grant is requested.

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2. Please give details of the mission policies of the Local Church and Circuit (as appropriate) and indicate when the policies were adopted, and when they were most recently reviewed.

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3. Please give details of how the scheme or project addresses the “Priorities for the Methodist Church”

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4. Please give details, under the appropriate heading, of how the scheme or project aims to achieve one or more of the following objectives.

- Make good use of resources by working in an ecumenical context, or in collaboration with other organisations

- Respond to needs in the wider community

- Encourage involvement with the weak and disadvantaged within the community

- Further the work among young people or young adults (25-40)

- Incorporate the potential for providing new ways of being church (Fresh Expressions) or improving on existing practice

5. Please give details of the risks of the scheme or project that have been identified from your risk evaluation.

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6. If the scheme or project includes appointment of paid staff, please provide the following information. NB – a copy of the job description(s) should also be submitted with this application

a. Details of consultation with Training Officer.

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b. Roles and responsibilities to be undertaken by paid staff.

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c. Period of employment of staff, and details of how the objectives of the scheme or project will continue to be addressed after this period.

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d. Arrangements for training and supervision of staff employed.

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7. Please give details of grants applied for or received from other sources for this scheme or project

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8. What is the amount of the grant that you are requesting from the DAF?

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What is the total cost of the scheme?

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If the grant is approved, would it be payable as a lump sum or would payments be spread over a period of years?

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Please give a date or dates on which the payment(s) would be required.

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9. Is the scheme or project expected to continue beyond the period for which funding is being applied in this application?

Yes/ No

If yes, please answer question 10 below

10. Is the scheme or project expected to become self-funding within the foreseeable future?

Yes/No

If yes, please give details of how this will be achieved

If no, please give details of any current plans for scheme or project funding after any grant received as a result of this application has been used up.

Please enclose with your application:

- a current budget of income and expenditure for the scheme or project;
- the most recent audited financial accounts of the sponsoring Circuit, and where appropriate, Church; and
- job descriptions for any staff to be employed as part of the scheme or project.

Please indicate the current CAF balance.

Is any CAF money being used within the circuit? If 'Yes', give details of amounts and use.

Signed .....  
Circuit Superintendent

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Date

Note: The District Grants Group meets three times a year. The dates of the meetings will be noted in the District Directory.

Applications must reach the District Grants Secretary **4 weeks before the date of the meeting at which your application will be considered and should be word processed.** Please send two copies of your application form, one by email and the other, the signed copy by post to:

District Grants Secretary:  
Rev Alan Thorpe  
8 Eastgate Gardens  
GUILDFORD  
Surrey  
GU1 4AZ  
Tel: 01483 575432, email [grants@methodistsoutheast.org.uk](mailto:grants@methodistsoutheast.org.uk)