

4.2.3 A brief justification of how the project meets the criteria outlined in Section 3

4.2.4 A copy of your Local Church Profile and Circuit Mission Policy (see 3.4)

Financial Information

4.2.5 A copy of Schedule B, or New Standard Form of Accounts, for the church or circuit (as appropriate)

4.2.6 The estimated expenditure for the entire period of the project for which the grant is sought

4.2.7 A proposed funding package that meets the expenditure outlined in 4.2.6

4.2.8 The current balance of the Circuit Advance Fund and details of any agreed commitments for that money that have been approved by the Circuit Meeting

4.3 Applications should be submitted to the District Treasurer by:

31st December – for money to be made available following approval at the Spring District Synod

30th June – for money to be made available following approval at the Autumn District Synod

4.4 Money will be released, once approval has been received from District Synod, by the District Treasurer. Applicants need to contact the District Treasurer, following approval, to agree an appropriate date. This must be within two years of approval.

Please note:

Grant applications must be submitted for consideration by the District Grants Group before the project begins – retrospective grants will not be made (see 2.4)

Updated July 2008

Northampton District Advance Fund

Guidance Notes

1. Purpose of the District Advance Fund (DAF)

To award grants for personnel and property projects that develop new work and/or further the mission of the church in line with the District's purpose to support, enable and challenge.

2. General Principles

2.1 The DAF will consider applications for grants for assistance with personnel (ministry) and property projects. Applications are particularly welcomed for new initiatives or to enable significant developments in existing work.

2.2 Single grants and annual grants (up to a maximum of 5 years) are available. Annual grants will usually be on a diminishing basis.

2.3 Grants will usually be for a maximum of £5000 or 20% of the cost, whichever is the smaller, per annum.

2.4 Applications for grants are normally for specific pieces of work and will only be considered in advance of the start date of the project.

2.5 At any point in time, at least of the DAF would be allocated to personnel projects and at least to property projects.

2.6 It is expected that a DAF grant would be part of a funding package including, where appropriate, funding from the Circuit. Larger projects are expected to have other funding partners, eg. local authority, voluntary and business sector partners, other connexional sources.

2.7 Circuits are expected to make use of their own financial resources for the support and development of ministry and mission and the DAF is intended to bridge the gap between what is available and what is required. The DAF is not intended to provide a permanent source of funding and, where appropriate, applications need to include a strategy for sustaining the work on a self-funding basis at the end of the grant period.

2.8 Applications for grants, even when on behalf of a local church, must be made and approved by the Circuit Meeting. Where grants are for a local church, Church Council approval is also required.

2.9 Prior to applications being submitted, and ideally at an early stage in the development of the project, a meeting with a member of District Staff is

required to assess the project's relevance to the criteria outlined in 3 (see 4.1).

- 2.10 The District Grants Group will meet twice a year (see 4.3) to assess applications and make recommendations to the District Executive and District Synod for their approval. In making their assessment they will take into account the criteria outlined in 3.
- 2.11 Successful applicants will be required to report on the progress of their project at the end of the first year and then at two yearly intervals until the end of the grant. The District may withdraw grant support if satisfactory reports are not received.
- 2.12 Funding for property projects will be reviewed two years after initial approval if they have not been taken up. At this stage projects may be asked to re-apply for their grant.

Please note:

Total DAF grant approvals, including those for future years, should not, at any point in time, exceed the funds available in the DAF.

3. Criteria for Grants

The District Grants Group, in considering applications for a DAF grant, will consider the extent to which the application meets the following criteria:

3.1 The Priorities of the Methodist Church

In partnership with others wherever possible, the Methodist Church will concentrate its prayers, resources, imagination and commitments on this priority:

To proclaim and affirm its conviction of God's love in Christ, for us and for all the world; and renew confidence in God's presence and action in the world and in the church.

As ways towards realising this priority, the Methodist Church will give particular attention to:

- underpinning everything we do with God-centred worship and prayer
- supporting community development and action for justice, especially among the most deprived and poor – in Britain and worldwide
- developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved
- encouraging fresh ways of being church
- nurturing a culture in the Church which is people-centred and flexible

3.2 The Purpose of the Northampton District

To enable, support and challenge local churches and circuits as they respond to the calling of being a Methodist Church or Ecumenical Partnership in their local context.

This will be achieved through the work of District Staff and Officers, paid and voluntary, working locally with individuals, churches and circuits, who will:

- enable development;
- support initiative;
- challenge current situations.

3.3 The current priorities of work undertaken by the District and, in particular, projects that encourage growth rather than containing decline and which demonstrate imaginative investment in the future rather than maintaining inherited patterns.

3.4 The strategy and policy of the church for mission and ministry, as documented in the Circuit Mission Policy.

3.5 The appropriate use of local church funds, circuit funds and other sources of income.

4. Making an Application

4.1 Before an application is made and, ideally, at an early stage in the development of the project a meeting with a member of District Staff is required to assess its relevance to the criteria outlined in Section 3 (see 2.9):

- the District TDO should be contacted for Personnel Projects
- the District MDO should be contacted for Property Projects (*it is assumed that the District Property Secretary has already been contacted*)

4.2 All applicants must complete a *DAF Application for a Grant* form and attach **all** the following additional information:

Project Information

4.2.1 A brief outline of the project including the aim and objectives and:

- for a personnel project Job Description and other relevant paperwork;
- for a property project relevant plans, sketches, drawings, etc.

4.2.2 A brief explanation of the local need that this project is aiming to meet, supported by relevant data and other information