



DIOCESE OF MONMOUTH

MINISTRY AREA DEVELOPMENT FUND (NEW MA INITIATIVES)

GRANT ASSISTANCE APPLICATION NOTE:

For a period of three years (2015-2017) a new **£100k** small grants fund exists within the Diocese of Monmouth, administered via the newly formed Ministry Area Development Team to support new initiatives in establishing Ministry Areas.

Completion of the attached basic 'application form' is required to enact the process for grant assistance but the note below sets out the essential points that must be addressed and documented in the form of a summary report with supporting evidence which will supply information about the Who, What, **Why**, and How of the initiative. The form plus all supporting documentation should be sent directly to the Diocesan Accountant, Mrs Sharon Smith, in order to gain support from the fund – this is a rolling programme for a period of 3 years only from the 1st January 2015 – effectively making **£33k** per year available to Ministry Areas in the Diocese under the scheme.

ESSENTIAL EVIDENCE/INFORMATION REQUIRED:

- **Background information** relating to the initiative dealing specifically (but not exclusively) with the **Vision, Strategy and Purpose** of the proposals –**WHO & WHAT?**
- Some appropriate **information / supporting evidence** relating to the research undertaken **to establish the need** for the initiative – **WHY?**
- If this is **development of existing** activities, **information / supporting evidence** relating to the **need for expansion** or the **practical capacity issues** experienced in the delivery of current activities – **WHY?**
- Some logistical information relating to the practical delivery of the initiative (a brief **Action Plan**). (NB. How the initiative dovetails with Ministry Area Strategy) - **HOW?**
- A summary of the **costs involved overall** for the initiative and an indication of the **elements for which you are seeking grant support** – **HOW MUCH?**
- An indication of how **the MA plans to sustain** the initiative if they are given a grant – **HOW?**



GENERAL MINISTRY AREA DEVELOPMENT FUND GRANT INFORMATION:

- Grant assistance will only be considered for initiatives that align with the implementation of the Ministry Area Strategy in Monmouth Diocese.
- The amount of grant aid offered is set at a fairly flexible level and depends in part on actual 'take up' of the scheme. However, it is expected that **individual** applications to a project value of **£1,000 would attract 100% funding**; thereafter, an appropriate contribution from the 'Ministry Area' would be required.
- Each application will be assessed on a case by case basis at the MA Development Team's regular meetings. In considering the grant applications, the team will take into account any relevant arrears of Parish Share (in a Ministry Area context).
- Suggested (but not exclusive) focus for applications might be:
 - Promotional materials (printing costs etc.) for the formation of MA's.
 - Equipment for a local office / administrative centre.
 - The purchase of administrative / business software.
 - Training fees associated with building local capacity – e.g. IT courses.
 - The purchase of Messy Church materials (or similar mission initiatives).

We would encourage you to contact us to discuss your ideas further prior to application via;
Mrs Sharon Smith at the Diocesan Office on 01633 216093 or by Email:
sharonsmith@churchinwales.org.uk

Hard copy applications should be returned to: -

The Diocesan Office
FAO Mrs Sharon Smith
64 Caerau Road
Newport
NP20 4HJ



YR EGLWYS
YNG NGHYMRU



THE CHURCH
IN WALES

DIOCESE OF MONMOUTH

MINISTRY AREA DEVELOPMENT FUND (NEW MA INITIATIVES)

Church:

Ministry Area / Benefice / Parish:

Name - Clerical Contact:

Name – Lay Contact:

Contact Details:

Contact Details:

Brief Summary of proposed MA Initiative (see guidance notes):

Background (Who & What):.....

.....

.....

Need (Why?):.....

.....

.....

Delivery & Costs (How & How Much?):.....

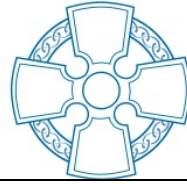
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PLEASE ALSO PROVIDE FULL SUPPORTING EVIDENCE and/or BUSINESS CASE FOR THE ABOVE.



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THE CHURCH
IN WALES

<p>Please confirm that you have included all the necessary supporting evidence and detailed information / business case.</p> <p>(Refer to opening guidance notes – incomplete information will result in delays)</p> <p>If not included/attached, when will it be available? Date: -</p> <p>Applicants Signature:.....</p> <p>Date:.....</p>		<table border="1"> <tr> <td>Yes / No</td> </tr> </table>	Yes / No
Yes / No			

Office Use:

Approved by MA Development Team:

YES / NO

 Date:.....

Signed By: Total Grant Amount: £

Grant Downloaded on via

Cheque / On Line (subject to details)

Signed:.....(Finance Team)