

Development Fund: Tier 1 Application Form

This is the application form for grants of **up to £2,500**. We strongly recommend you first read the **guidelines for applicants on our [web pages](#)** before completing this form. In particular, the web-based guidelines take you step by step through the process and identify sources of practical help and key areas to consider in order to develop your project before proceeding to the application form. Evidence of discerned consultation will strengthen your application.

Office use only Appl No:

Section 1: Who is making this application

Church, deanery or chaplaincy making this application.

Parish/benefice/chaplaincy	
Deanery	

Details of the main contact person connected with this application (this is the person we will use to contact and discuss your application).

Name			
Address			
Post code			
Telephone number		email	
Role			

Section 2: About Your Project

Please answer these specific questions below. Note the five criteria for development funding: becoming a more Christ-like church; discernment; missional creativity; learning and sustainability.

Summarise the reason you are applying for a development grant in one sentence, using the form below, filling in the '...' with your own words:
<i>A development fund grant will help us to ... and we expect this will lead to ...</i>
Describe the project for which you are applying for funding support (up to 400 words):
<i>signs of discernment; missional creativity; learning; sustainability</i>

In what ways do you expect this project will help you become a more Christ-like church, for the sake of God's world? For help, see the separate document ' Signs of a more Christ-like church '.
Please say how this project ties in with the wider strategy or plans of your parish and benefice:
When will the project run and for how long?
Tell us what you think are the expected outcomes of your project: what they are; and how you expect they will come about:

Section 3: Costs

Here we are looking for signs that your project is financially viable, so it can be completed as you describe.

How much are you asking for a grant for?	£
What is the <i>total</i> cost of the project?	£
What will the money be spent on?	
What contribution is your organisation making to the project?	
Tell us about any other sources of support you are drawing upon, to help this project.	
Tell us briefly about your recent history regarding payment of parish share: whether you are up to date, and if not, any plans you have to overcome any difficulties paying parish share.	

Section 4: Building projects

Only complete this section if your application includes building work (includes any works affecting your church buildings, churchyard or curtilage) even if the amount you are requesting does not cover the full cost of the building work. Please refer to *Guidelines for applicants*, section 1.4 before completing this section.

General questions: please complete this section for **all** projects affecting your church buildings, churchyard or curtilage.

Has a member of the Church Buildings Team visited your site (for faculty applications), or have you received List B permission/other necessary consent(s)? Please attach copies of relevant documentation.	Y/N/not applicable (<i>please explain</i>)
Are you applying for support with early project documentation, e.g. feasibility study, measured survey? Please attach the quote for this work.	Y/N
<i>Only applicable if applying for a capital building project:</i> Please describe the specific work for which you have received approval.	Type of approval received: List B/NoA/local authority approval/not applicable (<i>please explain</i>) Description of work:
Have you attached a draft Statement of Need (if you require faculty permission) and any quotes you have for the work?	Y/N
If you have any outstanding emergency or routine repairs to make to your building(s), please provide details.	

Section 5: Bank Account Details

Grants will be made by BACS transfer: please provide details of the account to which money should be paid.

Name of Treasurer			
Telephone		Email	
Account name			
Sort code	nn-nn-nn	Account no	nnnnnnnn

Section 6: Completing your application

Before you sign and date this application, note that by signing this you agree to providing an end of Project Report and, for projects that last longer, monitoring feedback every 6 months. You may also be invited to share your learning in a learning group, along with others engaged in similar projects in the Diocese. All monitoring and reporting feedback is compiled by the Diocese to assess the impact of Common vision. Grant funding is to be spent as indicated in Section 3 and any unspent money must be returned to the Diocese. Your project may also feature in our promotional material (our Communications team will be in touch with you if this is the case) and from time to time, The Diocese of Oxford will publish a list of those parishes and deaneries in receipt of Development Fund grants.

Signature of clergy lead (e.g. incumbent, area dean)		Role	
Print name		Date	
Signature of Lay leader (e.g. warden, lay chair)		Role	
Print name		Date	

Send your completed form to The Development Fund Administrator by email commonvision@oxford.anglican.org or post a hard copy to: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF.

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Please check for an updated version of this document at oxford.anglican.org/development-fund before completing a grant application form. Updated 28 May 2025.