

Development Fund: Tier 2 Children & Youth Application Form

This is the form to use if you are applying for a grant to employ a children or youth minister, school chaplain or a similar role working with children and young people (incl. young adults).

Please read the [step by step guidance on our web pages](#) before completing this form. In particular, the guidelines 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 with the CYP team (Discipleship Enablers) 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. If you wish to provide us with more detail, please attach, link or refer to other documents which contain that detail. Note the five criteria for development funding are: 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:

A development fund grant will help us to ... and we expect this will lead to

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|--|
| Describe your project and the need it addresses (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 '. |
| How does this project tie in with: <ul style="list-style-type: none"> (i) the wider strategy or plans of your parish/benefice/deanery and your vision for children and youth (CYP) (ii) wider deanery children and youth plans (iii) the Disciples Together cultural shifts? |
| Outline the project timescales: indicate the main phases, key milestones, likely timescales and at what points the major expenditure lies. |
| Tell us what you think are the expected or hoped-for outcomes of your project: what they are; and how you expect they will come about. As well as stating numerical and non-numerical outcomes, please indicate how your outcomes will affect: <ul style="list-style-type: none"> • the national and diocesan strategy of doubling the number of children and young people (CYPs) actively engaging in worshipping communities • achieving the Disciples Together cultural shifts <i>(If awarded a grant, you will be asked to report on progress towards your outcomes in the six-monthly monitoring reports.)</i> |

Section 3: Costs

In addition to the information requested below:

- all applicants must provide a copy of your most recent annual financial report
- you may also wish to share a copy of your most recent financial statement (for example, to evidence recent fundraising activity)
- so that we can clearly understand your financial plan, please attach a budgetary statement to show a summary of all the expected income and expenditure.

| | |
|---|---|
| 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. | |
| | |
| Please tell us what the impact on your plans would be if this funding support was not granted. | |
| | |

Section 4: Employment information

All applicants should consult at an early stage with the Discipleship Enabler for their Archdeaconry ([Simon Hill](#) for Oxford and Dorchester Archdeaconries, [Kathryn Aboud](#) for Berkshire, [James Wood](#) for Buckingham Archdeaconry)

and with the diocesan [HR team](#)

before the application is submitted, to discuss the proposed role(s).

Please complete this table for each role to be funded (copy the table as necessary)

| | |
|--|--|
| Role title | |
| Who will be the employer and do they already employ staff? | |
| Category of employment | <i>Employee / Contractor / Office Holder</i> |
| Context (delete as applicable) | <i>Continue existing role / Alteration of existing role / New role</i> |

| | |
|--|---|
| Gross pay: | <i>£ per year/month/week</i> |
| Expected working hours/pattern: | |
| Contracted no. hours per week: | |
| Nature and term of contract: | <i>Fixed term (state length) / Permanent</i> |
| Annual leave allowance: | <i>Days/Hours</i> |
| Estimate of additional employment costs (pension, NI contributions, expenses). | <i>Pension £ per year/month/week NI contributions £ Expenses estimate £</i> |
| Arrangements / allowance for Continuing Professional Dev't (CPD). | <i>Type of CPD & time commitment Cost estimate £</i> |
| Role description | <i>Please enter here either the role tasks and skills/attitudes needed, or refer to a separate document</i> |
| Arrangements for advertisement and recruitment to the role | |
| Right to work in the UK: is a screening process in place? | <i>YES / NO</i> |
| Has this role been discussed with HR at Church House Oxford? If so, what was the outcome? | <i>YES / NO (Date discussed) Contact HR: 01865 208200 or human.resources@oxford.anglican.org</i> |

Section 5: Sustainability

Please explain your approach to ensuring the benefits of this project can continue after the grant funding ends.

Section 7: 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 | <i>nn-nn-nn</i> | Account no | <i>nnnnnnnn</i> |

Section 8: 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 your name | | Date | |
| Signature of Lay leader (e.g. warden, lay chair) | | Role | |
| Print your name | | Date | |

Final checklist. Have you:

1. followed the guidelines and completed all the above questions as well as you can, including any attachments?
2. attached a copy of your most recent annual financial report (Section 3)?
3. read the document Guidelines for Development Fund Applicants and consulted appropriately before filling in the application form?

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

This document was first published on 25 September 2025. Details correct at time of publication.

Please check for an updated version of this document at oxford.anglican.org/development-fund before completing a grant application form. Updated 18 March 2026.