

Development Fund: Tier 2 Application Form

This is the application form for grants of **over £2,500** and any application involving the employment of staff. **We strongly recommend you read the document *Guidelines for Development Fund Applicants*, downloadable from our website, for help in filling out this form.**

Section 1: Who is making this application

Appl No:

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:
<i>A development fund grant will help us to ... and we expect this will lead to ...</i>
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 '.
Please say how this project ties in with your wider strategy or plans.

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.

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 will 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

Only complete this section if your application includes the employment of paid staff. 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: Expected working hours/pattern: Contracted no. hours per day: Nature and term of contract: Annual leave allowance:	<i>£ per year/month/week</i> <i>Fixed term (state length) / Permanent</i> <i>Days/Hours</i>
Estimate of additional employment costs (pension, NI contributions, expenses).	<i>Pension £ per year/month/week</i> <i>NI contributions £</i> <i>Expenses estimate £</i>
Arrangements / allowance for Continuing Professional Dev't.	
Role description	<i>Please enter here either the role tasks and skills/attitudes needed, or refer to a separate document</i>
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</i> <i>Contact Tim Barnett: 01865 208200 or tim.barnett@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 6: 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 7: Completing your application

All Tier 2 grants need to be endorsed by your area Bishop or Archdeacon before submission.

Bishop or Archdeacon's name	
Comments (and/or attached correspondence)	

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. 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. attached your Bishop or Archdeacon's endorsement (Section 7)?

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