**THAMES NORTH SYNOD**

**RESOURCES COMMITTEE**

**GRANT & LOAN APPLICATION FORMS 2019**

**HUMAN RESOURCE DEVELOPMENT PROJECTS**

**GUIDANCE NOTES**

**These guidance notes should be referred to when requesting Synod Grants & Loans and for release of Schedule 2 funds from Thames North Trust.**

**Individuals seeking grants for Lay Development, TLS or Eldership Training (50% of cost) should use a separate form (obtainable from the Synod Administrator)**

[**synod.admin@urchthamesnorth.org.uk**](mailto:synod.admin@urchthamesnorth.org.uk)**.**

Ministers and Accredited Lay Preachers seeking support for Continuing Ministerial Education (CME) or Continuing Education from the United Reformed Church, should continue to use form G1, G2 or A4 as appropriate.

**Before completing this form.**

Churches /Area Groups should ensure that they have the following information to submit with the application

1. The church’s most recent independently examined accounts or financial statements
2. The church’s current mission statement
3. A job description for any post to be funded
4. The evidence required in Section 3 to show that your proposals have been discussed with your Local Area Group (LAG) partners
5. An appropriate Church Meeting resolution

**Please note that:**

1. When completed this application form will be passed to the Synod Pastoral and/or Discipleship Committees for their comments on the pastoral and mission implications of your project before it is considered by the Resources Committee.
2. Completed applications should be sent to the Resources Committee Secretary at the Synod offices. Once a completed application form and comments from the Pastoral and Discipleship Committee have been received applications will be considered by the Resources Committee. The Committee meets approximately every 2 months. The dates of meetings are available from the Synod office.

**Guidance on completing the Application Form**

**Section 1 : To be completed for all applications**

If the person responsible for annual reporting is not the contact person, please provide her/his contact details

Please attach a copy of the church’s current mission statement

**Section 2 : To be completed for all applications**

1. Please include VAT in your calculation of total project costs where necessary
2. If your project includes an element of funding from Schedule 2 Funds contact the Thames North Trust to seek the approval for drawdown of these funds.
3. The purpose of this section is to provide the Resources Committee with sufficient evidence that the proposers have thought through where the necessary funds will be coming from and what the estimated costs are.

**Section 3: To be completed for all applications**

Applications cannot be considered by the Resources Committee until the details requested in this section have been provided.

**Section 4 : To be completed for all applications**

Please attach the job description for any posts for which funding is requested.

Please provide details of the persons who will be responsible for the project’s management, monitoring and evaluation

**Section 5 : Church Meeting Resolution: To be completed by applications**

Applications cannot be considered by the Resources Committee until the details requested in this section have been provided.

Please ensure that this section has been signed and dated before submission to the Synod Offices and a copy of the relevant church meeting minutes attached.

When completed, please return this form and attachments to:

The Secretary,

Resources Committee

URC Thames North Synod

St Paul’s URC

Newton Road

London W2 5LS [**finance@urcthamesnorth.org.uk**](mailto:finance@urcthamesnorth.org.uk)Revised February 2019