

**THAMES NORTH SYNOD**

**GROUP TRAINING GRANT**

**APPLICATION FORM**

**BACKGROUND**

The Group Training Grant helps people – lay, elders, ministers – in the churches of the Synod to acquire and develop skills and knowledge (whether academic or practical) for the benefit of the congregations to which they belong. It does so by making grants towards the cost of a combined course or training opportunity. Travel costs can be included in this application as long as the funds applied for do not exceed £350 per person. This form enables a group from a local church or pastorate, or a Local Area Group, to make a combined application for a course or event to be attended by multiple participants.

**CONDITIONS**

1. Each request must be made on this standard application form. A copy of the course brochure or equivalent should be attached, including details of the course provider.
2. The amount granted will be for a **maximum of £350 per person** in any one calendar year
3. Where funds greater than £350pp are sought, please contact the Synod Training and Development Officer to discuss what might be possible.
4. The applicant should be able to show how participants will use their learning to serve their congregation, pastorate, or Local Area Group.
5. **An group may submit more than one application in a calendar year provided the total amount sought does not exceed £350 per person.**
6. If the course is for more than a year, please submit a separate application form for each year.

**PLEASE COMPLETE THE APPLICATION AS FOLLOWS – ABOUT THE CHURCH:**

**Name of Church, pastorate, or Local Area Group:**

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**Contact person for group application: ……………………………………………………**

**E-mail of contact person:** …………………………………………………………………………………………

**Role in the congregation of contact person:** ………….……………………………….…………….

**THE COURSE OF STUDY/TRAINING OPPORTUNITY (Please attach a copy of the course brochure.) What is it and who is the training provider?**

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**Where and when will it take place?**...............................................................

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**How much is the total cost?** (Please attach details) ……………………………………………….

**How much are you applying for per person?** …………………………………………………………

**If the cost of travel is included in the application, please indicate who will incur travel expenses and how evidence of mileage, or travel receipts, will be produced for reimbursement:** ……………………….…………………………………………………………………………………………………………….

**THE INTENDED LEARNING**

**What is the intended learning?** .……………………………………………………………………………

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**How will it benefit the congregation, pastorate or Local Area Group?** (max 300 words)

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**Please give the names and contact details of all participants who will use the grant on the next sheet.**

**Date of application: ……………………………………..**

**Endorsement**

I endorse this request and believe that it will be for the benefit of the congregation in the way that they have described.

………………………………………………………………….. .…………………………………………………….

**Signature of Minister/CRCW/LL Date**

**Interim Mod/Church Secretary/LAG Convener**

**Print Name: …………………………………………………………………………………………**

**Please return the completed form for approval to:**

Revd Dr Julian Templeton, Training and Development Officer

E-mail: training@urcthamesnorth.org.uk

**Any questions about payment for approved training should go to:**

The Administrator, Thames North Synod

St. Paul’s URC, Newton Road, Bayswater, London, W2 5LS

E-mail: administrator@urcthamesnorth.org.uk (Phone: 020 7799 5000)

**TDO approval, amount & date:** …………………………………………………………………………….

**IMPORTANT**: PLEASE ENSURE APPLICATIONS ARE RECEIVED **BEFORE** THE COURSE OR TRAINING EVENT.

**The name, contact detail, and local church for each participant who is included in the grant application must be included in the table below.**

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| **Participant Name** | **Email or Phone number** | **Local Church** |
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**Please create another sheet if needed.**