

Guide to Filling in a Connexional Grant Application Form

General Information

Title – Enter a project title, this enables it to be easily identified and listed by the Grants Team.

Applicant Organisation – Ensure that the correct organisation is shown, whether church, circuit, district or independent charity. Consider the relationship between the applicant organisation and those who will sign off your application at the end of the form. Do include a charity registration number if you are an independent charity. The applicant cannot be an individual. Only constituted organisations with a financial track record can apply.

Project Location – Enter the location where the project will take place, this may be different from where the applicant organisation is based.

Circuit / District name/number – Enter these details to show how you fit into a circuit and district. It is also helpful to have this information if you are a non-Methodist applicant.

Correspondent Contact Information – Enter the details of the person filling in the form. The 'correspondent' cannot be one of the signatories at the end of the form, this avoids too much self-interest (i.e. applying for and signing off on an application for one's own role in a project).

Project Summary

Start/end date – Enter start and finish dates for your project; start date must not be before the CGC makes its decision. For applications submitted in March the earliest possible start date is the beginning of June, for October applications the earliest start date will be the beginning of January. If these start dates are problematic please discuss with the Grants team as early as possible. Your start date will be taken as the first grant payment date, subject to any conditions made by the CGC.

Total amount applied for, broken down by year – Please enter both annual and overall total amounts (ensuring that you do not enter the total project cost, unless you are seeking full funding). The annual amount requested will correspond to the annual grant payment, if a grant is awarded, subject to any reduction that the CGC might make.

Eligibility Checklist:

- *Is this a new project?* – Ideally your project will be new rather than existing, however if you are expanding, developing, working in a different area or employing new staff then these can still qualify. This newness within existing work can be supported by a review document.
- *If this is a continuation of a project has it undergone a review? Has it been significantly altered as a result of this review?* – These questions provide an opportunity to demonstrate that a review has taken place which can support the case for your application being new work.
- *Which of the Eligibility Criteria (see pages 1 and 2) do you feel your project meets?* – This question invites you to match the work that you are proposing with the eligibility criteria for the grant that you are applying for, you should list all the criteria that apply. You can develop this in detail in the introductory section.
- *Have you followed the good practice recommended in the Lay Employment Advisory Pack and consulted with your District Lay Employment Secretary?* – This is critical if the Connexional grant will fund an employed position. You must answer yes to this question.

- *Have you approached all relevant local institutions or organisations about the possibility of their contributing funding to this work?* – The CGC expects that all other potential providers of funding have been approached.
- *Have the chaplaincy needs of your District/Circuit been reviewed?* – It is important that the need for the chaplaincy has been reviewed, rather than automatically requesting further funding.
- *Have your proposals taken the Chaplaincy Everywhere approach into account?* – Chaplaincy Everywhere covers non-traditional types of chaplaincy and provides a basis for the development and delivery of such chaplaincies.

Appendices checklist:

- *Applicant organisation's current annual budget* – This should be provided for all applications and should be complete and up to date.
- *Last two end of year accounts, including reserves policy* - These should be provided for all applications and should be as recent as possible, drafts and unaudited copies are acceptable, where appropriate.
- *Copy of review of your project, if applicable* – Append your review document if you already have one. If there is no existing document you can append review comments in a new document.
- *Church, circuit and district mission plans* – As Connexional grant funding is for missional projects, each application should be contributing to local mission plans.
- *Project budget* – You should include a clear project budget for each year for which you are requesting a grant, showing both income (including pending grant applications) and expenditure (a budget table is included in the application form).
- *Project schedule/timeline* - Your project schedule will show start and finish dates, timings of activities and review dates.
- *Job and role descriptions (if applicable)* – You will need to include these if the grant will be used to fund a staff position.
- *Chaplaincy strategy* – This provides background information that should support your application.

Introductory section

Please summarise what it is that you wish to do and why you are applying for a grant - This will be read and taken into account by the CGC, but not scored in any way. It is your opportunity to say what you plan to do in whatever way you wish. It may help you to write this as a story; being clear about your thinking, what you want to do and what the grant will fund should help you fill in the rest of the form. It will also be used as a summary of your project on the Methodist Church website (if a grant is awarded). Please be clear about what any grant will fund, whether it is a specific part of your overall project or a worker.

Impact

This section focuses on why your project is missionally significant, why it is needed, how it will be done (activities), and what will be achieved (outcomes).

Q1. What is the missional significance of your project, why do you think it should be funded by a connexional grant. Please answer including reference to Our Calling, local church, circuit and district mission development plans and the eligibility criteria on pages 1 and 2. (max 250 words) – ‘Missional significance’ is described in the eligibility criteria, please make use of this information in your answer, you should match aspects of your project to the criteria. ‘Why do you think it should be funded?’ is asking you to reflect on whether, for example, it might be more appropriate to seek circuit or district funding. Do review Our Calling via the hyperlinks. Please keep to the word count.

Q2. What is the need for your project? Assessors require objective evidence (max 250 words). The Chaplaincy and MAPJ versions of this question are at the end of this form. – Please focus on the **need**, rather than your own desire to address it, you can also think of ‘need’ as a problem which is seeking a solution. Why do people, community, society need what you will be proposing? Your answer should be as objective as possible, i.e. evidence, facts, statistics. It is particularly helpful, and will strengthen your application, if you have evidence of need (e.g. quotes, requests) from outside your organisation or project team. Please keep to the word count.*

* Resourcing information tables for chaplaincies is also at the end of the form.

Q3. What will a grant enable you to do? What difference will it make? Assessors require objective evidence (max 250 words) – Your answer should specifically address how grant funding will enable you to carry out the work that addresses the needs that you have already described. Your answer should convey how the grant will transform the current situation (or solve a problem). Your answer should be as objective as possible, rather than describing hopes and expectations.

Q4. Please indicate the expected missional outcomes of your project. How will these outcomes make the difference (impact) you want to have? What other external factors could affect this impact? (max 250 words) – Outcomes are what will be achieved after you have done your work, they may be related to specific activities taking place at various times, or at the end of each project year, or by the end of the project. Your description of outcomes will enable you to complete the activity plan at the end of the form. Please also describe any challenges (‘external factors’) you may experience while carrying out project activities, this description will provide some of the material for your risk assessment at Q.9. Please keep to the word count.

Process

This covers a range of project factors, internal and external, which provide both context and ethos for your project. As these are foundational they precede the Planning questions.

Q5. With which affected organisations (e.g. ecumenical, community, other faith groups) have you discussed the development of this project? (max 300 words) - Please explain why any potential partners are/are not involved and any contribution that they are making, financial or otherwise and confirm that your project does not compete with their work or plans. If there is similar work in your area, please show how your project is a valuable addition. See also the additional partnership questions at the end of this document. Please keep to the word count.

Q6. Reflecting on ‘Hope in God’s Future’, how have you minimised your project’s environmental impact? (max 200 words) – Describe here the main ways in which you have reduced/will reduce your carbon footprint. The Eco-Church self-assessment questionnaire should be helpful <https://ecochurch.arochoa.org.uk/eco-survey-non-saving-example/>. Please keep to the word count.

Q7. Explain why you are confident that your organisation (or those involved) will be able to manage the project well, giving details of experience and knowledge of your team. The assessors are looking for good governance, but also for evidence that you have the capacity and commitment to drive this project forward. (max 250 words) – Please be specific and name individuals or their roles alongside their skills, experience and knowledge, this can include any track record in project delivery. Please keep to the word count. Human Resources are covered in Q.13.

Planning

This section of the form allows you to provide evidence of your planning and management.

Q8. ACTIVITY PLAN: What activities do you plan to undertake to achieve your outcomes? Why are you convinced these are the best way to achieve the impact that you want? Please show how these outcomes will take your organisation into the future and who will benefit. Please outline when the various aspects of work will be completed, when key milestones will be reached, how long this will take and, if appropriate, how many people will be required to carry out this work.

(max 500 words) For MAPJ: in what way you will be working alongside those in poverty either directly or via advocacy? – Describe what you will do, and how, in order to deliver a successful project (i.e. the proposed outcomes). Please explain why the project activities are the right ones to deliver a successful project (i.e. planned outcomes). The outcomes should have impact on your organisation (e.g. enables it to develop, raises its profile) and will shape what it does and how, including, in the future, after project funding has ceased. Please complete the Planning template on the following pages (after question 13). (Alternatively, attach a separate sheet with a Gantt or flowchart, or other, if you wish). There are full descriptions of “Activities”, “Targeted beneficiaries”, “Anticipated outcomes” and “Timeline”. Please keep to the word count.

Q9. RISK MANAGEMENT: What are the risks involved in this project? Please explain what could go wrong and what you will do to make this as unlikely as possible. (max 200 words) – You should include all risks which could affect your project, generic examples include: insufficient funding, recruitment difficulties, low take up. Please keep to the word count.

Q10. FINANCIAL PLAN: Please outline the costs involved in this project and how you intend to finance them. Please include details of other funders, areas of income and expenditure and (if relevant) explain how this project’s budget relates to your organisation’s budget. (Attach as a separate document if you wish) – This should provide a full picture of the cost and the financing of your project. It is usually best to attach as a separate detailed document, especially in Excel.

Q11. TIMELINE – Please complete the Project Planning template for your project (after question 14) and use one template for each year. (Alternatively, attach a separate sheet with a Gantt or flowchart, or other, if you wish).

“Activities”: the actions that you will undertake. For example, for a mission to an urban community, this might include hosting coffee mornings in the community centre, or running football coaching in the park.

“Targeted beneficiaries”: those who will benefit from your project. For example, for a university chaplaincy these will be the students at that university. Please describe who they are and how many will benefit from the project. Be realistic in your anticipated beneficiary numbers, as you will be monitored on this basis. For example, for a food bank you might be planning to provide food for 50 people per week over a two-year period, = 5,200 people.

“Anticipated outcomes”: need to be specific and measurable.

In the “Timeline”, please calculate the months from the start time by which the activities and outcome will have been achieved.

Each activity should have beneficiaries, outcomes and timescales. Ideally, the benefits will increase each year and the numbers of beneficiaries will grow.

Q12. EVALUATION PLAN - Please explain how you will monitor the progress of your project, its impact and outcomes. - The assessors will be looking for ways of monitoring and evaluating your project so that future learning can be identified. Describe your own plans for sharing your learning with the

rest of the Connexion. Consider what your success criteria are - the standards by which the project will be judged to decide whether or not it has been successful.

Q13. HUMAN RESOURCES: Please outline your people management and employment arrangements, explaining each person's specific responsibilities/working relationships. The Methodist Church is an Equal Opportunities Employer and expects an open recruitment process if staff are appointed (you may wish to attach job descriptions separately). (max 250 words) For Chaplaincy applications - You may wish to make reference to the Chaplain's first point of contact, and how you will ensure Chaplains are regularly communicated with and supported. – Please answer this question as fully as possible. There will be concerns about open recruitment if someone is already holding, or has been earmarked for, the position for which grant funding is being sought. Please keep to the word count.

Q14. SUSTAINABILITY PLAN: What will happen when this grant finishes? If your project will be completed within the duration of this grant, please explain your exit strategy. If the project is to continue after the grant finishes, please describe how it will remain viable (CGC funding is not normally available for more than five years). (max 250 words) This does not apply to university chaplaincies, but if you have plans for further development of the chaplaincy service please describe here. – Your answer should explain how your project will become self-sustaining, or if this is not possible, how it will find sufficient additional funding to continue. Please keep to the word count.

Declaration

Have you got any conditions or requirements of other stakeholders/funders which might conflict with the requirements of the Connexional Grant? – Provide details of any conditions and the relevant stakeholders/funders.

Authorisations

- i) Projects linked to one district only. Complete this if your project is linked to one particular District only. Example applicants: church, choir, circuit, youth group.
- ii) Projects linked to more than one district. Complete this section if your project involves more than one district. Example applicants: regional organisation, group of districts. The signatory must be either the Chair of one of the applicant districts, or the Chair of the organisation representing the specified districts. In either case, the signatory should identify the districts which support the application and confirm that s/he is signing on their behalf. The Chairs of these districts will be copied into all communication with the correspondent.
- iii) Connexional Project (this includes partnership applications with external organisations). Complete this section if your project impacts across the wider Connexion. Example applicants: national ecumenical initiative, external partnership. Applications must be signed by your organisation's Chair of trustees or equivalent. In the case of Connexional Team applications, the signature of a member of the Senior Management Group or Strategic Leader is required, this signatory should complete the 'District Grants Officer Declaration' box.

Partnership Questions

- With whom in the Methodist Church has the project/grant application been developed? (this should not be the Grants team or members of the CGC) – It is critical that the application has been jointly developed by the external partner organisation and the Methodist Church.
- What kind of partnership has been established? – Describe how the partnership will function and the nature of the relationship. The partnership document in the next bullet, if there is one, should answer this.

- Is there an agreed document which demonstrates the partnership with the Methodist Church and how the project aligns to [Our Calling]? – You will need to develop a partnership agreement, setting out the responsibilities/contributions of each partner. Currently, the Grants team does not have a generic template which would illustrate what an agreement would cover.
- Are there any letters of support and/or funding from Methodist partners? – These are not as critical as the partnership agreement but are very helpful as indicators of the level of Methodist involvement and support.
- Are any Methodists involved in the governance of the project/organisation and what roles/responsibilities do they hold? – Ideally, there will be Methodists present in leadership roles, if not you can describe your plans for identifying Methodists to take on these roles.
- If the project involves promoting project activities to Methodism how will these be publicised, what is being offered in order to ensure take-up, and what role will Methodist partners have in supporting this? The Methodist partner should indicate their role in supporting and delivering the project. – It is critical to be able to show that Methodists will be involved as recipients of what the project is being offered, as well as in the delivery of the project.
- How will learning from the project be shared with the Methodist Connexion? – This question gives you an opportunity to set out how Methodism can benefit from your project.