**East Midlands Synod**

**Large Mission Fund Application Form**

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| 1. **Name of Church**
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| 1. **Project summary**
	1. **Project Name:**
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| **b) Project outline**Summarise the project aims & activities (max. 30 words) |  |
| 1. **Mission Fund Grant requested** Max. grant £50,000 (Normally up to 50% of total project cost).

Specify if the grant is a one-off payment or spread over maximum of 5 years. |  |
| **d) Total project cost** |  |
| 1. **Project Development**
2. **Explain how the project arises from your Pastorate/Mission Profile**
3. **Is this project short term (up to 2 years), medium term (2-5 years) or long term (more than 5 years)?**
4. **Are you working in partnership with anyone, and if so, whom?**
5. **Which Synod personnel were consulted in developing this project?**
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| 1. **Project Rationale**
	1. **In what ways will sharing faith be included in the project?**
	2. **Which of the Five Marks of Mission does this project seek to address and how?**
	3. **Who does your project seek to reach and how did you identify them?**
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| 1. **Management**
2. **By whom will the project be managed** (such as steering group, company trustees)**?**
3. **What is the relationship of the management group to your church and how will the members be appointed?**
4. **Who is going to be responsible for the activities of the project?**

**i) names and roles of key personnel, their expertise and qualifications and their relationship with your church (**such as an elder, member, or employee**)**

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| Name | Role | Experience / Qualifications | Relationship with your church |
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**ii) if team members are not yet appointed, please describe the jobs they will be doing and how you will recruit and train them**1. **If you need other experience and expertise, where do you expect this to come from?**
2. **What risks could occur in the project and how will you manage them?**
3. **How do you intend to evaluate the project** (timescale, method, personnel)**?**
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| 1. **Finance**
2. **Where do you expect other funds to come from? (Please detail other funding sources, and show whether grants/loans have been approved or when you expect to hear)**
3. **What is the financial year of the project** (for example 1st April – 31st March)**?**
4. **Is your church up-to-date with your M&M payments? If you have arrears, do you have an agreed plan to repay any deficit?**  (If not, please consult the Synod M&M Officer or your Financial Networker for advice.)
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| 1. **Sustainability**
	1. **How will the project be sustained/continued or ended after this period of funding?**
	2. **Are there any cost implications for you after the end of the period for which a grant is needed and if so, how will they be funded?**
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| **8. Reference from the Synod Children’s and Youth Work Development Officer CYDO (if project involves children and/or young people)** **Signature** **Date** |
| **9. Reference from Mission Development Officer or designated member of the Mission Fund Panel)****Signature****Date** |
| 1. **Approval**

**Church Meeting approved making this application on:** ……………………………(date)**Signed by**: .................................................... Church Secretary (or other as appropriate).................................................... Church Treasurer (or other as appropriate)(If not signed by the above officers, please state the position of the signatories)**Contact name, address, phone number & email address** (All correspondence will be with this person.) |

**CHECKLIST – Please check that you have supplied the following with your application:**

* + This form, completed and signed
	+ Copy of Church Meeting Minute approving the application
	+ The most recent full year’s Church accounts
	+ A full project budget, analysed annually for projects lasting more than a year
	+ Business Plan, if required.
	+ If appropriate, job/role descriptions for prospective or current workers (paid or voluntary)
	+ Any other supporting documents relevant to your application
	+ Your current Pastorate/Mission Profile

**NOTES**

Please refer to the Guidance Notes as you fill in the form. If there is anything you do not understand or know how to answer for your project, please seek advice. Involve the Synod Mission Development Officer as you develop your project and make sure they sign this form before you submit it. Other Synod staff and Pastoral Consultants, as well as members of the Panel, are also available to help you in making this application. **You are more likely to have a successful application if you involve these advisers at an early stage.**

The Panel may seek further information or clarification from you before making a decision on your application.

Please add extra sheets or further documents to this form as necessary, though clarity is more important than length. This form is in Microsoft Word. You can download it to your PC from [www.urc5.org.uk/?q=missionfund](http://www.urc5.org.uk/?q=missionfund) and it will expand as you fill in the sections.

**Email your application and all supporting papers to** office@urc5.org.uk **Send one signed hard copy of the application form and all supporting documents to:**

**The Synod Administrator**

**URC East Midlands Synod Office**

**1 Edwards Lane**

**Sherwood**

**Nottingham**

**NG5 3AA**

