

Small Mission Fund Application Form Guidance Notes



What is the Small Grants Fund for?

The Synod Mission Fund aims to encourage, enable and support local churches in mission. Alongside the main grants programme, the Small Grants Fund is designed to offer financial support for small local mission initiatives. These could be one off events, a series of activities run over a few days or weeks, the purchase of equipment or training materials, or research to identify new mission opportunities, but is not limited to these.

Who can apply for a grant?

Applications can be made by local churches or Resource Area Pastorates and the form must be signed by two of the church or pastorate officers.

How much can we apply for?

Grants can be up to £2,000 and normally not more than 50% of the total project cost. For example, a project with a total budget of £1,500 could receive a grant of up to £750.

How do we apply?

Applications must be submitted on the Small Grants Fund form and accompanied by a budget for the project. The budget must show what the money will be spent on and where the other funding will come from, which can be local church or Area funds, local fund raising or a grant from another body. The form and budget must be submitted by email to the Synod Administrator on admin@urc5.org.uk

What if we need help preparing the application?

The **Synod Mission Development Officer** can offer advice on planning a project, how it can contribute to local mission and discipleship, risk assessment and ways to evaluate the project.

The **Synod Children and Youth Development Officer** can offer advice on projects involving children and young people.

The **Synod Administrator** and the **Synod Finance and Governance Officer** can help with technical aspects of filling in the form and preparing a budget.

What does a risk assessment involve?

In planning the project, think about all aspects of safety and security. This will include the safety of the premises or area where it is being held, arrangements for the safeguarding of children and young people and of adults at risk, role descriptions and support for volunteers and staff running the project, food and kitchen hygiene if food is being provided, arrangements for transport and car parking, transparent and accurate financial accounts. Write a list of the risks and the measures to contain them. The Panel does not need to see your risk assessment but does need to know that you have done it.

When will we know if we are successful?

Applications will be reviewed by the Mission Development Officer and assessed by Mission Fund Panel members on a rolling basis by email. Once an application has been received by the Synod Administrator the decision will take between 4 and 6 weeks. The money will be sent by bank transfer to the local church or Resource Area Pastorate bank account.

Do we have to send Synod a report afterwards?

Yes. Write a brief description of your project, ways in which it fulfilled your aims, any problems you experienced and what difference it made. Photographs will be welcome, but make sure you have written permission for photos of children and young people. Include a financial account showing how the Synod grant and other funding was spent. Send this to the Synod Administrator.

Can we apply for a grant after the activity?

No - The Panel will not accept retrospective applications.

Can we apply more than once?

Yes. However, if the next application is for a similar event or activity, the Panel would expect to see ways in which you have learnt from the previous project and how it is making a difference to your church and mission outreach. You may also wish to consider whether to apply for a main Mission Fund grant to enable you to put on a series of events over two or three years.

Publicity and Advocacy

One local church's mission initiative can inspire others to give thought to trying something fresh in their own setting. As such we welcome reports for inclusion in our Synod E-Letter and within the 'Good News' section of our Synod Meeting. Do feel free to send us reports and confirm your consent to them being considered for both of these means of sharing good news.