NORTH WEST ENGLAND METHODIST DISTRICT

NWED Larger Grants Application Form – Guidance Notes

Please complete all sections as fully as possible. The Grants Committee is looking for clear, proportionate information showing:

- the purpose of the project
- the need within the local context
- who will benefit
- how the project supports mission and wider Methodist priorities
- how the funding will be used responsibly and sustainably
- how the overall funding package is being put together
- what governance, safeguarding and due diligence arrangements are in place

Applications do not need to be lengthy, but should provide enough detail for the committee to understand the project and assess the likely impact.

For projects linked to property, environmental sustainability or ECO funding, applicants should explain how environmental considerations have been taken into account. Where relevant, please attach the current environmental policy and any supporting information requested in the form.

Please ensure you have read the District Grants Policy prior to submitting an application. The policy can be found on the NWED website (North West England District | The Methodist Church).

Project Contact Details	
Church:	Enter the full name of the church making the application.
Circuit name and No.:	Enter the full circuit name and circuit number if known.
Application on behalf of:	☐ Church ☐ Circuit ☐ School
Consents Project Number (if known):	If a project has been loaded onto the Online Suite, please provide the project number here.
Contact name for this application:	Give the name of the main person responsible for completing the form and answering questions about the project.
Position held:	State the role of the contact person, for example Minister, Steward, Treasurer, Pioneer, Mission Enabler, or Project Lead etc.
Address:	Give the main postal address for correspondence.
Phone number:	Provide the best daytime contact number.
Email:	Provide the main email address for this application.

2. About the Project	
Project name:	Use a short, clear title for the project.
Please explain your project: **• What is your project and what will the money be spent on?** **• How did the idea come about?** **• Who will benefit from your project?**	Please briefly explain: • what the project is • what the funding will be used for • how the idea developed • the local need or opportunity being addressed • who will benefit The Grants Committee welcomes projects that:

	• encourage mission and outreach • support community engagement • respond to local need • develop new ways of being church • engage with marginalised or disadvantaged groups • encourage innovation and partnership working You do not need to write a long answer, but please provide enough information for the committee to understand the purpose and value of the project.
Project impact and outcomes: **• How will people benefit from your project?** **• How will you measure the impact of your project? Include environmental impact for property.**	Please explain: • what difference the project will make • how people or the community will benefit • how you will know the project has been successful Examples of evidence may include: • attendance figures • feedback • stories or testimonies • photographs • increased community use • volunteer involvement • environmental improvements For ECO or property-related projects, please include any environmental or sustainability benefits where appropriate.
Does this project involve children, young people or vulnerable adults?	Yes ☐ No ☐
If yes, are appropriate safeguarding arrangements in place? Please attach the safeguarding policy	Yes ☐ No ☐ Projects involving children, young people or vulnerable adults are expected to follow Methodist safeguarding procedures and good practice.

3. Project Costs and Funding						
What type of large grant are you applying for?	Larger Purchases	☐		Mission & Ministry	☐	
	Personnel	☐		Property	☐	
	Training & Development	☐		ECO Support	☐	
	MAPJ	☐		Other (Please Specify)	☐	
Who will oversee the project?	Name the person, group or leadership body responsible for overseeing the project and ensuring the grant is used appropriately.					
When is the project expected to start / finish? Will it continue after the grant has been spent?	Provide estimated dates or anticipated timescales. The District expects grants to be used within a reasonable timeframe. If the funding is needed by a specific date, please specify here. Explain whether the project is ongoing, self-sustaining, or a one-off activity. If it will continue, say how.					
Total project cost:	Please provide the full estimated/final cost of the project, including a full breakdown, not just the amount requested from the District.					
Amount requested from District:	State clearly how much you are asking the District to contribute.					

	The District normally contributes up to one third or £30,000 maximum.
Is this a new project, an extension of an existing project, or a replacement / renewal project? Include rationale.	Please explain which type of project this is and why it is needed. If it is a replacement or renewal project, say why it is more than routine maintenance and how it supports mission, accessibility, sustainability, community use or safety.
Is funding requested as a one-off project or phased over multiple (max. 3) years?	State whether the grant is for one year only or phased over several years. If phased, explain what each phase will achieve and how the project will progress.
How will the Church/Circuit contribute? (District normally contributes up to one third or £30,000 maximum)	Briefly explain what the church or circuit is contributing, either in cash, fundraising, reserves or in-kind support. If reserves are available, explain whether and how they are being used.
Has other funding been applied for as part of this project? Include how much and whether additional funding has been confirmed.	Provide details of any other grants or funding applied for, the amounts requested, and whether any funding has been confirmed. Where relevant, explain whether the project depends on receiving funding from multiple sources.
Please provide a copy of your current reserves policy and explain how reserves are being considered in relation to this project	Please attach a copy of the church/circuit's current reserves policy. This helps the Grants Committee understand how reserves are managed and considered when making decisions about significant expenditure and applications for District funding. It helps the committee understand the current financial position, including reserves, and assess affordability and stewardship. It also forms part of due diligence relating to charity law.
If the project is not time limited, how will it be sustainable once the grant term has been completed?	Explain how the project will continue after District support ends, including any ongoing income, volunteer support or other funding.

4. Links to wider strategy	
How does your project link to wider Mission plans?	Explain how the project supports: • local church mission • circuit priorities • district priorities • outreach and discipleship • community engagement • evangelism or new ways of being church
Is your project part of or linked to any partnerships, ecumenically or otherwise? How are the other partners contributing to the project?	Provide details of any partnerships involved in the project, including: • ecumenical partnerships • schools • charities • community groups • local authorities Please also explain how partners are contributing to the project.

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5. Project approval and due diligence	
An outline project action plan	Please attach a short project action plan showing aims, objectives, outcomes, key milestones and any consultation that has taken place. This helps the committee understand how the project will be delivered and monitored.
A breakdown of costs (including quotations where appropriate)	Please attach a clear cost breakdown and quotations where appropriate. This is important for value for money, especially for property, equipment or personnel-related projects.
The latest annual accounts or most recent management accounts	Please attach the most recent church or circuit accounts so the committee can carry out due diligence and understand the current financial position and reserves.
Current safeguarding policy (if applicable to the application)	Please attach the current safeguarding policy where children, young people or vulnerable adults are involved. The committee needs reassurance that appropriate safeguarding arrangements are in place.
Current Environmental Policy and Eco Church registration (if applying for an ECO Grant)	Please attach the current environmental policy or equivalent eco statement where the application is for an ECO Grant. Please also confirm that the church/circuit is registered with **A Rocha UK's Eco Church programme**. If help is needed, please contact your DPS who can assist with an Environmental Policy Template. This helps the committee check that the project aligns with the church/circuit's environmental commitments and wider Eco Church journey. If applying for an Eco grant, the church / circuit must be registered with A Rocha via their website. Please contact your DPS for further information
Have you consulted with appropriate relevant bodies?	District Property Secretary, District Lay Employment Advisor, District Consents Panel, District Grants Committee representative Yes ☐ No ☐ If this is a property, employment or consents-related project, the committee would normally expect appropriate advice or consultation before approval.
Has your Church / Circuit approved your project?	Yes ☐ No ☐ Date of Church Council where approval was made: Date of Circuit Meeting where approval was given: When is approval expected? Please ensure the project has local approval or that approval is clearly in train.

Submission of Applications

Please submit the completed and signed application form and supporting documents by email to:

grants@nwedmethodists.org.uk

Applications will be acknowledged on receipt and may be referred to relevant District officers for comment where appropriate. Applicants may be contacted if further information or clarification is required.