NORTH WEST ENGLAND METHODIST DISTRICT

NWED Small 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

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.

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
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?	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:	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 small grant are you applying for?

Seed Funding	☐	Small Purchases	☐
Training	☐	3Generate	☐
Warm Spaces	☐	Youth Residential/event	☐
Eco Support	☐	MAPJ	☐
Other (Please Specify)	☐		

Eco Grants:

Does your church/circuit have a current environmental policy or equivalent eco statement? Yes ☐ No ☐

Is your church/circuit registered with A Rocha UK's Eco Church programme? Yes ☐ No ☐

Please attach your current environmental policy or equivalent eco statement.

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.

For projects over £750, how will the Church/Circuit contribute to the project?	Please provide details of the full project cost and how the Church/Circuit will contribute. The contribution does not necessarily need to be a cash contribution and may include fundraising, volunteer time, use of buildings or other resources, heating or other running costs, or other appropriate in-kind contributions. Please provide the **full cost of the project** and clearly explain the contribution being made by the Church/Circuit, including the nature and, where possible, the estimated value of any in-kind contribution.
Has other funding been applied for as part of this project, if so, how much?	Provide details of: • any other grants or funding applied for • amounts requested • whether funding has already been confirmed Where relevant, please explain whether the project depends on receiving funding from multiple sources.

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.

5. Additional Comments

Use this space for any other relevant information you would like the Grants Committee to consider.
This may include:

- urgency
- community impact
- inclusion or accessibility benefits
- additional background information
- challenges or opportunities within the local context

Use this space for any other relevant information the committee should know, especially anything that helps explain the need, timing, safeguarding, inclusion, or community benefit of the project.

Declaration			
I confirm that the information provided in the above application is accurate Must be signed			
Signed:		Date:	
Position:			
Signed (Superintendent or Circuit Steward):		Date:	

Once completed, please submit via email to: grants@nwedmethodists.org.uk

NWED use only

Date application received:		
Application approved?	Yes ☐	No ☐
Amount approved:		
Date notified:		