

Northampton District Grants Policies and Procedures

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SECTION 1 - Introduction

The purpose of the District Advance Fund (DAF) is to provide funding for personnel and property projects that further the mission of the church in line with the District's purpose to support, enable and challenge. The DAF receives income from Methodist central funds through an annual levy from Circuit Model Trust Funds held by Circuits in the Northampton District and an allocation of the net levy income of the Connexional Priority Fund along with other allocations currently including Action for Hope. The DAF provides funding for projects through the award of grants.

There are three types of grants available from the DAF.

1. Personnel grants to support the employment of lay people and, if appropriate, the provision of ministerial benefits.
2. Property grants to support projects to improve the available facilities to further the mission of the church. Grants are not generally available for maintenance projects.
3. Small Grants of up to £5,000 which can be made quickly and easily categorised as Start-up grants for Mission or Methodist Action on Poverty and Justice (MAPJ) grants.

In addition to the DAF, funds are available from the London Mission Fund for allocation by the same process. These funds may be allocated to the Amersham, High Wycombe, Milton Keynes and Vale of Aylesbury Circuits or to some parts of the Oxford Circuit.

SECTION 2 – Summary of District Policy Statement

The purpose of the Northampton Methodist District is to enable, support and challenge local churches and circuits as they respond to the calling of being a Methodist Church or Ecumenical Partnership in their local context.

This will be achieved through the work of District Staff and Officers, paid and voluntary, working locally with individuals, churches and circuits, who will

- enable development
- support initiative
- challenge current situation

The Priorities of the Methodist Church

In partnership with others wherever possible, the Methodist Church will concentrate its prayers, resources, imagination and commitments on this priority:

To proclaim and affirm its conviction of God's love in Christ, for us and for all the world; and renew confidence in God's presence and action in the world and in the church.

In addressing this priority, the District will give particular attention to projects that:

- *underpin mission and ministry with God-centred worship, prayer, discernment, and spiritual renewal;*
- *support community development, inclusion, and action for justice, especially among those experiencing poverty, deprivation, isolation, or marginalisation;*
- *develop confidence in evangelism, helping churches and circuits speak of God, faith, and the good news of Jesus Christ in ways that are accessible, contextual, and meaningful;*
- *encourage fresh ways of being church, including new Christian communities, New Places for New People, pioneering ministry, and mission with those not currently connected to church;*
- *nurture a people-centred, flexible, and collaborative culture across the District, supporting lay and ordained leadership, local initiative, and shared learning;*
- *strengthen the capacity of churches and circuits to engage with children, young people, families, new housing communities, digital mission, and emerging local needs;*
- *support projects that reflect good stewardship of resources and contribute to the commitments of the District Environmental Policy, including care for creation, sustainability, and practical steps towards net zero.*

Grant applications should therefore be able to show not only what is being requested, but how the proposed work contributes to the wider mission, growth, justice, discipleship, and sustainability priorities of the Northampton Methodist District.

SECTION 3 – Criteria for District Grants

Applications for District grants must demonstrate how the proposed project will meet the aims of the District Policy that is summarised in Section 2.

The following general principles are intended to provide the guidelines that will be used to assess applications. Where there are exceptional circumstances, the criteria set out below may be waived by the District Executive.

1. The District Mission Team Leader DMTL must be contacted as soon as possible to assess the project's relevance to the District Policy. Applications will not be considered if a meeting has not taken place with the DMTL or a nominated member of the District Staff.
2. The District Grants officer must be advised as early possible of intended grant applications so that there is visibility of future grant requirements.
3. DAF grants should not be relied upon to provide a permanent source of funding
4. Applications must be submitted in advance of the proposed funding period. The maximum period for personnel grants will normally be 5 years, any longer period would require advance discussion.
5. For property schemes, it is unlikely that a grant of more than 30% of the estimated cost will be awarded.
6. If a start-up grant is awarded, this does not preclude the application for a further grant for the progression of the project.
7. DAF grant approvals, including those for future years, must not exceed the funds currently available in the DAF. If there are sufficient applications, it is intended that an appropriate mix of projects is funded.
8. A DAF grant should be part of a funding package that includes, where appropriate, funding from the circuit. Applications for larger projects will be expected to demonstrate that there are other funding partners such as the local authority, voluntary and business sector partners, connexional sources or ecumenical partners.
9. Approval to make an application must be given by the Circuit Meeting before the application is submitted. Church Council approval is also required where an application is for a local church. Circuits are expected to make use of their own financial resources for the support and development of ministry and mission. A DAF grant is intended to help bridge the gap between what is available and what is required.
10. Applications for personnel projects should indicate how the project may be continued and funded after the initial grant has been used. They should also include, where possible, proposed deliverable objectives that will be used to assess the success of the project on an annual basis

SECTION 4 – Application Process

4.1 Property Grants

Completed Property grant applications should be submitted electronically to the District Grants officer with clear reference to the scheme number on the property consents website. There must also be evidence of approval from the Circuit Superintendent Minister. Submissions will be considered in accordance with the timetable in Section 5

The details of the scheme should be fully documented and justified on the consent site before a grant application will be approved. It is a requirement that a full budget breakdown is included both for costs and funding sources. For guidance regarding scheme set up and completion please seek advice from the District Property Secretary.

Prior to submission, the following must have occurred, or the application must contain an explanation of why it has not been possible and when they will take place.

- A meeting with the DMTL or alternative member of the District Staff.
- Prior advice to the District Grants officer of the intended application.
- Approval of the Church Council, if necessary.
- Approval of the Circuit Meeting.

The following documents must be included with the application. .

- a) A copy of the latest Standard Form of Accounts for the circuit and where appropriate the local church.
- b) A statement showing the current balance of the Circuit Model Trust Fund together with details of commitments for the use of those funds that are currently planned, both already approved and those currently anticipated in future periods.

Applications will be considered by the District Finance and Grants Committee and the recommendations of that committee will be presented to the District Executive for approval. Payment will be made using the payments process within the consents system.

If the grant has not been drawn down within 2 years of the intended payment date, reapplication will be required, except in exceptional circumstances.

4.2 Personnel Grants

Electronic copies of completed application forms and supporting paperwork should be submitted to the District Grant Officer by email. Submissions will be considered in accordance with the timetable in Section 5.

Prior to submission, the following must be completed, or the application must contain an explanation of why it has not been possible and when they will take place.

- meeting with the DMTL or alternative member of the mission team
- Prior advice to the District Grants officer of the intended application.
- Confirmation that job description and person specification is acceptable from District HR officer
- Approval of the Church Council, if necessary.
- Approval of the Circuit Meeting.

The following documents must be included in the application. It should be noted that brief, but informative, documents will facilitate the assessment process.

- Completed Application Form signed by the Circuit Superintendent Minister.
- A Job Description and Person Specification with confirmation the District HR advisor has reviewed it.
- Any supporting documentation further explaining the local need that will be met by the project.
- A copy of the Circuit Mission Policy and the local church profile if applicable.
- A copy of the latest Standard Form of Accounts for the circuit and, where appropriate, the local church.
- A statement showing the current balance of the Circuit Model Trust Fund together with details of commitments for the use of those funds that are currently planned both already approved and those currently anticipated in future periods.

Applications will be considered by the District Finance and Grants Committee and the recommendations of that committee will be presented to the District Executive for approval.

Payment for year 1 only will be made once the grant has been approved and recruitment has been successfully completed. It is the applicant's responsibility to advise when this has occurred. Further annual grant payments will be subject to completion of the annual impact monitoring review process outlined in Section 6.

If the grant has not been drawn down within 2 years of the intended first payment date, reapplication will be required, except in exceptional circumstances.

Small Grants

There are two types of small grants that can be made available quickly and easily. These are as follows:

Start Up Grants to provide up to £5,000 for new initiatives or to enable significant developments in existing work.

Methodist Action on Poverty and Justice (MAPJ) grants are available to provide up to £5,000 for work with those experiencing poverty or an inequality of resources..

The criteria for these grants is set out in Standing Order 1004:

- There must be evidence of insufficient resources to meet the material needs of individuals (urban or rural).
- There must be a commitment to journey alongside those experiencing poverty and inequality, enabling them to respond to God's calling.

Application forms for Small Grants can be obtained from the District website <https://www.northamptonmethodistdistrict.org.uk/finance/> or by contacting the District Mission Team Leader by email, .

The Small Grants Committee will review the completed application forms along with any supporting information, summarise the requests to obtain the approval of the Finance and Grants Committee and will give decisions in a few weeks. Payment can be made as soon as the Finance and Grants Committee has given approval.

SECTION 5 – Timetable

DAF Applications

Submission to District Grants
Officer

Finance and Grants
Committee Meeting

District Executive

September 30th

November

December

January 31st

March

April

May 15th

June

August

Small Grants

There are no application deadlines to be met as these can be submitted at any time.

SECTION 6 – Progress reporting and impact Monitoring

All Personnel projects are subject to impact monitoring and evaluation reporting which will usually be required before subsequent payments are made.

These reports will be collated by the District Office for the members of the District Finance and Grants committee to review at their June meeting. These reports must demonstrate that the project is fulfilling its initial aims and those contained in the District Policy Statement. A financial report will be required to demonstrate how closely the original funding package and budget has been followed. See Appendix C for the form.

This report should not be completed by the person who is employed as a result of the award of the grant, but by their supervisor or minister.

SECTION 7 – End of Project Reporting

At the completion of property projects or end of a grant funded personnel project an End of Project report must be completed and submitted to the District Office. The purpose of this report is to share learning and assist with the sharing of good news stories. See Appendix D for the form.

SECTION 8 – Contact Details

<u>Role</u>	<u>Name</u>	<u>Telephone</u>	<u>Email</u>
District Mission Team Leaderr	Matt Forsyth	07708 670774	matt.forsyth@northamptonmethodistdistrict.org.uk
District Property Secretary	Chris Linford	07711 341434	district.property@northamptonmethodistdistrict.org.uk
District Grants Officer	Keith Brooks	07905 388028	grants@northamptonmethodistdistrict.org.uk
District Treasurer	Keith Brooks	07905 388028	finance@northamptonmethodistdistrict.org.uk
District HR officer	Leslie Jaeger	07885 545062	l.jaeger@northamptonmethodistdistrict.org.uk

District Advance Fund (Appendix A) Application for a Personnel Grant

Please read the Policies and Procedures document before completing this form. Please ensure that ALL additional pieces of information are included with this form before submission. *[** please circle appropriate answer]*

Circuit	23/
Church (if applicable)	

Personnel Project					
Title					
Total amount applied for £	Period of grant	1yr	2yr	3yr	4yr 5yr **
Anticipated commencement date for role					

Contact Person	
Name	Tel.
Address	
	Postcode
Email	

Project description including the aims, objectives and link to Circuit and Church mission policies

How will this role and/or the activities be continued after the end of the funding period**Payment Details for year 1 grant**

Bank			
Account name			
Account number		Sort code	
CFB fund number			

Approval to make an application must be given by the Circuit Meeting and, if applicable, Church Council

Approved by Church Council (where applicable)	(date)
Approved by Circuit Meeting	(date)
Signed (Superintendent)	(date)

Additional Information – see Section 4 please ensure all boxes are ticked and information is included

Job Description ☐	Person Description ☐
Have met with District Mission Team Leader ☐	Prior notice to the District Grants officer ☐
Copy of Local Church profile ☐	Standard Form of Accounts ☐
Copy of Circuit Mission Policies ☐	Circuit Model Trust details ☐

Please email completed application to District Grants Officer:

For Office use only:

date application received	amount of grant approved	date applicant notified following Finance & Grants Comm.	date applicant notified following District Executive Approval
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District Advance Fund (Appendix B) The **Methodist** Church

Application for a **Property** Grant Northampton District

Please read the Policies and Procedures document before completing this form. Please ensure that the scheme has been fully documented on the consents site before submission.

Circuit	23/
Church (if applicable)	

Project
Title
Consent System Project No.
Total amount applied for £
When is work expected commence?

Contact Person	
Name	Tel.
Address	
	Postcode
Email	

Approval to make an application must be given by the Circuit Meeting and, if applicable, Church Council	
Approved by Church Council (where applicable)	(date)
Approved by Circuit Meeting	(date)
Signed (Superintendent)	(date)

Additional Information - see Section 4 please ensure all boxes are ticked and information is included	
Have met with District Mission Enabler ☐	Standard Form of Accounts ☐
Copy of Local Church profile ☐	Circuit Model Trust details ☐
Copy of Circuit Mission Policies ☐	Grant officer

Please email completed application to District Grants Officer

For Office use only:

date application received	amount of grant approved	date applicant notified following Finance & Grants	date applicant notified following District Executive
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District Advance Fund – Impact Monitoring and Evaluation Form (Appendix C)

In accordance with the District Grants Policy, the continued payment of your grant is dependent upon the receipt of a satisfactory monitoring report.

This report must be completed by the supervisor of the project or by the Minister and not by the individual whose employment is dependent upon the award.

Please ensure that the completed report is submitted to the District Office before May 15th. Failure to submit a satisfactory report on time will result in the payment of future instalments being delayed or cancelled.

**Circuit No. 23/
Project Name:**

Circuit Name:

1. Please provide a summary of the work done to date and a qualitative and quantitative indication of the impact your project has had so far?
e.g. an increase in commitment shown by volunteers, improved feedback from those benefiting from your work, etc? (200 words max.)

2. Has anything changed which means your appointment or timescales need to be reviewed financially or practically. (500 words max.)

3. Please provide a financial report; Include a table comparing original budget assumptions as submitted on the application, updated forecast for the project and actual funding received and expenditure incurred by financial year.

4. How closely does this match your original budget? If it is significantly different, why is this and what actions are you taking to address the issue?

5. Where appropriate please provide a picture and a short paragraph so that we can share the story with the District (200 words max.)

Signed:

Date:

District Advance Fund – End of Project Report (Appendix D)

In accordance with the District Grants Policy, you are to submit an end of project Evaluation report.

Please ensure that the report is submitted to the District Office when the project is complete.

The questions below are intended to give some guidance regarding the information that may be helpful when evaluating the success of a project. Any information you can provide will help the District as it continues to support Circuits and Churches in their mission.

**Circuit No. 23/
Project Name:**

Circuit Name:

1. Please provide a brief summary of the work, give a qualitative and quantitative indication of the impact your project has had. For personnel projects indicate what the plans are for continuing the ongoing work.

2. Is there any learning from the project that you would want to share more widely.

3. What is the most significant problem(s) you had and how was it overcome? (250 words max)

4. Please provide a financial report for the project showing in summary the overall funding and costs incurred. How closely does this match your original budget?

5. Where appropriate please provide a picture and a short paragraph so that we can share the story with the rest of the District

Signed:

Date:

