

## Northampton District Grants Policies and Procedures

### Contents

Section 1 – Introduction	Page 1
Section 2 – Summary of District Policy Statement	Page 1
Section 3 – Criteria for District Grants	Page 2
Section 4 – Application Process	Page 2
Section 5 – Timetable	Page 3
Section 6 – Monitoring and Evaluation	Page 4
Section 7 – Contact Details	Page 4
Appendix A – Application Form for Personnel Grants	
Appendix B – Application Form for Property Grants	
Appendix C – Monitoring and Evaluation Form	
Appendix D – End of Project Report Form	

### 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. 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 can be made quickly and easily. There are two types of small grants and further details can be obtained from the District Mission Enabler or at <https://www.northamptonmethodistdistrict.org.uk/finance/>

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 Methodist Church will give attention to:

- underpinning everything we do with God-centred worship and prayer
- supporting community development and action for justice, especially among the most deprived and poor – in Britain and worldwide
- developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved
- encouraging fresh ways of being church
- nurturing a culture in the Church which is people-centred and flexible

### **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.

1. The District Mission Enabler (DME) 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 DME or a nominated member of the District Staff.
2. DAF grants should not be relied upon to provide a permanent source of funding and applications will only be considered in advance of the proposed funding period.
3. The maximum period for personnel grants will be 5 years and multiyear grants will normally be awarded on a diminishing basis.
4. For property schemes, it is unlikely that a grant of more than 30% of the estimated cost will be awarded.
5. If a start-up grant is awarded, this does not preclude the application for a further grant for the progression of the project.
6. 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 at least  $\frac{1}{3}$  of the total DAF would be allocated to personnel projects and at least  $\frac{1}{3}$  to property projects.
7. 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.
8. 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.
9. Applications for personnel projects should indicate how the project may be funded after the initial grant has been used. They should also include, where possible, proposed targets that will be used to assess the success of the project on an annual basis

## **SECTION 4 – Application Process**

### ***Personnel and Property Grants***

Hard copies of completed application forms and supporting paperwork, must be submitted to the District Grants Officer by the due dates (30<sup>th</sup> November and 31<sup>st</sup> May). Property schemes also need to be entered onto the Property Consents Website. For information, contact the District Property Secretary.

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.

1. A meeting with the DME or alternative member of the District Staff.
2. Approval of the Church Council, if necessary.
3. 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.

- a) Completed Application Form signed by the Circuit Superintendent Minister.
- b) A description of the project including the aims and objectives and a Job Description, Person Specification and any other relevant details.
- c) An explanation of the local need that will be met by the project, together with supporting data and information.
- d) Details of proposed targets that may be used to evaluate the success of the project.
- e) A copy of the Circuit Mission Policy and the local church profile if applicable.
- f) A copy of the Standard Form of Accounts for the circuit or the church if the application is on behalf of a local church.
- g) The estimated expenditure for the period of the project for which the grant is requested.
- h) The proposed funding package that meets the expenditure in (g) above.
- i) The current balance of the Circuit Model Trust Fund together with details of commitments for the use of the funds that have been approved by the Circuit Meeting.

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 following approval from the District Executive.

### ***Small Grants***

Obtain the application forms from the District website

<https://www.northamptonmethodistdistrict.org.uk/finance/> or contact the District Mission Enabler by email and you will be sent some questions to be answered. The Mission Support Group will review the information provided, obtain the agreement of the Finance and Grants Committee and will give a decision in a few weeks. Payment can be made as soon as the Finance and Grants Committee has given approval.

## SECTION 5 – Timetable

### *DAF Applications*

<u>Submit to District Grants Officer</u>	<u>Finance and Grants Committee Meeting</u>	<u>District Executive</u>
November 30 <sup>th</sup>	January	March
May 31 <sup>st</sup>	July	September

Payment of the grant will be made following the approval of the District Executive. Applicants must contact the District Treasurer to agree an appropriate date for payment for personnel projects and the District Property Secretary should be contacted regarding property schemes. Payment for personnel projects will not be made before the appointment has been made and must be within 2 years of approval.

### *Small Grants*

There are no application deadlines to be met.

## SECTION 6 – Impact Monitoring and Evaluation

All 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 July 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.

At the end of each project an End of Project report must be completed and submitted to the District Office. See Appendix D 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 – Contact Details

<u>Role</u>	<u>Name</u>	<u>Telephone</u>	<u>Email</u>
District Mission Enabler	Matt Forsyth	07708 670774	matt.forsyth@northamptonmethodistdistrict.org.uk
District Property Secretary	Chris Linford	07711 341434	district.property@northamptonmethodistdistrict.org.uk
District Grants Officer	Andrew Lewis	01788 822225	district.treasurer@northamptonmethodistdistrict.org.uk
District Treasurer	Andrew Lewis	01788 822225	district.treasurer@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]

<b>Circuit</b>	23/
Church (if applicable)	

Personnel Project	
Title	
Total amount applied for £	Period of grant      1yr   2yr   3yr   4yr   5yr **
When do you wish the grant to commence?	

Contact Person	
Name	Tel.
Address	
	Postcode
Email	

Payment Details	
Bank	Branch
Branch address	
	Postcode
Account name	
Account number	Sort code

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	
Outline of project <input type="checkbox"/>	Job Description <input type="checkbox"/>
Explanation of need <input type="checkbox"/>	Standard Form of Accounts <input type="checkbox"/>
Justification of project <input type="checkbox"/>	Estimated expenditure <input type="checkbox"/>
Copy of Local Church profile <input type="checkbox"/>	Proposed funding package <input type="checkbox"/>
Copy of Circuit Mission Policies <input type="checkbox"/>	Circuit Model Trust details <input type="checkbox"/>
Proposed Evaluation Targets <input type="checkbox"/>	Have met with District Mission Enabler <input type="checkbox"/>

Please return a hard copy of the completed application to:
Andrew Lewis, Cassiopeia, 3 Kings Lane, Yelvertoft, Northamptonshire, NN6 6LX

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) Application for a Property Grant

# The Methodist Church Northampton District

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]*

<b>Circuit</b>	23/
Church (if applicable)	

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

<b>Contact Person</b>	
Name	Tel.
Address	
	Postcode
Email	

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

<b>Additional Information - see Section 4 please ensure all boxes are ticked and information is included</b>			
Outline of project	<input type="checkbox"/>	Standard Form of Accounts	<input type="checkbox"/>
Explanation of need	<input type="checkbox"/>	Estimated expenditure	<input type="checkbox"/>
Justification of project	<input type="checkbox"/>	Proposed funding package	<input type="checkbox"/>
Copy of Local Church profile	<input type="checkbox"/>	Circuit Model Trust details	<input type="checkbox"/>
Copy of Circuit Mission Policies	<input type="checkbox"/>	Have met with District Mission Enabler	<input type="checkbox"/>

<b>Please return a hard copy of the completed application to:</b>
Andrew Lewis, Cassiopeia, 3 Kings Lane, Yelvertoft, Northamptonshire, NN6 6LX

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 31<sup>st</sup>.** Failure to submit a satisfactory report on time may result in the payment of future instalments being delayed or cancelled.

The questions below are intended to give some guidance regarding the information that may be helpful when evaluating the success of a project. They will not apply in every situation, so it is not necessary to answer every question if they are not relevant.

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

**Circuit Name:**

1. Please provide a summary of the work done to date and how it fits in with your plan (100 words max.)
2. What has proved most successful and how would you describe the contribution to date of the project on the overall mission of the Church or the Community served? (200 words max)
3. What are the most significant problems you have come against so far and how have they been overcome? (200 words max.)
4. Are there any alterations you could make to your plan to enable it to be more effective?
5. Please give 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.
6. Has anything changed which means your exit strategy needs to be reviewed financially or practically?
7. Please provide a financial report showing the balance at the start of the reporting period, income, expenditure and balance at the end of the period. How closely does this match your original budget? If it is significantly different, why is this and what are you doing to address the issue?
8. So that we can share your story with the District, please provide a picture and a short paragraph. (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. What has proved most successful and how did you measure the impact of this project? Please give reference to the way it has impacted on the overall mission of the Church or to the Community served. (250 words max.)
2. What is the most significant problem(s) you had and how was it overcome? (250 words max)
3. Please give a qualitative and quantitative indication of the impact your project has had? e.g. an increase in commitment shown by volunteers, improved feedback from those benefiting from your work, etc.
4. Please provide a financial report for the project showing in summary the overall funding and costs incurred, please indicate intention for usage of any remaining allocated funds. How closely does this match your original budget? If it is significantly different, why is this?
5. Is there any learning from this project that you would want to share more widely? (250 words max.)
6. So that we can share your story with the District, please provide a picture and a short paragraph. (200 words max)

Signed:

Date: