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|  | **The Aldhelm Mission Fund Application Form B** |  |

**This form should be used for funding applications *in excess of £500 in total*. All other applications should be made using Form A. It should be completed electronically and emailed to the Fund Secretary. Please read the notes on page 4 before completing it.**

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| **Name of Parish / Project** |  |
| **Short Description of Project (30 words max)** |
| **Total Amount of Funding requested: £** ……………. **Length of Project: Years** ………. **Months** ……….**Funding is not provided for more than three years. If your project lasts longer than one year, please give a breakdown of the funding required for each year:****Year 1: £** ........................ **Year 2: £** …………………… **Year 3: £** …………………… |

**Application Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **Address** | **Post Code** |
| **Telephone** |  | **E-mail** |  |

**Project Manager Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** | **Post Code** |
| **Telephone** |  | **E-mail** |  |
| **Relevant experience** |  |

**Project Sponsors** (We require confirmation that your project is supported at parish, deanery and area level. Please ensure that you obtain comments from the appropriate individuals – see page 4)

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| --- |
| **Sponsor Comments** (Please state why the project should be supported, how it meets the aims of the Fund and confirm that it fits in with deanery plans. Please include your name and appointment) |
| **Incumbent OR****Churchwarden** |  |
| **Rural Dean OR****Lay Chair** |  |
| **Archdeacon** |  |

**Description of Your Project** (Please briefly describe your project using the headings below)

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| **Give a short statement of what you aim to achieve and how you will do so, and how this application supports the diocesan vision and strategy  (250 words max)****In what ways is your project a new initiative?****How will you judge the success of your project? How might it lead to growth?****What are the dimensions of outreach and service to the wider community in your project?****Which other partners are you working with on the project (ecumenical, community, schools, within the deanery)?****For salaried positions, how will this be set up: -  (eg interim, Common Tenure, employment)   Who will be the line manager? Who will be the employer?****If it is a long-term project, what will happen when Aldhelm Mission Fund support ends after 3 years?** |
| **Where applicable** | **Start Date:** | **End Date:** |

**Project Costs Summary** (Please give as much detail as possible)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Expenditure** | **Year** ……….**£** | **Year** ……….**£** | **Year** ……….**£** |
| **Salary Costs Expenses Accommodation Other** *(List main items)* |  |  |  |
| **TOTALS** |  |  |  |

**Sponsoring Church Financial Information**

|  |  |  |
| --- | --- | --- |
|  | **Last full financial year** | **Current year forecast** |
| **Income** | **£** | **£** |
| **Expenditure** | **£** | **£** |
| **Reserves - Unrestricted** | **£** |
| **Restricted and unavailable to fund the Project** | **£** |
| **How much of your reserves do you intend to apply to this project?** | **£** |

**Fairer Share**

|  |  |
| --- | --- |
| **Current Year** | **£ Fairer Share Figure****£ Forecast payment** |
| **Previous Years** | **£ in arrears** |

*Please note that it is unlikely that you will be offered financial assistance if your Parish Share is in arrears unless a repayment plan has been agreed with the Diocesan Board of Finance*

**Sources of Partnership Funding**

|  |  |
| --- | --- |
| **Please list all sources of funding for your project - those that have been agreed and those you have applied for, but have yet to receive a response. List the amount in the appropriate column.** | **£ Award** |
| **Agreed** | **Applied for** |
| **Contribution from your parish or sponsoring organisation etc** |  | **XXXXXXXXXX** |
| **Contribution from other sources** |  |  |
|  **Amount requested from the Aldhelm Mission Fund** | **XXXXXXXXXX** |  |
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**Notes on completing this form**

To minimize administration, **only electronic documents and emails are used in the application process**. Ideally the information needed by the Aldhelm Mission Fund Group to decide on an application should all be included in this form, rather than in additional documents. When an application has been received, one of the Group will visit the sponsor to ensure that there is sufficient information on which to decide on funding.

When you send this application, please include **electronic copies** of:

1. An extract from the minutes and date of the meeting when your PCC or other organisation approved the project to demonstrate local support for it – include only the relevant extract, not the complete minutes
2. a copy of the document(s) confirming that you have been given funding (and the amount) from another organisation(s) if this has already been agreed
3. any additional financial information you consider might be helpful
4. a copy of the Job Description, if you propose to employ someone in your project

There is no need to include a covering letter, but please list any of the above mentioned documents that you have enclosed in the box below.

**List of enclosed documents:**

**Sponsor Comments** Your sponsors will need to see this application to enable them to comment. You are also advised to discuss it with them in advance to gain their support. If it is more convenient, individual sponsor comments can be emailed direct to the address below.

**Please email your completed form and any documents as attachments, to arrive by the appropriate closing date, to the Aldhelm Mission Fund Secretary via:**

for office use only:

*Steve.inglis@salisbury.anglican.org*

|  |  |  |
| --- | --- | --- |
| Date Received: | Closing Date: | Meeting Date: |
| Application Approved: YES / NO | Date Applicant Informed: |
| Notes: |