Tier 1 Growth Fund

Application Form & Pack

Please see the Growth Fund section on the Diocesan website

for **deadline dates**. Please ensure that you fill in sections 1-5. Attached documents are welcome **but the form must be self – supporting.**

A wide range of support, advice and resources are available to assist in your application. Some of these are available on the web pages (as above), or from the Growth Fund Administrator, Poppy Woods (contact details below).

**Please ensure you have contacted the Growth Fund Administrator before making this application**. Feedback is available if the form has been sent in 2 weeks before the deadline.

**How to submit this form:**

* Please e-mail or send the completed application form, together with any supporting documents to the Growth Fund Administrator ([poppy.woods@leccofe.org](mailto:poppy.woods@leccofe.org)) for the required deadline date (dates can be found on the website).
* A letter from the **Safeguarding Coordinator** of your church must also be submitted to ensure that they are aware of this project.\*
* The Administrator will get back to you within 48 hours (working days are Monday to Friday) with confirmation of receiving your application.
* You will receive the outcome 3-5 days after the Committee meeting with instructions on what to do next.

*\*If you have any issues with this requirement please inform the Growth Fund Administrator.*

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| **SECTION 1: APPLICANT DETAILS** | | | | | | |
| **Name of Body Applying for the Grant :** |  | | | | | |
| **Date Of Application:** |  | | | | | |
| **Name of Project:** |  | | | | | |
| ***Please tick the box which best describes your organisation:*** | | | | | | |
| **Status** |  | **Parish Church** | |  | **Deanery** | |
|  | **Fresh Expression** | |  | **Diocesan Department** | |
|  | **Mission Partnership** | |  | **Other (*please state)*** | |
|  |  | **Resourcing Church** | |  |  | |
| **Archdeaconry *(if applicable)* :** |  | | | | | |
| **Contact Person:** |  | | **Position/ Job role:** | | |  |
| **Address:** |  | | | | | |
| **Phone Number:** |  | | **Email:** | | |  |
| **If your application is successful what account should the money be made payable to? (BACs transfer)** |  | | | | | |

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| **SECTION 2: PROJECT DETAILS**  *Please ensure you give the background of the project and where you have discerned God leading this project.* | | |
| **Detailed Summary of the project / ministry and its main aims**  **(300 - 500 words):** |  | |
| **What is the proposed timescale for the project (e.g. start and end dates):**  ***(Please note this must be after the Committee meeting date)*** |  | |
| **What response has there been to this project from the wider community:** |  | |
| **Will the proposed project involve employing any staff? (If not, please ignore Section 6)** |  | |
| **SECTION 3: BUDGET**  *Please fill in the budget as you have projected it and add rows to the table or an attached file if you prefer.*  *The maximum grant amount is £5,000. The church does not need to put any money towards it if this is not possible.*  *Please see the Guidance document for more details.* | | |
| **Total amount applied for (and whether needed in one payment or separate tranches):** |  | |
| **Item** | **Amount** | **Comments** |
| ***Income*** |  |  |
| **Church** |  |  |
| **Growth Fund** |  |  |
| **Other funding sources** |  |  |
| **Total Income:** |  |  |
|  |  |  |
| ***Expenditure*** |  |  |
| **E.g. Resources** |  |  |
| **Training etc** |  |  |
|  |  |  |
|  |  |  |
| **Total Expenditure:** |  |  |
| **Comments on the overall budget:** |  | |
| **What other funds have been made available to fund this project? This should include successful or pending grant applications and monies from individuals, organisations and the applying body** |  | |
| **If applicable, how will this project continue once funding from the Growth Fund finishes?** |  | |
| **Have you spoken to the Generous Giving Team to see what support they can offer? If so please give details of your conversation:** |  | |

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| **SECTION 4: DIMENSIONS OF GROWTH**  *Please describe the main outcomes you hope to see in each of the following areas of growth. Please add the corresponding method of measurement next to each one. If you would like to give more than 3 in any section feel free to add more rows.*  *Please refer to the guidance for how to fill in this section.*  ***You only need to fill in 1 or 2 sections, please delete empty sections if not all 3 are addressed.***  *You are encouraged to consider all 3 areas.* | | |
| **Number of Disciples of Jesus** | | |
| **Outcomes** | **Measures** | |
|  |  | |
|  |  | |
| **Depth of Discipleship** | | |
| **Outcomes** | | **Measures** |
|  | |  |
|  | |  |
| **Loving Service of the World** | | |
| **Outcomes** | **Measures** | |
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| **SECTION 5: GOVERNANCE** | |
| **Has the main decision making body for the organisation agreed to this application (e.g. a Church Council, Mission Action Group, Leadership Team or Board of Trustees)?** |  |
| **Please confirm that the PCC has adopted the following Diocesan model policies, giving the date of adoption or most recent review:**  **- The Child Safeguarding Policy**  **- The Safeguarding Adults Policy** |  |
| **Please give the contact details of Safeguarding Coordinator. (Name, email address and telephone number)** |  |
| **Please confirm that you have attached a letter from the Safeguarding Coordinator acknowledging and supporting this application.** |  |
| **Have you applied to the either the Tier 1 or Tier 2 Growth Fund Committees for funding before? If so, please give details (Microgrants are included in this).** |  |

Previous applications to the Parish Mission Fund need not be included. The Growth Fund will consider making multiple grants to the same body for different projects, but will take into account whether the hopes for previous projects have been met as stated at the time of application. Further details can be attached to this application as you feel helpful.

**If your project involves employment please go on to SECTION 6.**

**If not, please see the top of the form for how to submit.**

**Tier 1 Application Form: Additional Employment Section**

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| **SECTION 6: EMPLOYMENT**  *Please only fill this in if your project deals with employing a member of staff.* | | |
| **Please ensure you have attached** |  | **Letter from the Safeguarding Coordinator** |
| **the following documents and tick here:** |  | **Job Description** |
|  |  | **Person Specification** |
| **Please give the name of the employing body.** |  | |
| **Is the organisation already employing staff or will this be the first employed post in the organisation?** |  | |
| **Please describe how you intend to follow the Safer Recruitment Process.** |  | |
| **Please give the details of the Line Manager (Name, job role, phone number & email address).** |  | |
| **Please describe how the employee will be managed (frequency of meetings with line manager etc).** |  | |
| **Please describe how the payroll will be handled (see guidance notes).** |  | |
| **Will the employee be church office or home based?** |  | |
| ***Important***  *Please see the employment pack for a wide range of guidance on employing staff, together with the note from the Director of Operations and Governance detailing specific guidance. It is a condition of funding that employment law and good practice will be adhered to. Support is available in terms Human Resources from the Diocese. If you need more assistance with this then please get in touch with the Growth Fund Administrator.* | | |