**

**Coventry Diocesan Mission Fund**

*Office use only*

*Ref: DMF*

**Application Form for over £2,500**

The Diocesan Mission Fund exists to enable pioneering new mission projects which aim to make new Christians and Disciples.

Mission fund applications are welcome which help growth across all demographics, however those which target new disciples from black, Asian and minority ethnic communities (BAME) and/or work developing children and young people are particularly encouraged. All applications need to support at least one of the Whole Diocesan shared objectives. Please ensure that these areas are covered in any application. See [www.dioceseofcoventry.org/dmf](http://www.dioceseofcoventry.org/dmf)

**SECTION 1**

**Project Name**:

**Applicant:** (Parish (and number)/Benefice or Deanery)

**Applicant:** (Deanery)

**Date of Application: Project start & end dates:**

**SECTION 2**

**Project Leader**

Name: Role:

Address:

Post Code:

Tel No: Email Address:

**SECTION 3**

**The Project**

**a) What do you want to do, and how does it fit into the process your church has for making disciples?**

**b) Why have you decided to do this particular project?**

**c)** **How long will the project last?**

**d) What specific goals do you have and how will you know if you have achieved them?**

If your project will last for more than one year, please give goals for the project as a whole as well as targets for the first year.

**SECTION 4**

**Management of your Project**

**a) What experience and skills does the Project Leader have which are relevant to delivering the project?**

**b) Who will oversee the project?**

**c) What support is there for the project from other local churches and/or from the local community?**

**SECTION 5**

**Employment**

Please complete this section if you intend to pay someone to carry out aspects of the project, for example a youth worker.

**a) Which body will be the employer?**

*Please note that the DMF will only fund projects involving employment where the employer is an incorporated body such as a PCC or incorporated charity. Please state if the person will be self-employed.*

**b) How will the paid person or people be recruited?**

**c) Who will line manage the employee(s)?**

***We would normally expect an employee to be line-managed by one person, not a group.***

**SECTION 6**

**Finance**

**a) Resources Required - Please list your TOTAL ESTIMATED PROJECT COSTS**

|  |  |
| --- | --- |
| **Item** | **Estimated cost** |
| ***SET UP***  ***YEAR 1***  ***YEAR 2***  ***YEAR 3*** |  |
| **Total** | **£** |

**b) Other sources of income that you have secured as a contribution to your total project costs:**

|  |  |
| --- | --- |
| **Source** | **Estimated income** |
| ***Please split into SET UP costs and subsequent years, as per expenditure.***  Contribution from PCC(s):  Other: |  |
| **Total** | **£** |

## c) TOTAL amount of grant you are requesting from the DMF: £

**d) What are the applicant body’s (parish, benefice or deanery) annual income and expenditure? Please specify how much of the annual income is from planned giving from the congregation(s).**

**Please outline your parish share contribution.**

**e) What is your total average annual spending on mission?**

**f) Which PCC’s bank account should the money be paid into should your application be successful?** *Grants will only be paid into a PCC bank account*

PCC: Sort Code: Acc. Number:

*Project Plan included? (see SECTION 7) Yes/No*

**Signatures Name: Signature:**

Project Leader:

Parish Priest:

Bank details signatory:\*

\*Bank details must be signed off by two out of the Parish Priest, Churchwardens, PCC Secretary & Treasurer.

**Please ensure that the Area Dean or Lay Chair has seen this application and that they provide their signature or an email confirmation indicating that they approve of the proposed work, in line with the Deanery plans.**

Area Dean/ Deanery Lay Chair:

Signature:

## SECTION 7 Please also provide a Project Plan. Guidance on how to write project plans is on the next page.

**Please return** **to**: [jo.hands@coventry.anglican.org](mailto:jo.hands@coventry.anglican.org) or by post to:

Grant Funding | Diocesan Office | 1 Hill Top | Coventry | CV1 5AB.

**Writing a Project Plan**

The answers to the questions we ask on the DMF Application Form should be concise and direct. Your Project Plan is an extension of that and is a chance for you to give us more detail about what you propose to do and to help us appreciate it in a wider context.

In order for us to understand your plans we would like you to take the opportunity to provide us with more information about your proposed activity or work.

There is no template for writing a project plan because your work is unique to you. If you are asking for a small amount of money to deliver a one-off event then your plan will be simple and will cover one side of A4. If, however, you are asking us to consider a grant of several thousand pounds for a project that is intended to take several years you’ll need to provide us with more justification and detail.

The four main elements of plan should cover –

**Who we are**

**What we want to do**

**Why we want to do it**

**The difference we hope to make**

**Who we are –** include here information about the context of your parish. Are you part of a benefice, for example? You might tell us about the pattern of life in your church in terms of services/outreach/work with others in your community.

**What we want to do** – tell us more about the planned work or event in terms of practical delivery? How does this event/activity fit into the wider plans for discipleship in the parish?

**Why we want to do it** - how did the planning for this evolve? Are you responding to an identified need? What are your ‘aims and objectives’?

**The difference we hope to make?** – This is where you give us more detail about the planned outcomes. You might also tell us about how this funding, if awarded, may impact on your longer term plans for discipleship in your parish or benefice.

*You may also attach images, evidence in terms of data, letters of support, testimonies from people you have worked with in the past, where appropriate*.