



GUIDELINES FOR MAKING AN APPLICATION FOR A GRANT TOWARDS ORDINARY INCOME

APPLICATIONS ARE FREE-FORMAT, (NO SPECIFIC FORM IS NOW USED)
Please ensure that your application addresses the questions in 2 and 3 below and that all other guidelines are followed.

APPLICATIONS MUST BE SENT TO THE DISTRICT HOME MISSION SECRETARY IMMEDIATELY AFTER THE DECEMBER CIRCUIT EXECUTIVE

1. Your application must be accompanied by a full set of Circuit accounts as prepared for the Connexional Auditor. A detailed budget for the coming year must also be submitted. Applications will not be considered without this documentation.
2. State the circumstances and/or any specific reasons why this grant being requested. What circumstances have given rise to a grant being required? Give full details of how any grant will be spent? Give details of other sources of income that have been / are being considered (Society, Circuit, external (e.g., Foundations, Bequests, etc). What have been the responses to these approaches? Give details of Society / Societies' giving – including tax-effective giving / Gift Aid. What efforts have been made to encourage tithing?
3. What are the specific aims being set for the Circuit / Society / Department for the year for which the grant is requested? Give details of the methods which will be used to determine that these were achieved? What, if any, major items of expenditure are anticipated during the coming year?
4. The application must be considered and approved by the Circuit Executive, signed by the Circuit Secretary, and a contact person nominated (giving contact details).
5. The application must be carefully considered by the District Home Mission Committee which shall make any comment judged necessary and recommend an amount. The application must be signed off by the District Superintendent and the District Home Mission Secretary and all the documentation forwarded to the Home Mission Department.
6. Completed applications (signed off as required, with the full financial details as required) must be received by the Home Mission Department on or before 31st March. Applications received after this date will not be considered. Where a Grant Application is approved, grants are paid in four quarters (1st September, 1st December, 1st March and 1st June.)