



GUIDELINES FOR MAKING A GRANT APPLICATION FOR A NEW MISSION IRELAND PROJECT

YOUR APPLICATION MUST BE RETURNED TO: 71B Brighton Road, Rathgar, Dublin 6 AFTER IT HAS BEEN APPROVED BY THE CIRCUIT EXECUTIVE AND THE DISTRICT HOME MISSION COMMITTEE.

APPLICATIONS ARE NOW FREE-FORMAT, (NO SPECIFIC FORM IS USED)

APPLICATIONS MUST BE ACCOMPANIED BY A FULL SET OF AUDITED CIRCUIT ACCOUNTS AND A FULL FINANCIAL PROJECTION FOR THE PROJECT.

ALL MISSION IRELAND PROJECTS ARE SUBJECT TO REVIEW BY A CHURCH DEVELOPMENT BOARD APPOINTED GROUP DURING THE SECOND YEAR OF ANY GRANT.

1. In addition to the financial details given, the submission must also give a clear outline of the project – some suggestions are set out below as to what may be needed.
2. What is the overall aim of the project? Details of the proposed project must be provided, stating objectives (objectives are the steps you take you achieve your aim), duration, staffing, total project expenditure etc. When setting out the aims and objectives of your project, bear in mind that each project will be assessed early in its second year – how will you be able to show that the aims and objectives are being met? How will you measure/quantify the success of the project in order to ensure continued funding? Who will benefit from your mission project? How will you know that your target group have benefitted?
3. Any application which is in connection with a Children's or Youth Worker/Pastor, or Youth and Community Worker must be accompanied by a recommendation from the Department of Youth and Children's Work. It is expected that DYCW advice, training, and support will be an integral part of the project from its inception.
4. What is the total anticipated expenditure for the term of the project? How much of this will be raised by the local Church? What percentage of your church's total income does this represent? How much is being sought/expected from other sources (e.g. Rank Trust)? What other funding bodies that have been approached? How much grant aid is requested from Mission Ireland? These figures must be given for the entire project and for each year for which funding is being sought.
5. Have the Conference regulations (Manual of Laws 4.137ff) been followed in respect of any person being employed? Where the Grant Application is related to the employment of a lay-worker, participation in support training/Retreats is a pre-requisite. Evidence of such participation will be required.
6. The application must be considered and supported by the Circuit Executive, signed off as such by the Circuit Secretary, and details of a contact person for communication with HMD.
7. The application must be carefully considered by the District Home Mission Committee which shall make a recommendation and forward the documentation to the Home Mission Department. The application must be signed by the District Superintendent and the District Home Mission Secretary and a grant amount recommended
8. Completed applications (signed off as required, with full financial details as set out) must be received by the Home Mission Department on 31st March or 1st September. Applications received after these dates will not be considered until the next date, six months later. Where a Grant Application is approved, grants are paid in four quarters (1st September, 1st December, 1st March and 1st June.)