



GUIDELINES FOR MAKING A GRANT APPLICATION FOR AN EXISTING 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)

YOUR APPLICATION MUST BE ACCOMPANIED BY A THE MOST RECENT, FULL SET OF AUDITED CIRCUIT ACCOUNTS and A DETAILED STATEMENT ESTIMATING PROJECTED INCOME AND EXPENDITURE. APPLICATIONS WILL NOT BE PROCESSED UNTIL THESE ARE RECEIVED

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

1. In addition to the financial and contact 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 aims of the project have been achieved already? What changes have been made to the aims of the project, if any? Give details of how these changes may affect the project in relation to the objectives, duration, staffing, total project expenditure, etc. Indicate how the aims and objectives are being met. How will you measure/quantify the success of the next stage of the project ?
3. Give details of the project funding - What is the status of the finances at the end of last year? What is now the total anticipated expenditure for the remainder of the term of the project? How much of this will be raised by the local Church? How much is being sought/expected from other sources (e.g. Rank Trust)? 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.
4. 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.
5. This application must be signed off, by the Circuit Secretary, as having been approved and accepted as an integral part of Circuit life by the Circuit Executive. Is the contact person still the same?
6. The application must be carefully considered by the District Home Mission Committee which shall make any comments they judge necessary and recommend the amount of grant. The application must then be signed by the District Superintendent and the District Home Mission Secretary and forward the documentation to the Home Mission Department.
7. Completed applications (signed off as required, with full financial details as set out) must be received by the Home Mission Department by 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.)