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**GUIDELINES FOR MAKING A GRANT APPLICATION TOWARDS
AN EXISTING MISSION IRELAND PROJECT**

Applications are free-format. Please ensure that your application addresses all the questions/guidelines below.

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

APPLICATIONS MUST BE SENT TO THE DISTRICT HOME MISSION SECRETARY FOLLOWING APPROVAL BY THE CIRCUIT EXECUTIVE AND DISTRICT HOME MISSION COMMITTEE.

1. Please outline the Reason for Existence and/or Mission Statement for the Circuit/Society/Department for the year in which the grant is requested.
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? Who has benefited from your mission project? How do you know that the target group have benefitted?
3. Your application must be accompanied by a full set of Circuit accounts as prepared for the Connexional Auditor. A detailed statement estimating projected income and expenditure should also be included. Applications will not be considered without this document.
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 are a prerequisite. Evidence of such participation will be required.

5. Give details of the Project funding. What is the status of the finances at the end of last year? State the total anticipated expenditure for the term remaining 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. The Rank Trust)? List the funding bodies that have been approached for funding. State the grant aid being requested from Mission Ireland. These figures must be given for the entire project and for each year for which funding is being sought.
6. The application must be signed by the Circuit Secretary having being considered and approved by the Circuit Executive as an integral part of Circuit life. A contact person should be nominated who will communicate with the Home Mission Department. Please provide their name and contact details including email address.
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 off by the District Superintendent and the District Home Mission Secretary with a grant amount recommended.
8. Completed applications (signed off as required, and including the full financial details as required) must be received by the Home Mission Department on or before 31st October.
9. Give appropriate Bank Account Details as outlined on next page. Where a Grant Application is approved, grants will be paid quarterly by bank transfer in March, June, September and December.

Republic of Ireland:

- Name of Account to be Credited:
- Address to which Bank Statement is sent:
- Bank Sort Code:

- Account Number:
- IBAN:
- BIC:
- Name of Bank:
- Bank Address:

Northern Ireland:

- Name of Account to be Credited:
- Address to which Bank Statement is sent including postcode:
- Bank Sort Code:
- Account Number:
- Name of Bank:
- Bank Address: