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

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

**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. State clearly the overall aim of the project. Provide details of the project's objectives, duration, staffing, expenditure etc. Give clear details on how this project fits with the Circuit/Society/Department's Mission Statement.

Projects are subject to review by The Church Development Board during the second year of any grant. Bearing this in mind, 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 the target group have benefitted?

3. Your application must be accompanied by a full set of Circuit accounts as prepared for the Connexional Auditor. Applications will not be considered without this document.
4. 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 Irish Methodist Youth and Children's Department. It is expected that IMYC advice, training, and support will be an integral part of the project from its inception.

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 are a pre-requisite. Evidence of such participation will be required.
6. A full financial projection for the project must be submitted. State 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. 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.
7. The application must be considered and approved by the Circuit Executive, signed by the Circuit Secretary. A contact person should be nominated who will communicate with the Home Mission Department. Please provide their name and contact details including email address.
8. 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.
9. 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 31<sup>st</sup> October.
10. 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: