



GUIDELINES FOR MAKING AN APPLICATION FOR A GRANT TOWARDS

ORDINARY INCOME

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 IMMEDIATELY
AFTER THE SEPTEMBER CIRCUIT EXECUTIVE**

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. Give details of how the work furthers that statement. If it does not, what is the rationale for the work seeking a grant?
2. 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.
3. State the circumstances and/or any specific reasons why this grant is being requested. 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?
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 being sought. The application must be signed off by the District Superintendent and the District Home Mission Secretary.

6. 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. Applications received after this date will not be considered.
7. Give appropriate Bank Account Details as outlined below. 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: