

GRANTS PROCESS

Property / Mission

Through offering grants and loans, the Synod seeks to support our local churches to develop and maintain their life and witness. On behalf of every local church the Synod examines each request under the oversight of the Trust.

Step	Notes	Synod Action
1. Initial enquiry	Conversation with appropriate Synod officer	Invite church to complete Synod Grants Initial Enquiry Form
2. Complete and submit Synod Grants Initial Enquiry attaching latest accounts and Mission Statement	Downloadable from website.	Reviewed by Resources or Mission & Training Officer / Children's and Youth Development Officer. <input type="checkbox"/> Check complete <input type="checkbox"/> Acknowledge receipt <input type="checkbox"/> Agree Accompanier <input type="checkbox"/> Add to Property or Mission Grants Log
3. Mission Review	Has one been carried out?	<input type="checkbox"/> Appropriate Synod officer to advise timescale of review process. (Will take longer if Mission Review required, or a previous one is of concern.) <input type="checkbox"/> If necessary, advise applicant of reason for delay.
4. Visit(s)	Accompanied process to carry out a Mission Review (or update existing).	<input type="checkbox"/> Support from Accompanier and appropriate Synod officer(s) and/or other designated Synod representatives.
	Accompanied process to prepare a Mission or Property application and/or a Missional or Sustainable Buildings Plan.	
	Timescale determined by the process and may overlap or be ongoing.	
5. Submission of application		
a. Complete and submit Synod Grants 2 Property Application	All supporting documentation to be included with application.	<input type="checkbox"/> Check complete <input type="checkbox"/> Acknowledge receipt <input type="checkbox"/> Update Property Grants Log <input type="checkbox"/> Circulate to Resources Committee

b. Complete and submit Synod Grants 2 Mission Application	All supporting documentation to be included with application.	<input type="checkbox"/> Check complete <input type="checkbox"/> Acknowledge receipt <input type="checkbox"/> Update Mission Grants Log <input type="checkbox"/> Circulate to Mission & Discipleship Committee
6. Review of application		
Property	Discussion at Resources Committee (If further information is required this may need to be discussed at more than one meeting or be delegated to Synod Officers.)	<input type="checkbox"/> Supported <input type="checkbox"/> Rejected <input type="checkbox"/> Supported in principle, but further information required <input type="checkbox"/> If required, request for further information made, or reasons for rejection shared, by Accompanier or Resources Officer.
	Decision at Resources Committee	<input type="checkbox"/> Grant amount <ul style="list-style-type: none"> <input type="checkbox"/> Fixed total, %age of costs, matched-funds, maximum? <input type="checkbox"/> Determine budget categories for all, or parts of, the grant <input type="checkbox"/> Loan amount <ul style="list-style-type: none"> <input type="checkbox"/> Interest rate, term? <input type="checkbox"/> Resources Officer to inform applicant
Mission	Discussion at Mission & Discipleship Committee (If further information is required this may need to be discussed at more than one meeting or be delegated to Synod Officers.)	<input type="checkbox"/> Supported <input type="checkbox"/> Rejected <input type="checkbox"/> Supported in principle, but further information required <input type="checkbox"/> If required, request for further information made, or reasons for rejection shared, by Accompanier or Mission and Training Officer.
	Decision at Mission & Discipleship Committee	<input type="checkbox"/> Grant amount <ul style="list-style-type: none"> <input type="checkbox"/> Fixed total, %age of costs, matched-funds, maximum, timescale, annual reviews? <input type="checkbox"/> If necessary, request Resources Committee approval <input type="checkbox"/> Accompanier or Mission and Training Officer to inform applicant
7. Delivery of the funds		
Property or Mission	Upon receipt of the applicant's acceptance.	The Synod Finance Officer will reimburse on receipt of invoices, receipts etc.