

# SMALL GRANT

One-off / Event / under £500

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.

The main routes are Mission and Discipleship (mission grants) and Resources Committee (property grants), but it is recognised that on occasion a local church would benefit hugely from a small amount of money to enable an activity to occur which otherwise couldn't.

Small grants are for sums less than £500 and are for one-off needs, activities or events, and will not be awarded when a Mission or Property grant would be more appropriate or when local church funds could easily meet the costs. (In the case of events, be aware that additional insurance may be required.)

For a grant to be awarded, this form needs to be submitted at least a month prior to the costs being incurred. A brief report (no more than 500 words) with evidence of how the grant has been expended is expected within three months.

## Contact Information

Church / Pastorate Name	
Contact name	
Email	
Telephone	
Date of application	

<b>Date of Church / Elders' Meeting decision to initiate request:</b>	
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**Supporting documents / information:** please supply copies of the following:

- A set of your latest accounts
- Mission statement (or equivalent)
- Evidence of quotation, estimate or budget figures

Amount required:	£
Date of event / when funds are required for:	

	Name	Signature	Date
Minister / Interim Moderator / Church Secretary			
Treasurer			

Description of what the funds are for:

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**Bank details:**

Bank / Building Society	Account Name	Sort Code	Account Number

Please submit to the Synod Finance Officer: [finance@urceastern.org.uk](mailto:finance@urceastern.org.uk)

The United Reformed Church Eastern Synod Office, 36 Duxford Road, Whittlesford, Cambridge, CB22 4ND

For Synod use only:		Date
<i>(approved based on majority decision)</i>	<input type="checkbox"/> Moderator	
	<input type="checkbox"/> Clerk	
	<input type="checkbox"/> Treasurer	
	<input type="checkbox"/> Chair of Trust	
	<b>Signature</b>	<b>Date</b>
<b>Approved by Synod Officer action:</b> Name / Role:		
<b>Date and signature of Finance Officer when funds paid:</b>		
<b>Ratified by Resources Committee</b>		
<b>Date report expected:</b>		