

## Lay Learning & Development Grants

### Application Form – Individual



The Synod has a small budget available to individuals or groups of lay people. (This scheme is not available to Ministers of Word and Sacraments or Church Related Community Workers, unless they are part of a group event.) The maximum grant payable each year is **£300** per individual and can be used for individual courses, or retreats, or for group events (on a pro-rata basis). Groups can apply for a grant of up to **£1,000** per group event and must include a nominal roll.

*Group applications should be made on a separate form which can be found on the Synod website. This form should be completed for **individual applications only**.*

#### Basic Details

<b>Name</b>	
<b>Church</b>	
<b>Your Address</b>	
<b>Your Telephone</b>	
<b>Your Email</b> (email is the preferred method of communication)	

#### Learning/Development Activity

Please describe the proposed learning/development opportunity, including how you feel you would benefit from your engagement. *(Please give as much information as possible and continue on an extra sheet / expand this box if necessary)*

When do you expect the proposed activity to take place? (Please give dates where possible)

Date:

**Financial Details** (This information can be provided on a separate sheet if required).  
Please detail the anticipated costs associated with the proposed activity.

Do you have any funding already secured, such as a personal contribution or a contribution from your church? Yes  No

If yes, please detail those contributions here.

**Total amount of grant applied for** (anticipated costs less funding already secured)

£

**Payment Information**

Payment of the grant will be made either on production of receipts by the grant recipient, or direct to a provider on production of an invoice. Receipts and invoices should be sent to the Learning & Development Officer (details below).

*If you require funds to be made available in advance of incurring expenditure, please contact the Learning & Development Officer as far in advance as possible.*

To enable payments to be made to the grant recipient, please complete the information below. The preferred method of payment is by BACS transfer.

Account Name			
Sort Code		Account Number	

*This version: August 2024*

Please return this form and supporting documentation to:

Lucy Cooke, Learning & Development Officer

Email: [lucy.cooke@northern-synod.org](mailto:lucy.cooke@northern-synod.org) (preferred)

United Reformed Church Northern Synod, 4 College Lane, Newcastle upon Tyne, NE1 8JJ

If payment by cheque is required, please give details of the payee and postal address:

## Signatures

I request the above grant.  
(if completing digitally, please insert an image of your signature if possible)

Name of applicant:

Signature:

Date:

I support the above grant application on behalf of the local church.  
(if completing digitally, please insert an image of your signature if possible)

Name & position within church:

Signature:

Date:

## For Office Use Only – Authorisation

I support this application and authorise a grant of            £

Name & Position:

Signature:

Date:

**Please include any additional documentation relevant to your application, such as quotations and estimates.**

**If you would like to discuss any aspect of your application, please contact:**

**Lucy Cooke, Learning & Development Officer**

**Tel: 07752 385197**

**Email: [lucy.cooke@northern-synod.org](mailto:lucy.cooke@northern-synod.org)**

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