**Guidelines for Completion (for funding up to £5000)**

The Northern Synod wants to encourage churches to engage with its objective and priority to

**“Pioneer work with children, young people and families**

**so that we can develop churches for today’s and tomorrow’s world.”**

There are two main dimensions to this:

* Growing Capacity
* Developing Connections

The first of these will primarily be met through the employment of people and is not covered by this application form. The second will be resourced through a range of initiatives that will enable churches to either build on their existing connections or develop new connections with groups of children, young people, and families.

This could be achieved in a number of ways depending on the local situations. Some examples are

* an after school Club
* a holiday club
* a toddler group
* youth activity days
* messy church
* family fun days
* participation in Christian residentials
* equipment for setting up a space for activity
* craft materials
* furniture
* audio-visual equipment
* etc…

This list is not exhaustive but an indication of the range of initiatives we want to support.

We will expect a written report of how the funding was used and its impact for inclusion in Synod News and reports.

**How to apply for funding**

**All applications up to £5000 should be made on the ‘Funding Application for Children’s & Youth Work’ form. For amounts greater than £5000 a different process is required**

*Up to £500*: a brief description of the project, an indication of the costs and who else might contribute to the costs. If there are multiple items to be purchased, then a simple itemised budget should be included. Include any costs associated with paying for services (e.g. catering, child care, room hire, activity providers…)

*£500 to £5000:* where the overall cost is greater than £500 or where an individual product or service is greater than £500, then it is necessary to obtain three estimates of costs for comparison. Where this is not possible (a unique piece of equipment or the specialist skills involved), then the reasons for choosing this option must be given. A simple itemised budget breakdown will be required to show how the contact finance is to be used.

*Over £5000:* if the cost is greater than £5000 then please an initial conversation with Hannah Middleton & John Stephenson will take place and a different process will be required.

**THIS FORM IS FOR FUNDING UP TO £5000**

For larger amounts a different process is required so please speak to the Children’s Advisor (07340328690) or the Youth Work Advisor (07849 670210).

Please write clearly and attach additional sheets where necessary

Name ………………………………………………… Church………………………………………………

Role with regard to children & young people’s work ….…………………………………………………

Countersignature by Minister/Secretary/Elder ……………………………………………………………

**Section 1: Project Details**

Briefly describe your project and how it will engage with children, youth, or families

**Section 2: Financial Details**

Complete the approximate details of the costs of the project indicating what the funding will be used for, showing a simple breakdown of costs. Where the total funding applied for is greater than £500 please make sure that you have consulted the guidelines.

Simple Budget Breakdown

Total Expenditure

Any projected income

Funding requested

**Section 3: Contact Details**

Name Tel No.

E-mail address

**Section 4: Payment Details**

Payment will be made by BACS transfer. Give details of the bank account to which money should be transferred. It would be preferable if this was a church or organisation account not a personal account.

Account Name

Sort Code Account Number

Please return the completed form to both

Hannah Middleton, hannah.middleton@urc-northernsynod.org **and**

John Stephenson, john.stephenson@urc-northernsynod.org