

Application Form: Spring 2017**Guidance Notes**

1. Parishes, clusters or Deaneries, may apply for grants from the fund, which will be allocated in accordance with clear criteria, up to a maximum of £5,000 in any one year.
2. Grants will also be awarded to licensed Pioneer Ministers, according to the same criteria as set out in this document.
3. This funding is primarily aimed at enabling new work with a mission and growth focus and will give priority to such applications. However, applications for mission/outreach initiatives that expand current successful work will also be considered. Grants are not intended as a subsidy to sustain existing work per se, nor should receipt of a grant create an expectation of further grants in subsequent years. However it is possible for an application to envisage the use of a grant awarded in this year to cover costs for a project which may be spread over 2 or 3 years.
4. In order to maintain the focus of the MOF, grants will not be awarded for any capital building costs, including kitchens and other such fitted equipment.
5. Applicants should demonstrate that the projects described will foster growth, and demonstrate a clear basis by which that growth will be assessed. It will be important to describe how initiatives will become self-sustaining or will be assessed as having achieved their specific objectives and by when.
6. Applications will be assessed by an Allocation Panel, comprising the Bishop's Staff with one other representative from each Archdeaconry, in the spring and in the autumn. The panel will meet to allocate this round of funding in May, 2017.
7. Applications can only be made electronically on the attached form. Applications not on the approved form will be refused. They should not be submitted without the approval of the relevant Parochial Church Council / Cluster / Deanery and in all cases come with the support of the associated Deanery / Deanery Standing Committee.
8. There should be one clear named responsible person as contact for all communication (by email).
9. If a grant is awarded, it will be made on a restricted basis with any funds unspent on the project approved to be returned to the Diocesan Board of Finance.
10. Feedback on progress with successful bids will be an important part of sharing experiences of developing mission projects across the Diocese. This feedback with basic monitoring and evaluation information will be required and will add further to the value and encouragement from this investment in growth and innovation.
11. In order to maximise impact, and demonstrate commitment, it is expected that applicants will normally be adding some of their own funds to projects.
12. For consideration in May, applications need to be **received by Friday 31 March 2017**. Completed forms should be returned by email to Valerie Agnew, valerie.agnew@portsmouth.anglican.org.

Further guidance

The criteria for the allocation of MOF grants are designed to be simple and clear. However the allocation panel has found that sometimes additional guidance is needed to give applicants the best chance of a successful bid.

Growth: (question 3). We are deliberately working with a broad definition of “growth”. Growth could be physical, spiritual, growth in activity or impact. What is important is that each individual application demonstrates a clear vision for what can result from the project. You may find it helpful to consider the three aspects of growth:

- Growth in depth
- Growth in engagement
- Growth in numbers

If you can clearly demonstrate a vision for one or more of these, then you will have a strong application.

Budget: (question 6). Please give a breakdown of your budget, rather than a single figure. The panel needs to know what you intend to spend the money on.

Capital/staffing projects: Please note that from 2016 onwards, the criteria for the fund have changed (see 5 above), and we are no longer able to award grants for building-related costs or for staff costs. This is in order to maintain the focus on small-scale, start-up grants. If you are developing a larger project, you may wish to talk to your Archdeacon or one of the diocesan advisory team.

**Application Form for the Mission Opportunities Fund – Spring 2017
Diocese of Portsmouth**

Please note: All boxes on this form must be completed.

1. Name of Project:

2. What do you want to do?

3. How will this lead to growth (numbers/spiritual understanding/other)?

4. Please identify the geographical area in which the project will take place?

5. What indicators will you use to measure the impact in terms of growth and how will this be recorded?

6. What is the overall budget for the project?

7. How much of this are you applying for from the Mission Opportunities Fund?

8. How much of your own funds (parish / cluster / deanery), if any, are you contributing? (Do not include any other grants.)

9. Please outline 'Consultation to Date' for your proposal: Who are the stakeholders involved? What do they think about the idea? Please attach any relevant letters of support from key stakeholders.

10. What other future funding sources have you identified to enable the project to be sustained in successive years? (If applicable).

11. Please indicate whether this project is time-critical (e.g. to fit the funding schedule of match-funders), and, if so, give details.

12. What is the position of the PCC's finances? (Please attach a copy of your latest PCC accounts.) Is the parish up to date with its Parish Share payments?

13. Who is applying?

Lead Applicant:.....(parish/cluster/deanery)

Contact Person:.....

Contact Email:.....

Contact Telephone No:.....

Date Approved by parish/cluster/deanery:*

Can you confirm that your deanery support this bid:* **YES/NO**

*** Applications cannot be considered without this approval/support having already been obtained.**