

**THE UNITED REFORMED CHURCH**  
**South Western Synod Enabling Grants**

**Guidance Notes relating to Grants from the Synod**

Before completing an application, you are advised to discuss your proposed project with your Synod Pastoral Advisor for advice and guidance.

1. After you have completed the attached application form, please send it, together with the following information, to the Synod Executive via the Synod Treasurer for support and approval:
  - The accounts for the most recent financial year with the independent examiner's report, or a statement of assets if this is more appropriate
  - A project budget (if multiple years costs for each year)
  - How this project fits into your church's Mission priorities
  - How the local congregation is involved
  - For applications involving the employment of someone, a copy of the job description (which should include details of line manager and performance review process), person specification, the terms and conditions of employment and a statement on how the person(s) will be recruited.If it is more convenient a statement covering all of the points on the form may be supplied rather than the details on the form.
2. In considering your application, Synod Executive has a number of options open to it:
  - To award a grant in full or in part of the sum requested
  - To reject the application
  - To refer it back to the church (usually with a request for some further information)
  - To ask for a report on the project from a neighbouring synod or an expert in the field
4. Enabling Grants applications are considered at Synod Executive meetings usually held 4 or 5 times each year.
5. Agreed grants are valid for twelve months from the date of approval. Grants not taken up within 12 months from the date of approval will be deemed to have lapsed and further application will be necessary. Extensions may be granted on request.
6. Synod Executive's decision on grants is final. Resubmitted applications will not be considered unless they show substantial evidence of having been reworked or that there are new and justifiable reasons why the application should be considered again.
7. In awarding a grant, Synod Executive will normally request a brief report (no more than two sides of A4) within a year and an evaluation on completion of the project for which funding is sought.
8. In order to accommodate smaller grants with less paper work, grants for less than £5,000 in total will only require a small grant request.