

Development Fund: Tier 2 Application Form

This is the application form for grants of **over £2,500** and **any** application involving the **employment** of staff. **We strongly recommend you first read the document [Guidelines for Development Fund Applicants](#), downloadable from our website, before completing this form.** In particular, the guidelines identify sources of practical help and key areas to consider in order to develop your project before proceeding to the application form. Evidence of discerned consultation will strengthen your application.

Office use only
Appl No:

Section 1: Who is making this application

Church, deanery or chaplaincy making this application.

Parish/benefice/chaplaincy	
Deanery	

Details of the main contact person connected with this application (this is the person we will use to contact and discuss your application).

Name			
Address			
Post code			
Telephone number		email	
Role			

Section 2: About Your Project

Please answer these specific questions below. If you wish to provide us with more detail, please attach, link or refer to other documents which contain that detail. Note the five criteria for development funding are: becoming a more Christ-like church; discernment; missional creativity; learning and sustainability.

Summarise the reason you are applying for a development grant in one sentence, using the form below, filling in the '...' with your own words:

A development fund grant will help us to ... and we expect this will lead to

Describe your project and the need it addresses (up to 400 words).

signs of discernment; missional creativity; learning; sustainability

In what ways do you expect this project will help you become a more Christ-like church, for the sake of God's world? For help, see the separate document '[Signs of a more Christ-like church](#)'.

Please say how this project ties in with the wider strategy or plans of your parish and benefice.

Outline the project timescales: indicate the main phases, key milestones, likely timescales and at what points the major expenditure lies.

Tell us what you think are the expected or hoped-for outcomes of your project: what they are; and how you expect they will come about.

Section 3: Costs

In addition to the information requested below:

- all applicants must provide a copy of your most recent annual financial report
- you may also wish to share a copy of your most recent financial statement (for example, to evidence recent fundraising activity)
- so that we can clearly understand your financial plan, please attach a budgetary statement to show a summary of all the expected income and expenditure.

How much are you asking for a grant for?	£
What is the <i>total</i> cost of the project?	£
What will the money will be spent on?	
What contribution is your organisation making to the project?	
Tell us about any other sources of support you are drawing upon, to help this project	
Tell us briefly about your recent history regarding payment of parish share: whether you are up to date, and if not, any plans you have to overcome any difficulties paying parish share.	
Please tell us what the impact on your plans would be if this funding support was not granted.	

Section 4: Employment information

Only complete this section if your application includes the employment of paid staff. In addition, for applications including the employment of

- **children, youth or family workers** all applicants should consult with the Discipleship Enabler for their Archdeaconry ([Yvonne Morris](#) for Oxford and Dorchester Archdeaconries, [Kathryn Aboud](#) for Berkshire, [James Wood](#) for Buckingham Archdeaconry)
- roles related to **new congregations or church plants**, all applicants should consult with the [Parish Development Adviser](#) for your Archdeaconry. (Applicants in Oxford Archdeaconry should consult with Sarah Flashman (sarah.flashman@oxford.anglican.org) in the New Congregations team.)

before the application is submitted, with information about the proposed role(s).

Please complete this table for each role to be funded (copy the table as necessary)

Role title	
Who will be the employer and do they already employ staff?	
Category of employment	<i>Employee / Contractor / Office Holder</i>
Context (delete as applicable)	<i>Continue existing role / Alteration of existing role / New role</i>
Gross pay:	<i>£ per year/month/week</i>
Expected working hours/pattern:	
Contracted no. hours per week:	
Nature and term of contract:	<i>Fixed term (state length) / Permanent</i>
Annual leave allowance:	<i>Days/Hours</i>
Estimate of additional employment costs (pension, NI contributions, expenses).	<i>Pension £ per year/month/week NI contributions £ Expenses estimate £</i>
Arrangements / allowance for Continuing Professional Dev't (CPD).	<i>Type of CPD & time commitment Cost estimate £</i>
Role description	<i>Please enter here either the role tasks and skills/attitudes needed, or refer to a separate document</i>
Arrangements for advertisement and recruitment to the role	
Right to work in the UK: is a screening process in place?	<i>YES / NO</i>
Has this role been discussed with HR at Church House Oxford? If so, what was the outcome?	<i>YES / NO Contact Tim Barnett: 01865 208200 or tim.barnett@oxford.anglican.org</i>

Section 5: Building projects

Only complete this section if your application includes building work (even if the amount you are requesting does not cover the full cost of the building work). Please refer to *Guidelines for applicants*, section 2.5 (Section 5: Building Projects) before completing this section.

Please complete this section for **all** projects affecting your church buildings, churchyard or curtilage.

Please describe the specific work for which you have received approval.	<i>Type of approval received:</i> List B/NoA/local authority approval/not applicable (<i>please explain</i>) <i>Description of work:</i>
Have you attached a draft Statement of Need (if you require faculty permission) and any quotes you have for the work?	Y/N
If you have any outstanding emergency or routine repairs to make to your building(s), please provide details.	

Section 6: Sustainability

Please explain your approach to ensuring the benefits of this project can continue after the grant funding ends.

Section 7: Bank Account Details

Grants will be made by BACS transfer: please provide details of the account to which money should be paid.

Name of Treasurer			
Telephone		Email	
Account name			
Sort code	<i>nn-nn-nn</i>	Account no	<i>nnnnnnnn</i>

Section 8: Completing your application

Before you sign and date this application, note that by signing this you agree to providing an end of Project Report and, for projects that last longer, monitoring feedback every 6 months. You may also be invited to share your learning in a learning group, along with others engaged in similar projects in the Diocese. All monitoring and reporting feedback is compiled by the Diocese to assess the impact of Common vision. Grant funding is to be spent as indicated in Section 3 and any unspent money must be returned to the Diocese. Your project may also feature in our promotional material (our Communications team will be in touch with you if this is the case) and from time to time, The Diocese of Oxford will publish a list of those parishes and deaneries in receipt of Development Fund grants.

Signature of clergy lead (e.g. incumbent, area dean)		Role	
Print your name		Date	
Signature of Lay leader (e.g. warden, lay chair)		Role	
Print your name		Date	

Final checklist. Have you:

1. completed all the above questions as well as you can, including any attachments?
2. attached a copy of your most recent annual financial report (Section 3)?
3. read the document Guidelines for Development Fund Applicants and consulted appropriately before filling in the application form?

Send your completed form to The Development Fund Administrator, by email to commonvision@oxford.anglican.org or post a hard copy to: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF.

This document was first published on 12 June 2019. Details correct at time of publication.

Please check for an updated version of this document at [oxford.anglican.org/development-fund](https://www.oxford.anglican.org/development-fund) before completing a grant application form. Updated 7 November 2023.