**Level 3 Grant Application Form**

Maximum award £40,000/year for 3 years.

**We are delighted that you have reached the point of applying for funding support from Seeds For Growth for your initiative. Please ensure you have read the Level 3 Grant Guidelines before completing this form.**

If you have any questions about this form or any other aspect of **Seeds For Growth** please send them to: grants@churchofscotland.org.uk

# Section 1: Who you are

|  |  |
| --- | --- |
| **Project Name** |  |
| Name of Presbytery or Congregation who will oversee this project, and their Scottish Charity Number (SCN) |  |
| Presbytery you belong to (if you are a congregation) |  |
| Organisation address including postcode and website (if applicable)  |  |
| Primary Contact Details including name, contact phone number, email and role within organisation  |  |
| Second Contact Details including name, contact, phone number, email and role within organisation |  |

# Section 2: Summary of Application

If you wish to submit an application video, this may also form part of your answer to section 2.

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| Summarise the reason you are applying for a grant from **Seeds for Growth** *(maximum 75 words)* |
|  |
| Describe the project for which you are applying for funding *(maximum of 750 words)* |
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| How much you are asking for from Seeds for Growth and what is the total cost of the project? |
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The overall purpose of **Seeds for Growth** is to support the numerical and spiritual growth of the Church of Scotland through three forms of project. Please tick which of these apply to your application:

[ ]  1) Developing mission through new worshipping communities

[ ]  2) Developing and nurturing faith in those under the age of 40

[ ]  3) Fostering discipleship and revitalisation within established congregations, with the aim of growing the

 existing congregation or developing a new worshipping community.

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| Please describe how your project will meet each of the criteria you have ticked above… |
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# Section 3: Preparation

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| Before writing this application, what work have you done to understand your context, research possibilities and test ideas?  |
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| How have you prayed about the work that you are planning to do?  |
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# Section 4: Project Objectives

What changes would you like to see happen through your work? Complete as many changes as required but we suggest between 3 and 5, and for each, please state which of the three **Seeds for Growth** criteria (see above) it relates to. For each change, please also describe:

* the work you will do bring about this change,
* how you will evaluate each change,
* the measurable objectives you hope to achieve. Successful **Seeds for Growth** applications often state specify objectives for years 1, 2, and 3 of the project.

Please consult the Level 3 Guidelines document for more information on how to fill in this section.

|  |  |
| --- | --- |
| Description of Change 1  |  |
| Which of the three **Seeds for Growth** criteria does this relate to? |  |
| What work you will do to bring about this change? |  |
| How will you evaluate the effectiveness of this work? |  |
| What specific objectives do you hope to achieve? (You may wish to specify objectives for years 1, 2, and 3 of your project.) |  |

|  |  |
| --- | --- |
| Description of Change 2  |  |
| Which of the three **Seeds for Growth** criteria does this relate to? |  |
| What work you will do to bring about this change?  |  |
| How will you evaluate the effectiveness of this work? |  |
| What specific objectives do you hope to achieve? (You may wish to specify objectives for years 1, 2, and 3 of your project.) |  |

|  |  |
| --- | --- |
| Description of Change 3  |  |
| Which of the three **Seeds for Growth** criteria does this relate to? |  |
| What work you will do to bring about this change?  |  |
| How will you evaluate the effectiveness of this work? |  |
| What specific objectives do you hope to achieve? (You may wish to specify objectives for years 1, 2, and 3 of your project.) |  |

|  |  |
| --- | --- |
| Description of Change 4  |  |
| Which of the three **Seeds for Growth** criteria does this relate to? |  |
| What work you will do to bring about this change?  |  |
| How will you evaluate the effectiveness of this work? |  |
| What specific objectives do you hope to achieve? (You may wish to specify objectives for years 1, 2, and 3 of your project.) |  |

Please copy and paste the table above for any additional changes you wish to describe.

# Section 5: Resources – Finance and People

**Please fill in the attached “Level 3 Financial Resources Spreadsheet” (covering both income and expenditure).**  This is a key part of your application. Failure to properly identity all project expenditure or to develop a sustainable income plan are two of the most common reasons why **Seeds for Growth** applications are not approved or deferred. Once again, please refer to the Guidelines before filling in the spreadsheet.

**5.1 Sustainability**

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| Please explain your sustainable income plan including a time frame for its delivery. |
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| How will you ensure the benefits of this project can continue after the grant funding ends? |
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In addition, please also give us details on the people who will paid to do the work.

**5.2 Please give details for all paid posts which will be supported by this grant:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Salary | Hours/week | If this is a part-time post, please give the full-time equivalent salary | If this is a fixed-term contract please indicate the term |
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**5.3 What other paid staff, not funded by us, will be directly working in this project:**

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| --- | --- | --- | --- |
| Title | Employed by? | Role in this project | Hours/week in this project |
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**5.4 Answer question (a) OR (b) as appropriate for each of the posts listed in 5.2 above**

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| (a) How will you recruit the right person for each of this/these post(s)? Please make it clear if there is any deviation from an open recruitment process. |
|  |

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| (b) If there is already a person in post, please give their name, starting date, and how they were assessed and appointed to this post, again making it clear if there was any deviation from an open recruitment process: |
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| Please tell us how each post-holder funded by this grant will be supported and supervised (including coaching or mentoring where appropriate and include a budget line for this, if needed) |
|  |
| Please give the name(s) of the Line Manager of the post-holders in 5.1 and also their relevant experience. |
|  |
| Please tell us how volunteers will be recruited and supported for work in your project? If you have a Volunteering Policy (or equivalent) please feel free to refer to this and include with your overall application. |
|  |
| If your application is successful, will your project’s key people take part in **Seeds for Growth**’s programmes for training and cross-project learning? |
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| When will people involved in the project be able to prayerfully step back and think about what they are doing? |
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# Section 6: Governance

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| Within the body which oversees your organisation (either your Presbytery or Kirk Session), please describe the skills and experience which are relevant to the oversight of this project? |
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| How will this project be managed within this structure? If there is a separate steering group or management committee, please described any skills or experience not already listed above? |
|  |
| Please confirm that your project finances will be reported in the Annual Accounts for either your Kirk Session or Presbytery? Please also confirm that the **Seeds for Growth** grant will be shown categorised restricted income. |
|  |
| What training has been (or will be) given to those who have oversight of your project? |
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| Is your project named within your Presbytery Mission Plan?  |
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| What potential risks have you identified for your project and how do you plan to address them? (If you have a project risk register, please feel free to include this within your overall application and to refer to it here.) |
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| How will you promote the health and safety of everyone involved in your project?  |
|  |
| What insurance cover will your project require, and is this in place? |
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| How will you handle and record the project’s day-to-day finances? How will the oversight of your finances by managed? |
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| What is the name and role of the person principally responsible for Safeguarding within your organisation? |
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| Please confirm that your Safeguarding Register is up to date and has been submitted to the Safeguarding Service at the last year-end, prior to the submission of this application. |
|  |
| Please confirm that where your project is carrying out Regulated Work, that you will at all times adhere to Church of Scotland safeguarding policies for the management of your project, the recruitment and training of staff and volunteers, and the carrying out of required PVG/ Basic Disclosure checks for staff and volunteers? |
|  |

# Section 7: Partnerships

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| Please tells us about any partnerships which are key to this project (including Parish Groupings, ecumenical partnerships, partnerships with other Church of Scotland congregations, schools, statutory organisations and community groups). |
|  |
| Does your project rely on services provided any by any organisation which is not a Church of Scotland presbytery or congregation? If so, please tell us about any partnership agreements you have with this organisation and include these in your overall application. Please note that where this is a substantial reliance on another body to ensure the delivery of a project, **Seeds for Growth** will not allow monies to be transferred until a formal partnership agreement is in place. |
|  |
| How does this project fit with other work which is happening in your local area? |
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# Section 8: Additional Information

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| Please tells us anything not described above which you would like us to know about your application? |
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# Section 9: Declaration and Data Privacy

## Data Privacy

**By completing the application form and signing, below, the people completing and submitting it are undertaking that they have permission to disclose to us, and that we have permission to disclose to any third parties we may instruct for the purposes of administering the application and any grant and reporting on the funded project, all of the personal data included in the application form. Personal data is any information that can be used to identify a living person.**

Personal data that we, or any third parties instructed by us, process for the purposes of **Seeds For Growth** is processed on the basis of fulfilment of an agreement with you to process grant applications forms and to facilitate grants and the reporting on grants that are awarded. The Church of Scotland Privacy Notice for Grant Funding activities can be found at <https://www.churchofscotland.org.uk/site/privacy-centre/grants-data-privacy-notice>

For further information on data protection see <https://ico.org.uk/>

**Confirmation**:

**We declare on behalf of …** Click or tap here to enter text. … that the information we have provided is true and accurate to the best of our knowledge and we accept the Privacy Notice which outlines the way in which the Church of Scotland Office of the Assembly Trustees will use personal information provided to us in connection with awarding grants on behalf of the Church of Scotland.

(You must supply ***two*** signatories who are the same as the contact people listed in Part One of this form).

Signature 1 (click on the picture icon to insert image of signature): 

If you are submitting the paper form then print and sign the document

Signature 2 (click on the picture icon to insert image of signature): 

If you are submitting the paper form then print and sign the document

# Checklist

**We reserve the right to reject any applications which do not include all of the required documents. Please take time to check that you have enclosed the following documents and mark them accordingly:**

☐ All the questions in this application form have been answered

☐ The Income and Expenditure table is complete and attached

☐ The extract minute from the Kirk Session(s), if you are completing the form on behalf of a church or group of churches or Presbytery Business or Mission Committees if you are completing the form on behalf of a Presbytery or group of Presbyteries

[ ]  A copy of your most recent independently examined or audited Annual Accounts

**For Projects intending to employ staff:**

[ ]  Job description(s)

[ ]  Person specification(s)

[ ]  Contract

[ ]  Letters of support\*

[ ]  Volunteering policies or procedures\*

[ ]  Partnership Agreements\*

[ ]  Risk Register\*

[ ]  Other policies\* Click or tap here to enter text. (please list)

**\* These documents are optional, unless the specific nature of your project proposal requires them, but they are likely to be useful for all applicants.**

**Please send your forms by e-mail including all of the above documents to:**

**Lynne Hood, Grants Administrator**

**E-mail:** **grants@churchofscotland.org.uk**

**Tel: 0131 376 3682**