**Continuing Ministerial Development (CMD) Funding**

**Application Form**

**Notes**

Please complete the form at the end of this document as fully as you are able and return it by email to [missionandministry@elydiocese.org](mailto:missionandministry@elydiocese.org)

**Personal Grants**

Personal Grants are available to offset the cost of attending courses, conferences and retreats.

You are encouraged to discuss what you will do with those who support your ministry, including churchwardens/ PCCs etc. as appropriate.

Personal Grants can be issued in two ways.

1. By cheque payable usually to the individual personally, though if indicated on the application form cheques can be made payable to an institution/organisation from which a cost is incurred, with the cheque sent to you to forward.
2. By direct deduction from your allowance for fees associated with events organised by the Diocese itself.

**Entitlement**

Continuing Ministerial Development (CMD) grants are available subject to claim for all those who come within the Bishop’s annual framework for [Ministerial Development Review (MDR).](https://www.elydiocese.org/church-roles/parish-clergy/ministry-development-review/)

The entitlement is based on a calculation of approximately 1% of an incumbent’s stipend.

First-post Curates in [IME Phase 2](https://www.elydiocese.org/church-roles/parish-clergy/ime2/) do not share in the entitlement.

We have removed the automatic entitlement to the ‘carry over’ of personal grants. However, additional funding may be available in cases of need. Please discuss this with the with [Director of Ministry](https://www.elydiocese.org/parish-support/mission-and-ministry/).

**Retrospective Payments**

Retrospective payments are not possible. An application should be received and payment agreed before the event you are attending.

Please note, as would be expected, all applications are subject to due diligence within the Mission and Ministry Department and are subject to the availability of funds.

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**Application Form**

**Personal Details**

|  |  |
| --- | --- |
| Applicant Name |  |
| Address |  |
| Phone Number |  |
| E-mail Address |  |

**Funding request details**

|  |  |
| --- | --- |
| What course/ event / retreat do you wish to attend?  (Give title of event and name of organisation or venue as appropriate) |  |
| On what date?  (applications in arrears are not accepted) |  |
| What is the cost?  Please detail travel & and any other costs |  |
| How much Personal Grant are you applying for?(£270 maximum) |  |
| What other sources of finance have you approached? |  |

**This Grant will be paid by Bacs. Please complete the details below**

|  |  |
| --- | --- |
| Bank Account Name |  |
| Bank Name |  |
| Bank Address |  |
| Bank Account number |  |
| Sort Code |  |

**Further Details**

|  |  |
| --- | --- |
| Has this training need been identified through Ministerial Development Review? |  |
| How do you envisage this event will contribute to the development of your ministry at this time? |  |
| What other training events have you attended during the past three years?  You are strongly encouraged not to use the Personal Grant to repeatedly attend the same event each year. |  |
| Among those who support your ministry, with whom have you shared your intention to participate in this event? |  |
| How will you report back to your PCC/Parish/ Deanery etc.? |  |

**Evaluative Report**

You are asked to send in a brief evaluative report as soon as possible after the event you have attended.

As well as a brief description of the event itself (or if a retreat, its venue and format), some comments on the learning and value you have derived should be included.

Reports are requested for two reasons:

1. firstly the writing of a report can help to focus your own reflections and consolidate the learning.
2. Secondly these reports help those responsible for CMD to know what events, venues etc. clergy are finding valuable and useful.

Please send your Evaluative Report to[missionandministry@elydiocese.org](mailto:missionandministry@elydiocese.org)

**Declaration**

|  |  |
| --- | --- |
| I agree to send a Report after I have attended the course/ event/ retreat  (delete as appropriate) | Yes / No |
| Print Name |  |
| Date of Application Submission |  |
| Applicant Signature  (if returned electronically, a typed signature will suffice) |  |