**[](http://southwell.anglican.org/joining-together/)DIOCESE OF SOUTHWELL and NOTTINGHAM**

**Department of Discipleship and Ministry**

Application for Financial Assistance

Clergy/Lay Stipendiary CMD

Please complete all sections and return to: **The Revd Sarah Patten, Principal for Wellbeing and Ministerial Development, Jubilee House, Westgate, Southwell, Nottinghamshire NG25 0JH (sarah.patten@southwell.anglican.org)**

Before completing this form please read the *Guidelines on Financial Assistance for CMD below.* The making of a grant in one financial year neither implies nor precludes the making of further grants in the same, or subsequent years.

**SECTION 1: BASIC INFORMATION**

Name of applicant:

Present post:

Deanery:

Title of activity/course:

[please include any official brochure or course description with this application: photocopies acceptable]

Organisation offering activity/course:

Duration of activity/course:

Date/s course/activity commences and ends:

Cost of tuition £

[in the case of courses running over several distinct periods, or in

successive years, please indicate the total cost in the present calendar year]

Registration fee [if separate from tuition costs] £

Other costs [specify] £

[travel, books, separate accommodation and meal costs, are **not** covered]

**TOTAL £­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Is your Parish / context of ministry willing and able to make a

contribution to costs? If so how much? £

Are you personally willing and able to make a contribution to costs?

If so how much? £

**Total amount requested from the Diocese? £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

Date received: ………………………………… Sent to accounts: ……………………

Sum authorised: £…………………………… Initials and date: ……………………

Principal for Wellbeing and Ministry Development:

**SECTION 2: THE CONTEXT OF THE TRAINING**

1. How have you identified this activity as a current CMD need?
2. *from the process of developing and updating your Role Description*
3. *by consultation with the Principal for Wellbeing and Ministry Development*
4. *from the Ministry Development Review (MDR) process*
5. *from your own network of support – in the parish, PCC, chapter, cell group, mentor, work consultant etc.*
6. Please give details of activities/courses in similar fields undertaken previously, indicating the year/s in which they took place
7. How will this CMD address the ministry priorities identified in your role description? How will the CMD inform your ministry development, especially in relation to Growing Disciples, Wider, Younger, Deeper?

**SECTION 2: FURTHER INFORMATION**

Have you approached other bodies for financial assistance with this activity/course; and with what results to date? Please include details of any applications still under consideration.

Please indicate below any other information relevant to your application.

Signature of applicant: Date:

DIOCESE OF SOUTHWELL & NOTTINGHAM

Department of Discipleship and Ministry

GUIDELINES ON FINANCIAL ASSISTANCE FOR CLERGY/LAY STIPENDIARY (CMD)

1. The Continuing Ministerial Development fund (CMD) provides financial assistance for education and training courses to all ordained ministers holding the Bishop’s licence to officiate, and stipendiary lay leaders. The information on this sheet refers to requests for assistance on courses, consultations, seminars, and self-directed learning projects including diplomas and degrees.
2. CMD aims to support, resource, and enhance your ministry as described in your Role Description and framed by your context of ministry. CMD seeks to attend to the ministerial tasks prioritised in your Role Description and MDR intentions/outcomes. It includes attention to the overall development and capacity that any minister brings to their ministry efforts beyond the present and into possible future roles.
3. **Exceptions:** The CMD budget would not normally make grants towards the following:
4. Learning programmes which are not ministry-related or a specific part of a minister’s vocational and ministerial development.
5. An event that overlaps with parish duties.
6. Membership subscriptions for organisations, including academic societies.
7. Buying books (including those recommended for courses), office equipment or stationery (including computer software), subscriptions to publications. (The exception is a subsidy for the annual subscription of three journals: *Theology*, *The Expository Times*, & *Anvil*).
8. The cost of attending business meetings of societies or group, acts of worship or services, rallies or other similar group and society gatherings.
9. Participation in diocesan events such as the Bishop’s Study Day.
10. Travelling expenses, meals, or personal accommodation unless this is an integral part of the fee (as, for example, a study day with lunch included in the basic cost).
11. **Retreats:** A retreat is concerned with personal spiritual refreshment and development and are  
     part of the supported CMD. They complement CMD, and are not a substitute for CMD.

Provision will be made as follows, subject to the criteria outline above:

applications for up to £50 in any one year: grants of up to 100%

applications for up to £250 in any one year: grants of up to 75%

applications for £251-£500 in any one year: grants of up to 50%

applications for more than £500 in any one year: by negotiation

1. **Levels of Provision:** The Diocese provides significant subsidy to encourage ministers to undertake CMD but applicants should make every effort to apply for grants to which they may be entitled, not least because this allows our resources to go further. A list of potential funding agencies is available on request.

As a subsidy to CMD, applicants should be willing to make some personal contribution towards their development. Parishes should also consider providing help where the minister’s studies will directly benefit to their present ministry. In general, this provision may be covered by the reimbursement of travel expenses.

In the case of academic studies and courses spread over a number of years applications for funding for each year of study must be made. Each application will be considered on its merits in that year, with no automatic assumption that because a previous grant was made another will be available. However, every effort will be made to help applicants to continue their studies and special attention will be paid to cases of personal difficulty or hardship.

Provision will be made as follows, subject to the criteria outline above:

- applications for up to £50 in any one year: grants of up to 100%

- applications for up to £250 in any one year: grants of up to 75%

- applications for £251-£500 in any one year: grants of up to 50%

- applications for more than £500 in any one year: by negotiation

1. **Method of Application:** All applications must be made using the standard form, available on request from Jubilee House or from the website. In all cases a copy of the event brochure or programme should be submitted with the application form. It would be good to hear from you with regard to your learning from the event you attended. Please send me a feedback email with notes simply reporting the outcomes.

Many thanks.

The Revd Sarah Patten: Principal for Wellbeing and Ministerial Development