MINISTRY AREA ADMIN CENTRE SUPPORT INFORMATION

* ****Grant assistance will only be considered for initiatives that align with the implementation of the Ministry Area Strategy in Monmouth Diocese and will be limited to available funds on a case by case basis.
* Where parsonages are not required for Incumbents/House for Duty priests and where these properties can be leased to tenants, the Property Board will consider offering a proportion of the income (from the Repairs Fund) to the MA/Benefice as a contribution to the rental cost of an appropriate office (approved by the Property Board Inspector).
* The maximum contribution from the Property Board will be no more than £250/month; automatically reviewed after 12 months (see below).
* The MA/Benefice MUST evidence that legal advice has been taken on the details of the lease arrangements; demonstrating a commitment to a 12 month break clause, (maximum period of 3 years) and include sustainable rental terms.

**We would encourage you to contact us to discuss your ideas further prior to application via Libby Morgan-Owen at the Diocesan Office on 01633 267490 or email**

libbymorgan-owen@churchinwales.org.uk



**MINISTRY AREA ADMIN CENTRE INITIATIVE**

|  |
| --- |
| **Church**: |
| **Ministry Area/Benefice/Parish:** |

|  |  |
| --- | --- |
| **Name** **– Clerical Contact**: | **Name – Lay Contact:** |
| **Contact Details:** | **Contact Details:** |

|  |
| --- |
| **Brief Summary of proposed MA Initiative (see guidance notes):****Background (Who, What & Why)……………………………………………………………………………………………………….****……………………………………………………………………………………………………………………………………………………………****……………………………………………………………………………………………………………………………………………………………****Location of Parsonage & Property for Rental ……………………………………………………………………………………****…………………………………………………………………………………………………………………………………………………………..****…………………………………………………………………………………………………………………………………………………………..****Delivery & Costs (How & How Much?)……………………………………………………………………………………………….****…………………………………………………………………………………………………………………………………………………………..****…………………………………………………………………………………………………………………………………………………………..****PLEASE ALSO PROVIDE FULL SUPPORTING EVIDENCE and/or BUSINESS CASE FOR THE ABOVE**  |

|  |  |
| --- | --- |
| **Please confirm that you have included all the necessary supporting evidence and detailed information.****(Refer to opening guidance notes)****If not included/attached, when will it be available? Date:****Applicants Signature………………………………………………………………………………………….****Date:****Return to:****Libby Morgan-Owen, 64 Caerau Road, Newport. NP20 4HJ**libbymorgan-owen@churchinwales.org.uk | YES/NO |

|  |  |
| --- | --- |
|  12. | **Finance Section** **YES/NO****Approved by Property Board: Date………………………………………****Signed by: ……………………………………………. Total grant amount£………………………………………..****Cheque/On Line (subject to details)****Grant Downloaded on …………………………….. via** **Signed ………………………………………………………. (Finance Team)** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_