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**MINISTRY AREA DEVELOPMENT FUND**

**GRANT ASSISTANCE APPLICATIONS NOTE**

In 2021 the DBF agreed to top up the Ministry Area Development Fund with an extra £48,000 to support Ministry Area formation.

£3,000 will be available to each Ministry Area and this can be applied for as one lump sum or multiple smaller amounts, as best suits the development of each Ministry Area.

Ministry Areas can use this money for any purpose which they can demonstrate will develop their Ministry Area. As an example, applications might be for:

* Promotional materials, branding and/or websites.
* Equipment for a local office/administrative centre.
* The purchase of administrative/business software.
* Training fees associated with building local capacity.
* Equipment for joint mission initiatives.
* Training or team building.

Applications will be approved by the Standing Committee Grants Sub-Committee on a quarterly basis.

**ESSENTIAL EVIDENCE/INFORMATION REQUIRED**

* **Background information** relating to the initiative dealing specifically (but not exclusively) with the **Vision, Strategy and Purpose** of the proposals – **WHO & WHAT?**
* Some appropriate **information/supporting evidence** relating to the research undertaken **to establish the need** for the initiative – **WHY?**
* If this is **development of existing** activities, **information/supporting evidence** relating to the **need for expansion** or the **practical capacity issues** experienced in the delivery of current activities – **WHY?**
* Some logistical information relating to the practical delivery of the initiative (a brief **Action Plan**) – **HOW?**
* A summary of the **costs involved overall** for the initiative and an indication of the **elements for which you are seeking grant support – HOW MUCH?**

If you have any questions, please contact Libby Morgan-Owen on 07508 801511 or by email libbymorgan-owen@churchinwales.org.uk



**MINISTRY AREA DEVELOPMENT FUND**

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| **Ministry Area:** |

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| **Applicant:** |
| **Contact Details:** |

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| **Summary of proposed MA Initiative (see guidance notes):**Including - Background (Who & What), Need (Why), Delivery & Costs (How & How Much)Please also provide full supporting evidence and/or business case and any other relevant documents  |

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| **Applicants Signature:****Date:****MAL Signature:****Date:****Archdeacon Approval:****(Applicants can attach an e-mail giving Archdeacon’s approval or obtain a signature below)****Date:****Return to: Libby Morgan-Owen, 64 Caerau Road, Newport, NP20 4HJ**libbymorgan-owen@churchinwales.org.uk |