

# Scottish Episcopal Church



SC015962

## Church in Society Committee Small Grant Application Form

The Church in Society Committee, which meets four times per year, can award *small grants for particular aspects of a project* being undertaken by an organisation or a congregation. *Each grant will be awarded for one year only.* A report is required to show how the grant has been used to further the Project concerned before a further application could be considered. Subsequent grants can be applied for.

### 1. ORGANISATION OR CONGREGATION APPLYING FOR A GRANT

Contact Name:

Position:

Congregation:

Address:

Diocese:

Telephone:

e-mail:

website:

Name of Project being applied for:

**2. IF AN ORGANISATION PLEASE COMPLETE THE FOLLOWING:**

Are you a registered charity? Yes/No

If yes, please give the charity number

Do you have a constitution? Yes/No

How many paid employees do you have? Full Time  
Part Time

How many Volunteers?

**3. ALL APPLICANTS PLEASE PROVIDE THE FOLLOWING:**

Please attach a copy of your most recent accounts

Accounts for the year ended

Are your accounts audited? Yes /No

Total Income £                      Total Expenditure £                      Reserves £

Opening Balance £

Closing Balance £

**4. ALL APPLICANTS PLEASE PROVIDE THE FOLLOWING:**

Project title:

What is the purpose of the Project?

For which aspect of the Project are you applying for this grant?

What is the total cost of your project? £  
(please provide a detailed breakdown of costs)

How much are you applying for as a grant from the SEC? £

What other funding have you asked for, from whom, and when will it be received?

Source Expected	Amount	Date Expected Date Received
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What is the need in the community that has been identified?

Have you assured yourself that this need is not already being met by the local authorities or some other charity?

What benefit will it bring and to whom?

How will the benefit be assessed?

How will you know that it has been achieved?

In the event of a grant being made, to whom should it be made payable?

Please indicate which area of the Church in Society's remit your project addresses:

- **Living with People of Other Faiths**
- **Campaigning for Social Justice**
- **Working for Peace**
- **Acting in Faith**
- **Promoting Economic Justice**
- **Supporting Sustainability**

Is it an ecumenical and/or multi-faith project? Yes / No

If so, what other faith communities or organisations are involved?

Would you be willing to show others in the SEC what you do, and how you do it (i.e. invite others to visit your project and see it in action)? Yes/No

Would you be willing to help others set up a similar type of project (i.e., by offering advice and providing useful contacts)? Yes/No

## **5. ENDORSEMENT BY A SCOTTISH EPISCOPAL CHURCH DIOCESAN BISHOP**

Please arrange for your diocesan bishop to provide an endorsement of this application and include it with your application. No endorsement may mean that the application would not be considered.

- Complete this form ***preferably electronically***, but typewritten if not, taking as much space between questions as you feel is appropriate
- Return it by email to [churchrelations@scotland.anglican.org](mailto:churchrelations@scotland.anglican.org). Deadlines for applications are mid January, mid April, mid August and mid October
- Post to Church Relations Officer, General Synod Office, 21 Grosvenor Crescent, Edinburgh EH12 5EE
- Attach, or e-mail to [churchrelations@scotland.anglican.org](mailto:churchrelations@scotland.anglican.org), an endorsement from the Diocesan Bishop for this application, quoting your project name
- *Remember to attach your accounts and any other documentary supporting information.*

- You should be notified within six weeks of the Church in Society meeting which discussed your application.