

**Additional Curates Society**  
Gordon Browning House, 8 Spitfire Road,  
Birmingham B24 9PB

☎ 0121 382 5533 Fax: 0121 382 6999

## **GRANT APPLICATION FORM FOR CURATE**

*Applications for grant are considered by the Council of the ACS at its quarterly meetings. When completed, this form should be returned via your Bishop for his letter of support to be enclosed.*

### **SECTION 1**

#### **(a) General Information**

Diocese:
Parish:
Parish Priest:
Address:

Telephone Number:

Fax Number:

E-Mail Address:

**(b) Parish Information**

How many churches do you serve in your parish?	
What type/classification of parish is it?	
What is the parish population?	
What is the Electoral Roll number?	
Have your any other curates? (If so, please give more details on separate sheet)	

Has your parish previously received a grant from the ACS?	
How much did your parish contribute to the ACS over the past 3 years? 1. 2. 3.	

**(c) Curate Information**

Full names of curate:	
Age:	
Date of Ordinations: As Deacon As Priest	
Name of Ordaining Bishop As a Deacon As a Priest	
Where will the curate live?	
Give the proposed date of commencement of curacy:  Date Curacy will end:	

## **SECTION 2**

### **(a) Finances**

<b>Budgeted Costs</b>	<b>£</b>
Accommodation - Rent	
Utility Charges:      Water Rates Council Tax	
Subsistence allowances	
Travel & transport	
<u>Expenses of Office:</u> Postage Stationery Theological books Telephone bill	
Other ( <i>please specify</i> )	
<b>Total budgeted cost (a)</b>	

<b>Income committed to date</b>	<b>£</b>
Diocesan contribution	
Parish contribution (if applicable)	

Other ( <i>please specify</i> )	
<b>Total income to date (b)</b>	

<b>Income shortfall (a-b)</b>	£
<b>Grant requested from ACS</b>	£

**IMPORTANT NOTE:**

**A copy of the latest audited or independently verified Parish Accounts must accompany this application. A Balance Sheet or Statement of Net Worth must form part of the submitted accounts. An Income and Expenditure Account on its own is insufficient.**

*The Council of the Additional Curates Society use, among other things, the income of the parish to determine the level of the grant. Please state the income of the parish last year, excluding any extraordinary receipts.*

**£** \_\_\_\_\_

**(b) Declarations**

***Please read the Terms and Conditions of Grant carefully before signing this application.***

I confirm that to the best of my knowledge and belief all of the information given in this grant application is accurate and true. I understand that by signing this application I accept the terms and conditions of the grant as shown on this form.

Signed .....*Parish Priest*

Date .....

It is, of course, important that the Parish fully supports this application. The Churchwarden(s) must therefore sign to confirm that the Parish approves of this grant application and that a resolution to that effect has been entered in the Minutes of the Parochial Church Council.

Date of PCC Meeting when it was agreed to support this application

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Churchwarden's signature

.....

Print Name:

.....

Churchwarden's signature

.....

Print Name:

.....

P.C.C. Secretary's signature

.....AAA

Printed Name:

.....

**TERMS AND CONDITIONS OF GRANT**

1. The grant will be used exclusively for the purpose for which it is given – meeting the legitimate and reasonable expenses incurred in supporting the Curate in the Parish.
2. The applicant undertakes to inform the ACS immediately of any changes to the details given in the application form.
3. The grant is NOT transferable to any other person. It can only be used for the curate named in this application. A separate and distinct application must be submitted for each proposed recipient.
4. That one Sunday every year is to be designated as 'ACS Sunday' and a sermon will be preached at the main service about the work of the Society and the mission of the Church at home. This date will be given to the Society at the beginning of each year. The parish will appoint an ACS Secretary who will be responsible for distributing magazines and distribution and collection of Lent Boxes and other material. This should not be the Parish Priest but a Lay Person.
5. That some financial contribution be made every year to the Additional Curates Society for its work, by special collection on the 'ACS Sunday' and/or by a PCC Grant. A minimum figure will be suggested on the offer of a grant. The parish are expected to continue its support beyond the period that the grant relates to.
6. Any breach of these terms and conditions will effectively nullify the award of a grant and any grant already paid to the applicant is repayable immediately and in full on demand by the ACS in its absolute discretion.
7. It is agreed and understood that to knowingly provide false information with this application will automatically constitute a breach of the terms and conditions of a grant and clause (6) above will effectively apply immediately. This does not effect any other legal course of action which the ACS may pursue in relation to such false information.
8. It is agreed and understood that at the end of the year the Parish will submit an evaluation report to the ACS. A photograph of the Curate should be sent with the application and updated periodically, all of which may be used for publicity.

#### **CHECK LIST**

Have you answered all sections?

Have you remembered to sign and date the application?

Has the Declaration been signed and dated by your Churchwardens?

Have you remembered to enclose a copy of the last audited or independently verified accounts in the form require?

Have you included a photograph of the Curate.



If so, you should now forward the fully completed application with a covering letter to the Bishop for his statement of support to be added. As a courtesy to the Bishop, you may like to enclose a stamped addressed envelope to the ACS offices to expedite his forwarding the application. Or the original can be sent direct to the ACS with a copy to the Bishop asking the Bishop for a covering letter of support.

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*Please use a separate sheet for any additional information/details/explanations that you think may help the ACS Council when considering your request for a grant.*

**Unless it is necessary to ask for further information or explanation, this application will be considered by the Council of the ACS at its next meeting. You will be informed of the outcome of your application as soon as possible after that meeting by E-Mail. The ACS will not enter into further correspondence once a decision has been made. The grants are awarded at the discretion of the Council and are awarded in terms of financial need, and parishes who have in the past supported the society will be given priority.**