



**Additional Curates Society**

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**GRANT APPLICATION FORM FOR PARISH PLACEMENT**

*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:
Mobile 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 you a curate? (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 last 3 years.

- 1
- 2
- 3

**(c) Placement Information**

Full names of candidate:	
Age:	
Where will the candidate live?	
Give the proposed date of commencement of placement	

Briefly describe the progress of the candidate's vocation to date, including where appropriate, attendances at any vocations conferences, reference to any selection conferences already attended and outcome.

## **SECTION 2 Supervision of Placement**

(a) Briefly outline the scope of the vocational training and experience which you plan to incorporate into the placement and who will be involved.

(b) Best practice determines that all parties involved with a placement have a clear understanding of their role and responsibilities and what will be expected of them. How will you ensure that such clarity of understanding exists?

(c) What procedures will you have to monitor the placement, to deal with any difficulties which arise and to ensure that the placement is fully supported to gain the maximum benefit from the placement opportunity?

**SECTION 3****(a) Finances**

<b>Budgeted Costs</b>	<b>£</b>
Subsistence allowances	
Travel & transport	
Other ( <i>please specify</i> )	
<b>Total budgeted cost (a)</b>	
<b>Income committed to date</b>	<b>£</b>
Diocesan contribution	
Parish contribution	
Other ( <i>please specify</i> )	
<b>Total income to date (b)</b>	
<b>Income shortfall (a-b)</b>	<b>£</b>
<b>Grant requested from ACS</b>	<b>£</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.*

**£** \_\_\_\_\_

**(a) General Conditions**

Has a Statement of Terms and Conditions been prepared for the placement candidate? This should be included with this application.	
If not, can this forwarded at a later date, prior to the placement commencing?	
Does the Parish have a Child Protection Policy in place? <i>Please enclose a copy if such is formally available.</i>	
Has the candidate been through a DBS check.	
The name of the DDO that the candidate relates to The candidate must be seen personally by the General Secretary or any other person nominated by him.	

**(b) Declarations**

***Please read the Terms and Conditions of Grant carefully before signing this application. Your attention is particularly drawn to the requirements of (7).***

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 the placement. 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.

Churchwarden's signature .....

Print Name: .....

Churchwarden's signature .....

Print Name: .....

**The application must be accompanied by a letter from the DDO giving their overall support of this particular candidate.**

Subject to our needing to enquire for further information or explanation, the 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 the meeting.

**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.
- Have you included a letter from the DDO in support.

**GUIDANCE NOTES**

Please read before completing Section 2.

It is important that the information you give in completing this section shows clear evidence that the Parish has carefully considered the implications and responsibilities which attach to hosting a placement.

In box (a) you should, as a minimum, give details about Church Services the placement will be expected to attend and in what capacity. Details of expectations in respect of a Daily Office and other Parish duties should be included.

In box (b) refer to the provisions that will be made for the placement's mentoring, opportunity for private spiritual reflection on the placement experiences and time available for recreation. Consider who else in the Parish will have a part to play in the placement and how they will be briefed about their role.

In box (c) you should outline how you will monitor the progress of the placement, how you will evaluate together with the placement, the outcomes of the experience both for the individual and the Parish as a whole. Consider who should be involved in the evaluation, and the appropriate format whether formal or informal. Your answer to this question will help you in preparing the final report on the placement for submission to the ACS (see Terms and Conditions of grant).

Please feel free to answer these issues on a separate piece of paper and attach to the application form. From the answers you have given, it should be possible for you to construct a simple statement of Terms and Conditions for the Placement which you could give to the candidate at the commencement of the placement. The Council of ACS would consider this a very positive and worthwhile exercise for Parish and placement candidate alike.

The Parish MUST have a Child Protection Policy.

**TERMS AND CONDITIONS OF GRANT**

*Definitions: - "ACS" and "Society" shall mean the Additional Curates Society.*

*"Applicant" and "Parish" shall mean the Parish named in section 1a of this application, represented by the persons of the Parish Priest and the Churchwardens.*

*"Placement" shall mean only the person named in section 1c of this application.*

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 placement 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 placement candidate named in this application. A separate and distinct application must be submitted for each proposed recipient.
4. 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.
5. 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 (4) 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.
6. It is agreed and understood that after the first grant the parish will submit an evaluation report to the ACS, which could be used by us for publicity.