



DIOCESE OF BATH & WELLS

Changing Lives, Changing Churches for Changing Communities

External Courses

Application for funding from Individual Allocation for courses for clergy
in addition to those in the School of Formation brochure.

Before you complete this form please read the notes for guidance on the back

Title of Course (Please also attach details of course):

Date:

Full cost of course:

Amount to be drawn from individual allocation:

Please state how this will contribute to your ministerial development and be of value to your ministry:

Cheque to be made payable to:

Cheque to be sent to (Address):

Name of Applicant (*in capitals please*):

Address:

Signature of Applicant:

**This application should be sent to
The Director of Clergy Development, The Old Deanery, WELLS, BA5 2UG**

For Office Use Only

Account	Approved by The Director of Clergy Development	Amount Requested	Date Entered on Records	Date forwarded to Accounts Dept
05CDV/6422/CTIA00				

NOTES FOR GUIDANCE

- (a) Within the Diocese each minister SM/ONSM, after three years from ordination or first appointment, is currently credited with £180 per year over a 2-year period (currently January 2011 to December 2012), which may be spent on some kind of chosen education or training. This represents the actual fee and **does not include travel**. Travel expenses should normally be claimed as part of Parish working expenses, but where this proves difficult the Director of Clergy Development should be consulted.
- (b) The allocation may be allowed to accumulate for up to **two years** and at the end of that time whatever has not been drawn on, will be deemed to have lapsed.
- (c) Individuals wishing to draw from the fund should, in the first instance, send an application form to the Director, who will normally countersign the application and arrange for payment to be made. Before grants are made for attendance at courses/conferences not organised by the Diocese, applicants are requested to provide an evaluation of the value of the proposed training for them, the Parish and the wider Church.

If any problem arises over payment, it will be referred to one of the Bishops.

- (d) It will be possible to use as much or as little of the Individual Allocation as required up to a maximum of £360 up to the end of 2012. The Director will monitor the allocation grant to ensure that a reasonable amount remains to meet further training needs in the second year. Clergy new to the Diocese, and those entering the fourth year of IME 4-7 training, will have available to them a grant calculated in proportion to the amount of the **two-year** period remaining at the time.
- (e) **GRANTS MUST ALWAYS BE APPLIED FOR BEFORE ATTENDING ANY COURSE/CONFERENCE AND CANNOT BE CLAIMED RETROSPECTIVELY.**

Please note that Individual Allocation Funds are non-transferable. Any monies left in the account when a person leaves or retires will be deemed to have lapsed.

- (f) Since the Diocesan Board of Finance is obliged to account to the Inland Revenue for all grants paid for CMD, you will be required to forward a receipt or preferably indicate on the application form which organisation the cheque is to be made payable to.
- (g) The grant may be used for:
- An approved course/conference organised by the Diocese or an outside agency.
 - Expenses in pursuing a private project or structured programme of personal study, the details of which have been agreed by the Director.
- (h) If you wish to undertake a further qualification or degree for which a grant is required, please discuss this, in the first instance, with the Director.

Grants may not be used for the purchase of books except in direct relation to further degree courses.