****

External Courses

Application for funding

Individual Allocation for courses for clergy in addition to those offered in the CMD programme.

**Please read the guidance notes attached before completing this form.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Applicant:** | Click here to enter text. | | | | |
| **Title of Course:** | Click here to enter text. | | | | |
| (Please also attach details of course) | | | | | |
| **Date(s):** | Click here to enter text. | | | | |
| **Full cost of course:** | Click here to enter text. | | | | |
| **Amount applied for:** | Click here to enter text. | | | | |
| **Please state how this will contribute to your ministerial development and be of value to your ministry:** | | | | | |
| Click here to enter text. | | | | | |
| Any agreed funding will be paid direct to your bank account via BACS. | | | | | |
| **Payable to:** | | **Sort Code:** | | **Account No:** | |
| Click here to enter text. | | Click here to enter text. | | Click here to enter text. | |
| **Applicants Address:** | Click here to enter text. | | | | |
| **Signature of Applicant:** | Click here to enter text. | | **Date:** | | Click here to enter text. |
|  | | | | | |
| **This application should be returned to:**  **The Training Team Leader, The Old Deanery, WELLS. BA5 2UG** | | | | | |
| FOR OFFICE USE ONLY | | | | | |
| Finance Cost Code: | | 6430UA-04TRAI | | | |
| Agreed Funding: | | £ | | | |
| Signed Training Team Leader: | |  | | | |
| Date: | |  | | | |
| Date forwarded to Accts Dept: | |  | | | |
| Notes for Guidance | | | | | |
| (a) Individuals wishing to apply for funding should, in the first instance, send an application form, together with details of the course e.g date/venue/cost provided in such material as a flyer, to the Training Team Leader, 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.  (b) **GRANTS MUST ALWAYS BE APPLIED FOR BEFORE ATTENDING ANY COURSE/CONFERENCE AND CANNOT BE CLAIMED RETROSPECTIVELY.**  (c) 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.  (d) 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 Training Team Leader.  (e) Grants are awarded towards the actual fee and **do not include travel**. Travel expenses should normally be claimed as part of Parish working expenses, but where this proves difficult the Training Team Leader should be consulted.  (f) Any agreed grant will be paid direct into your bank account via BACS (Bankers Automated Clearing Service), using the account details provided on the application form.  (g) 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 Training Team Leader.  **Grants may not be used for the purchase of books except in direct relation to further degree courses.** | | | | | |