Level 3 Grants

Guidelines for Applicants

# Introduction

**Level 3 Grants are available up to a *maximum* award of £40,000/year with an initial maximum of three years and possible extension to five years.**

**Please understand that the figures given for maximum Seeds For Growth grants are the upper limits for both amount per year and duration and not the average grant. You can request funding for lower amounts per annum and for less than the maximum three years initial funding period if you wish.**

# Support for applicants

Online training sessions will be offered to support the making of applications to **Seeds For Growth**. We can answer questions about the form; however, we cannot review draft applications. Dates of these sessions will be available by emailing [grants@churchofscotland.org.uk](mailto:grants@churchofscotland.org.uk)

For help discovering new outreach opportunities that suit your setting we recommend to you a free training programme called Culture of Innovation. This fun and informal programme works through missional thinking and ‘how to try’. It helps you assess your own context, imagine possibilities and quickly bring together plans. Culture of Innovation has film snippets from some talks by Father Lorenzo Lebrija followed by group activities. It breaks down into 5 sessions

1. Future thinking
2. ‘What if’ wonderings
3. Generating insights
4. Developing ideas
5. Trying

It can be found on Church of Scotland Learning. Information on that is found here <https://www.churchofscotland.org.uk/resources/church-of-scotland-learning>

**Filling in the application form**

We would advise the following process

* Read through the guidelines document, then the application form, then the guidelines again
* Fill in the form
* Leave it for a few hours up to a couple of days and come back to it
* Ask somebody unconnected to the project to read through your completed form to be able to objectively point out little mistakes or to tell you that something is unclear
* Ask somebody aware of the project to read through your completed form to be able to add another perspective.

Make sure you **fully answer all the questions**. The following guidelines provide some notes designed to help you understand the sort of information we are looking for.

**It will help you in completing your application to follow these Guidelines closely. Don’t be afraid of repeating yourself in the application – if you think a particular piece of information is important in your answer to more than one question then by all means, (keeping within any word limit that is specified) put it in.**

**Summary of Application Sheet**

This is your chance to sum up your project succinctly, so that assessors of your application will quickly get a clear idea of what you are trying to achieve. It’s similar to the executive summary to a report, so spend some time making sure your answers are clear. It’s probably best to draft it first and then return to it once you have completed the application form to ensure that it contains all the relevant information; this will ensure that you are linking your answers directly to those you have given elsewhere in the application**.**

# Part One – The Applicant

**1.1/1.2/1.3/1.4** Application forms are usually completed by a Church of Scotland congregation or Presbytery. However, groups of congregations or Presbyteries can also work together but please contact us initially to discuss your ideas. Partnership and ecumenical working are strongly encouraged. If you are a Parish or Presbytery Grouping then you could record that here but it is likely that one church/presbytery will need to stand as the lead on behalf of the group.

**1.6** Neither of the contacts/signatories should be someone whose role will be funded should this application be successful and they should be unrelated both to each other and to any such person (by unrelated we mean people who aren’t family members, such as siblings, parents and children, married couples or civil partners or people living at the same address).

Should the person filling in the form become an employee of the project during its lifetime (or another individual with whom they are in a close personal relationship does so), please inform **Seeds For Growth**, and we will also ask you for the name of another key contact.

## 1.7 Governance

Who is ultimately responsible for the legal and constitutional, financial and strategic matters? This will be a Kirk Session, Committee or Presbytery. State the relevant experience or expertise the responsible people have. Please note this briefly here.

## 1.8 Management

This question is for you to tell us briefly ***how*** your project will be managed. Put some detail here, often people just simply answer “management committee”, but we are looking throughout the application for evidence of good management practice. Who will be responsible for managing what happens on a day by day, month by month basis? Often in new projects the same committee might be responsible for both governance and management, but not necessarily. Some or all of the management responsibility might be carried by staff of the project (who may or may not be employed yet). Please outline your Management Structure and the Relevant Skills of those involved.

To take an example, financial governance includes requiring and studying regular reports against the budget that has been agreed; financial management would include controlling the spending, authorisation processes, and making sure everything is recorded so that the information can be put into those reports.

Tell us how you are planning to divide up the responsibilities to make sure everyone stays on track. Again, do note any particular expertise already within the organisation.

## 1.9/1.10 Presbytery

We fully understand that your current Presbytery Mission Plan may not be at a stage in its life where your project has been specifically named. If you wanted to tell us that you been in touch with your Presbytery’s mission officer, or some other key individual within presbytery, and they had given support to your project, you may do so in your answer to this question.

# Part Two – The Project

**2.1** At this may point it may be worth further considering if your project is best suited to a Level 2 or Level 3 award. Level 2 projects are often at an initial stage of discernment, and grants are to enable research, early engagement and development of ideas. By the stage of Level 3 award, we would be looking for you to have a clearer idea of the form of New Worshipping Community you are hoping to establish, or the form of young person’s work you are hoping to carry out, or the project identified to foster discipleship and revitalisation within an existing congregation.

**2.2** Whether this is a totally new venture or organic growth, there has been a journey to get here. This could include previous work, crucial encounters and experiences or consultation and research. Tell us the key points of the story so far.

## 2.3 Who are you working alongside?

We want to get a sense of who are the people this project is designed to work with. Where do they live or where do you meet them? How do you know them? What are the issues you are addressing through the project? For projects to be missional you must enable work with non-churchgoers.

We are interested here in learning about the needs and assets of your beneficiaries from their own perspective. These are the needs/assets that either they have expressed or you have found evidence of as you work alongside them. Tell us how you know about these needs/assets? What additional strengths and resources do they have? At this point you may well be building on some earlier research work, such as focus groups or community audits (work that may have been funded by a Level 2 award). In this kind of work, it is vital that a project is shaped by its context, rather than our preconceived ideas as to what people need.

Using 2011 Scottish Census data, the [Statistics for Mission Group](http://ministriescouncil.createsend1.com/t/t-l-witkhl-l-s/) produced a file of maps and data for every Church of Scotland parish this has been updated using the Scottish Index of Multiple Deprivation (SIMD). To find the information for your parish, type your postcode into the [Church Finder](http://ministriescouncil.createsend1.com/t/t-l-witkhl-l-g/), press submit, find your local church and click on “Church profile and contact”. Click on the “Parish statistics” and “Deprivation statistics”. You can also download: "[Who is my neighbour](http://ministriescouncil.createsend1.com/t/t-l-witkhl-l-w/)?" to help understand your community better.

There may well be indirect benefits for a wider group of people.

## 2.4/2.5 Selecting and matching the criteria

This is a very important section as the criteria will be what guide the committee’s decision about which projects to fund. The criteria are what we are trying to achieve as the strategic outputs for **Seeds For Growth and the wider Church**. Your answer should show us ***how*** you are going to meet these criteria. Rather than simply list which ones you are working towards, explain how the activities of your project will help you achieve the criteria. Good answers to the question of how are you meeting the **Seeds For Growth** criteria will focus on the who, what, where, when, why, and how.

Our experience suggests that many applications which do not move to an award, have done so because the application form has not demonstrated that the work matches **Seeds For Growth** criteria, or that the principal focus of the project does not sit within the **Seeds For Growth** remit.

Successful applications will be for projects that support at least one of the following areas (the Seeds for Growth criteria for fundable projects):

To support the numerical and spiritual growth of the Church of Scotland through:

1. Developing mission through new worshipping communities
2. Developing and nurturing faith in those under the age of 40
3. Fostering discipleship and revitalisation within established congregations, with the aim of growing the existing congregation or developing a new worshipping community.

Applications for the following will be prioritised:

* Developing mission through new worshipping communities and church planting
* Engaging in intergenerational approaches to and participation in worship.

### New Worshipping Communities

If your application relates to the establishment of a new worshipping community, we will expect you to have some degree of clarity as to what form of New Worshipping Community you will seek to establish (and likely building on previous research and engagement).

The following “Pioneer Spectrum” (developed by the Church Mission Society) is a helpful representation of various approaches.

A diagram of a church

Description automatically generated with low confidence

*Figure 1 The Pioneer Spectrum. Used with permission of the Church Mission Society.*

The spectrum shows the range of pioneer ministry activities and how these activities relate to the intention of planting churches and to the concept of fresh expressions of church.

* Replicate: taking an existing model of church and trying it in a new place
* Adapt: modifying ideas used elsewhere for a local context. Note that though the diagram shows “Messy Church” as an example, we would not fund applications where “Messy Church” is the only activity – for Level 2 and 3 applications we would expect to see a broader approach with different ages of young people, and also developing faith amongst the carers of young people.
* Innovate: pushing the boundaries of what church is and seeking to find new ways to connect with people who do not currently go to Church.

**Seeds For Growth** will support any one of these forms of pioneer ministry. It will greatly assist your application if you can describe which of these you are considering, and the reasons why.

Note: The fifth circle on the diagram – “Kingdom oriented social enterprises” – falls outwith the scope of possible funding from Seeds for Growth.

We will also be looking for the following in your understanding of “New Worshipping Community”.

#### A Commitment to the “New”

* *Responding to the Spirit who creates anew*
* Engaging with “new” people, people who do not engage with Church.
* Seeking to make and form new disciples of Christ.
* Exploring and experimenting with new forms of church for a changing culture. Our remit is not to fund changes to existing Church communities but to start new communities. Research shows that for large sections of the population this is the most effective means of sharing our faith.

In your application, we will want to know the forms of research and discernment you have employed in order to work out what “new” means in your context. This will almost always involve committed engagement and listening amongst the community with whom you wish to work. It may also involve reflection on written material, conferences, seminars and the experience of those who have tried similar approaches.

#### A Commitment to Worship

* *Discovering* the Spirit’s sending, to join God’s mission for the transformation of the world
* *Gathering* *in contextually authentic ways* *to celebrate, encounter, witness to, and glorify God and discerning the right time to do so.*

For a Level 3 **Seeds For Growth** award, we expect the beginnings of your thinking as to how your particular community may become a worshipping community. Experience suggests that moving to establishing a new worshipping community too early will lead to that community being shaped less by its context and more by previously established models of Church. However, by the beginning of a Level 3 project we would expect some understanding, within your own context, of how the group of people you are working with might participate in some form of corporate worship, if this has not begun already. Please tell us how you hope to develop worship within your work.

#### A Commitment to Community

* *Cultivating restoration and belonging as signs of God’s new creation*
* Practicing mutual care, justice and responsibility
* Developing sustainability in leadership and finances

We will expect to see the early signs of a community by the beginning of your Level 3 grant. This may be a group of people who already attend another project, a group who share a common experience or interest (in particular we would encourage work with groups of people who have experienced some form of marginalisation) or a group of people who have engaged with your community research. Though your initiative may be focussed on one particular group, we would still like to hear how you will foster diversity and inclusivity in the life of your worshipping community.

### Working with Young People

If you are seeking funding for developing faith-based work amongst young people, we will be looking for the following aspects of your work, that it:

1. Has, at its heart, an emphasis on enabling young people to grow in faith.
2. Will include spaces where young people are able to be with their peers.
3. Will integrate with a wider number of groups where overt exploration of faith is not a key part of their purpose (e.g. drop-ins, activity-based clubs, personal development courses).
4. Includes intergenerational spaces, which could include connection with an existing congregation and/or a focus on building faith within families. Home can be the primary context for discipleship particularly if supported by a wider church family.
5. May well support the formation a new worshipping communities aimed at young people.
6. That young people have significant scope to shape, lead and participate in the places where they worship.

We will be very unlikely to fund work whose purpose appears to be the ongoing survival of an established faith community, with whose life and worship young people are expected to fit in, and which does not evidence a commitment to overall change, or shared leadership with young people.

### Fostering discipleship and revitalisation within established congregations, with the aim of growing the existing congregation or developing a new worshipping community

Seeds for Growth is committed to the numerical and spiritual growth of the Church of Scotland. We hear the command of Jesus at the end of Matthew chapter 28 to ‘go and make disciples’. In some instances, there may be a need to equip and enable those currently connected with our churches to be able to think and move missionally, or to develop those skills and outreach behaviours further. Seeds for Growth will support this revitalisation within established congregations when the application demonstrates the following

* That this is a new work or new progression of work that can be defined as a project, planned and measured; as we require of all our funded projects
* How this project could lead to outreach to those who do not currently take part in the life of your congregation. In particular, how the project will support the first two of the five marks of mission, namely “to proclaim the Good News of the Kingdom” and “to teach, baptise and nurture new believers”.
* How this project will lead to growth in your existing congregation, the establishment of a new worshipping community, or both.

Note that within its criteria, the priorities of Seeds for Growth are:

* + Developing mission through new worshipping communities and church planting
  + Engaging in intergenerational approaches to and participation in worship

If required to make choices between different applications, these priorities will be applied.

## 2.6 Changes – What differences do you want to see?

Please be as specific as you can about the changes you want to see happen through your proposed work. It can be tempting to remain very open at this point, both because you can’t predict the future and because you want to be responsive and reflective. We value that responsiveness and the ongoing crafting of work but our experience tells us that this is most effective when held with a clear sense of purpose. Therefore, strong answers to this section will usually contain a change word and by that we mean a word like increase, decrease, reduce, improve. They should describe the ‘who’, ‘what’ and ‘how’ of change. For example, if we had an outcome that was ‘new parents will feel more confident in praying’, the ‘who’ is new parents, ‘what we are hoping to change’ is how confident they feel in praying to God, and how do we hope that will change is ‘more’. The ‘how’ refers to the *direction* of change rather than *how will we change it*. The direction of change is the increase, decrease, more, less.

Please note the layers within this question. We are asking

* About the change
* Who is involved in the work, as a beneficiary or as a partner
* How the change will be visible – indicators of change
* An expected timeline for each visible indicator of change
* How these changes relate back to the criteria of Seeds for Growth

## 2.7 Changes, Activities and Evaluation

Here we ask you to outline the work you will do bring about the changes you hope to see, and how you will evaluate the work.

**Activities – What will you do to see these changes happen?**

This is what you will do in delivering your initiative: it could be events or activities. Tell us what you intend to do, how you intend to do it and why.

Projects which are clear on how they are going to focus their effort, are likely to be more effective than those whose work and energy becomes too diffuse.

**Evaluation**

What information will you look for and gather, as you carry out your activities? This could be indicators that the work is happening, or people are engaging, but also what effect it is having in their lives. How will you capture this information? When will you use it to work out whether you’re making the difference you want to? Who will be evaluating the information?

Remember to be as specific and as realistic as you can. It is worth giving careful thought to what you prioritise here and how you will gather information about it through the years: this will be a key part of your accountability for any funding awarded.

You will need to think of indicators that you can look for and measure to aid tracking progress with the project. Indicators often have words like ‘level of’, or ‘ability to’, or ‘number of’; these are neutral things that you can measure on more than one occasion. These can be quantitative (something you can count) or qualitative (assessing quality rather than the quantity of something). An example for a qualitative measure like “willingness to participate in a time of prayer”. A quantitative measure might be the *number* of young people who participate in a prayer group.

## 2.8 Vision

This question gives you the opportunity to share your vision for this project. You may feel that questions 2.6 and 2.7 were restrictive because of the Spirit-inspired nature of faith (the Spirit who blows where it wills), perhaps we cannot predict or engineer the change we want to see. However, we can talk about our current aspirations for change, and think about what might be possible over the lifetime of a project. Please feel free to be expansive: biblical visions are rarely condensed into a few short sentences.

Please share with us how you have arrived at this vision and who shares it - perhaps there was a time when your whole church was given this vision.

## 2.9 Formational discipleship

Seeds for Growth is focused on aiding spiritual growth. There are many different ways to express spiritual growth - *the journey of being a Jesus follower, spiritual formation, progression in relationship with God, deepening of Christian fellowship, discipleship, being transformed into the likeness of Christ*, to name just a few.

## It is also widely accepted that there are key personal and communal disciplines that aid spiritual growth e.g. prayer, bible study, supportive conversations. This question asks you to discern and name which steps, tools, activities, intentions will be present in your project. How you will implement them and why: You may want to link your ‘why’ back to the changes you outlined in question 2.6.

## 2.10 Becoming “church”

To help you answer this question you may want to look back in these guidelines to the paragraphs entitled

* New Worshipping Communities
* A Commitment to the “New”
* A Commitment to Worship
* A Commitment to Community
* Working with Young People
* Fostering discipleship and revitalisation within established congregations

These paragraphs outline the thoughts of the Seeds for Growth committee at this time, however, we want to encourage you to inspire and move us with new visions of what church is and what it could be.

## 2.11 Risks and difficulties

We don’t expect everything will go smoothly and precisely to plan, nor do we think you can plan for every eventuality. Name the areas that you can see might prove challenging and what you will do to try to pre-empt them?

# Part Three – Key dynamics

## 3.1 Participation

Our experience tells us that the strongest, most fruitful projects are those that involve people with different connections and backgrounds in their operations. The work tends to be better founded, focused and resourced and everybody learns and grows more through their involvement. How will you involve members of your congregation(s), members of the wider community, the beneficiaries of the project and anyone else with a stake in what you are doing? They could be included in the development, the operations, the leadership, or the review of the work – different individuals and groups will be suited to different roles but everyone brings something.

## 3.2 Volunteers

Volunteers are an important part of any project and deserve the same levels of support and supervision as paid staff. You will need to show us here how you have thought about this and your plans for doing it.

## 3.3 Training

**Seeds For Growth** will be establishing a community of practice for successful applicants. This will meet regularly and will be a chance to learn from others in similar situations. We will also offer the possibility of participation in training courses. We need to know that you will commit (through the participation of key project leaders) to be part of **Seeds For Growth** training **and please let us know of any unmet training areas that you see for your project.**

## 3.4 Partnership and Ecumenical Working

We recognise that vibrant projects will have a range of relationships with different bodies and these change over time. Here, we want to know who will be the bodies that you will actively and purposefully work with in delivering the project.

## 3.5 Other stakeholders

Building work to last will be helped by knowing who you want to keep in touch with from the beginning; even if you are not sure what connection they will have with your work as you go along. There may be local people and organisations that you’re not working with directly but who would have an interest (friendly or otherwise) in what you are doing. Similarly, there might be church, statutory or other bodies that it would be good to keep in touch with your progress or whose resources you would one day like to draw on.

## Prayerful, Reflective and Creative Working

**3.6** How are you taking time to pray about this project? How will you keep learning and developing as you go along? This will include spiritual discernment, alongside reflection on information which you have gathered. How will you discern where the Holy Spirit may be leading you? How will you take a fresh look at what you do and maybe find a different approach?

People taking up different roles in the project will benefit from finding space to stop and weigh up what is going on. This might be big, occasional ways like ‘away days’ or it might be everyday processes like good supervision; it could be simply praying and talking together or drawing crazy pictures for consultants. Our experience tells us that we need to be intentional and protect these spaces that otherwise get filled with the busy practicalities of daily life.

**3.7** Similarly, whilst training needs will vary over time and from person to person, it is easy for these needs to slip by unmet, when everyone is busy. How will you make sure that training stays on the agenda and people are growing in their work? You might want to consider both internal and external training and what training is going to be needed for the roles you’ve defined. What do you need to set aside in terms of time & money?

# Part Four – Good Practice

Different projects will have different responsibilities according to what you are doing with whom. Therefore, these areas will apply differently to everyone but it is essential that you have thought through your responsibilities carefully. It is about giving the best we can to the people we work with and the people who keep the projects going.

There is a checklist in Part Eight where you can tell us which policies you have attached. If a question does not apply to your work please tell us briefly why.

## 4.1/4.2 Safeguarding

Who will be principally responsible for this area of your work?

If you are conducting Regulated work with children, young people or protected adults, please confirm that you are adhering to the Church of Scotland Safeguarding policies and practices in this regard, and in particular, that all workers and volunteers have undergone the safer recruitment process, have been cleared by the Safeguarding Service, and have attended safeguarding training prior to undertaking any regulated work. **If this is not the case then any award may be delayed.**

Please confirm that your congregational Safeguarding Register is up to date and been submitted to the Safeguarding Service in December 2023 or prior to the submission of this application. **If this is not the case then any award may be delayed.**

## 4.3 Health and Safety

Who will be responsible for overseeing this area? How will you assess risks? Some projects may require specific policies in this area because of the nature of their work, for example a Lone Working Policy.

## 4.4 Insurance

Contact your present insurer/broker to check whether your project is covered by your current policy or to discuss what insurance is needed.

## 4.5 Finance

Please describe, in brief, your internal controls or systems for handling money transparently and responsibly. For example, who can sign cheques or authorize payments; will there be a petty cash system; who records money coming in and out; how is this information gathered and reported; who will handle payroll to ensure staff and HMRC are all paid correctly; who will prepare reports for OSCR or for funders?

**NOTE that you are required to show the project in your accounts as a Restricted fund – please ensure that your Treasurer is aware of this.**

# Part Five – Resources

Note that we would like you to demonstrate how you envisage making this project last beyond the grant that **Seeds For Growth** might provide (i.e. how the project can become sustainable, see 5.4). This thinking should be reflected in your answers to the earlier questions in this section. For example, you might want to demonstrate how income from other sources may build over time to gradually replace the **Seeds For Growth** funding so that the amount you are asking from us tapers over the lifetime of any grant.

## 5.1 Resources

Before we get into the money that you need it is helpful to think through the resources you already have to realize this project. This could include people, premises, equipment, knowledge, connections, or money.

“Match funding” is funding which is used to “match” the funding provided by a grant maker and comes from other sources.

**Seeds For Growth** is designed to provide grants for missional projects, which have few potential funders in the wider funding world.

There will be no requirement for match funding although grant applicants are strongly encouraged to identify potential additional sources.

Additionally, it is vital that your project will be financially sustainable in the long-term. We would expect to see a commitment to giving from participants and the supporting congregation from the beginning of the project (see 5.4 Sustainability, below)

## 5.2 How much money will you need and for what?

Tell us briefly here, in a couple of sentences, what main items of expenditure **Seeds For Growth** money will cover.

***Then*** complete the expenditure section of the accompanying worksheet. Please be as accurate and realistic as you reasonably can with your figures and **double check** all the totals just before you finally submit the application – it’s easy to make changes and not adjust all the totals. Your expenditure should tie up with your required income for the project.

A key part of many applications’ expenditure is on salaries. We will look to see that you have set your salary scales appropriately (relating to the skills and responsibilities you will require of any postholder). These should also include appropriate associated costs such as employer’s pension contributions and training.

Some of the most effective New Worshipping Communities have bi-vocational leaders – i.e. leaders who work part-time for the project and have another job or vocation. This can benefit the leader in that they have another perspective they can bring to their work, necessitates greater sharing of leadership and also means the community requires less income in order to become financially self-sustaining.

It is likely that in the later years of its life, the New Worshipping Community will make some contribution to the Church of Scotland’s Giving to Grow scheme. The details of this are yet to be finalised, and we will keep you informed when these decisions have been made.

**What can and cannot be funded?**

We are willing to fund training, salaries, equipment or hire of space as long as you can show that this is essential to the aims of your project.

It is reasonable to include a contribution to the overheads of any parent congregation or organisation (sometimes known as full cost recovery) but we want to see that this is proportionate to the size of this project and appropriate to what the organisation is putting into the project. In other words, if this project will employ one worker in your organisation’s staff team of five, then it could be appropriate to include one fifth of your telephone costs.

Please be as straightforward and transparent as you can be and explain anything which is unusual or unclear.

The focus of **Seeds For Growth** is outlined in sections 2.4, 2.5. We recognise that such work (when done well) will involve much surrounding activity (such as social engagement, enabling work which is not explicitly faith based). Provided the clear focus of the project meets the criteria outlined in these sections we will support this surrounding work.

**Awards cannot be used for:**

* Church repairs
* Covering retrospective costs
* Making up shortfall in existing congregational income.

## 5.3 “In kind” resources

This could be people, premises, equipment, knowledge or anything else you will need but don’t intend to pay for. We are always pleased to see “in kind” contributions as they often bring more connections and get more people supporting the work.

## 5.4 Sustainability

Experience has taught us that a culture of sacrificial giving will be essential to the long-term viability of any new worshipping community. This involves both giving from your existing congregation (and might also include giving from another congregation who are keen to support your work), from members of your community (including businesses) and from those who will participate.

It is likely that for work with young people, and in areas of economic marginalisation, that other forms of financial support will be required to ensure the project is viable, although a culture of giving will still be essential. Please include any information about any grants you hope to apply for.

It may also be possible that you have ideas for some form of entrepreneurial enterprise alongside your project which will begin to generate income. If this is the case, then you may wish to contact **Seeds For Growth** for some of the wisdom we have encountered in this area.

If successful in your application, we would be working with you on a regular basis (likely to be four times a year) to support you in your generation of income, alongside the national Stewardship team. This is based on the understanding that future financial sustainability of new worshipping communities is a vital element of their effectiveness, and the associated giving is a key part our discipleship.

## 5.5 Previous Church of Scotland funding

You will not be penalised if you have received funding from other Church of Scotland sources but we would like to learn how any previous grants have contributed to the project you are applying for now.

## 5.6 What if we can’t help?

We’re not looking for a get out clause but we may not be able to fund your project or, perhaps, not to the full amount you are looking for so we’d like to understand the impact that this might have on the project.

# Part Six – Employees

## 6.1 Employees

Please give brief details here and attach relevant documents as requested in the checklist in Part Eight.

**Please note:** MDS roles cannot be “topped up” by **Seeds For Growth** grants.

Any role supported by **Seeds For Growth** funding needs to be on a local contract

If an MDS staff member applies to work in any such job as an additional role to their current one this will need to be done through the normal processes (see below).

## 6.2 Recruitment

We expect posts funded with **Seeds For Growth** grants to be publicly advertised and an appointment made on the basis of a transparent and fair recruitment process; please ensure that you make it clear to us if there is any deviation from this.

Note that we will want to see the job description, person specification and written statement of employment particular (draft) for any post intended to be funded by the Grant.

Note that Presbytery has responsibility to make sure any locally employed post is feasible at the local level so please send them the job description, person specification and written statement of employment particular (draft) before recruitment begins.

## 6.3 Support and Supervision

Line managers should be unrelated to those they manage (by unrelated we mean people who aren’t family members, such as siblings, parents and children, married couples or civil partners or people living at the same address).

There is growing evidence that providing coaching for people engaged in pioneering/missional work can drastically increase the efficacy of that work.

# Part Seven – Declaration and Data Privacy

Please use this space to give us any information not supplied so far which you think is important – this might be additional context, further details about your plans or methodology or it might be a story, image or person which captures something significant about the essence of your project.

Note the restrictions on who can be signatories given in 1.6 above.

# Part Eight – Checklist

If you have enclosed all of the required documents your application will go forward for support from Presbytery. If you haven’t enclosed all the required documents then your application will not be considered.

**PLEASE NOTE THAT THE RESPONSIBILITY TO DO THIS IS YOURS. WE DO NOT HAVE THE CAPACITY TO CHASE UP APPLICANTS FOR MISSING DOCUMENTS.**

**Further Guidance**

If you require further guidance, please contact a member of the **Seeds For Growth** Team:

David Williams

**Grants Manager**

T. 0131 376 5846

E. [dwilliams@churchofscotland.org.uk](mailto:dwilliams@churchofscotland.org.uk)

Lynne Hood

**Grants Administrator**

T. 0131 376 3682

E. [grants@churchofscotland.org.uk](mailto:grants@churchofscotland.org.uk)

The next closing date for submitting a Level 3 application is **2 October, 2024.**

There will be two assessment reports put forward to the **Seeds For Growth** Committee, along with your application. One from a member of **Seeds For Growth** staff’ and the other from a designated **Seeds For Growth** Committee member who will arrange a telephone interview with the main contact person named in your application, in order to complete their assessments.

The final decision will be taken by the **Seeds For Growth** Committee by consensus or, if necessary, by vote, following review of your application, assessment reports and discussion. The Committee meets to discuss grant funding in the Spring and Autumn.

If your award is below £75,000 you will receive a letter informing you of the Committee’s decision within a week of the meeting.  **If an award of £75,000 or more is recommended by the Committee then this has to be taken to the next meeting of the Assembly Trustees for their consideration and we will contact within a week of us being informed of their decision.** If your application is unsuccessful, the reasons why we have not chosen to fund your project at this time will be indicated in an email.