# Level 2 Grant Application Form

# Up to £10,000

## Introduction

**We are delighted that you are considering an application to Seeds For Growth.**

**Please ensure that you read the Guidelines document for Level 2 Grants before you complete this form as it provides information on what the assessment process is seeking.**

**If you have any questions about this form or any other aspect of the Seeds For Growth please send them to:** [**grants@churchofscotland.org.uk**](mailto:grants@churchofscotland.org.uk)**.**

## Part One – The organisation that will carry out the project (congregation or presbytery)

**1.1 Tell us how you heard about Seeds For Growth:** Enter text here

**1.2a Name of congregation or Presbytery that will carry out the project:** Enter text here

**1.2b If you are a congregation, which Presbytery do you belong to:** Enter text here

**1.3 Enter the organisation’s main address:**

|  |  |
| --- | --- |
| Street: | Enter text here |
| Town/city: | Enter text here |
| Local Authority: | Enter text here |
| Postcode: | Enter text here |

**1.4 Please supply the names and contact details of two people connected to the project in your organisation whom we can contact. 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). See Guidelines document.**

**Please note all correspondence will be sent to the first named contact.**

**Primary contact:**

|  |  |
| --- | --- |
| First name: | Enter text here |
| Last name: | Enter text here |
| Position or role in the church/project: | Enter text here |
| The best number to reach them on: | Enter text here |
| Alternative phone number: | Enter text here |
| Email address: | Enter text here |

**Contact 2:**

|  |  |
| --- | --- |
| First name: | Enter text here |
| Last name: | Enter text here |
| Position or role in the church/project: | Enter text here |
| Contact phone number: | Enter text here |
| Email address: | Enter text here |

**1.5 If the project works with a group of congregations or presbyteries tell us who they are and what part they play.**

Enter text here

**1.6 If the project works with ecumenical partners tell us who they are and what part they play.**

Enter text here

## Part Two – About the Project

**2.1 Name of Project:** Enter text here

**2.2a Please give an overall description of the work for which you are seeking funding (max 350 words).**

Enter text here

**2.2b Please summarise your answer given above into 50 words or fewer that we can use when telling others about your project.**

Enter text here

**2.3 Tell us the story of what has brought you to this point?**

Enter text here

**2.4 Describe who the project is aimed at and the reasons you want to work with them.**

Enter text here

**2.5 Select each of the Seeds For Growth criteria the project fits with:**

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.

**2.6 Describe how the project will meet each of the criteria you have selected above:**

Enter text here

**2.7 How long do you expect the phase of work, for which you are seeking funding, to last? (Note that Level 2 Grants must be spent within 12 months, and re-applications are possible after 6 months).**

Enter text here

**2.8 What do you hope your project will look like at the end of this funding period? In particular, how will it be different from your current situation?**

Enter text here

**2.9 What work will you do, in order to see this change happen?**

Enter text here

**2.10 How will you evaluate the effectiveness of this work?**

Enter text here

**2.11 Please give details of any paid post which will be supported by this grant (Job title, salary, and number of hours per week)**

Enter text here

**2.12** **Please tell us how you intend to recruit the right person for this/these post(s) or if there is already a person in post, please give their name, starting date, and how they were assessed and appointed to this post.**

Enter text here

**2.13 How will the person in the role be supported and line managed?**

Enter text here

**2.14 Will you take part in the Seeds For Growth Training Programme?**

Enter text here

## Part Three – Presbytery

**3.1 How does the project fit within your Presbytery’s Mission Plan? In particular, is it named within the plan?**

Enter text here

**3.2 How does the work fit with other work happening locally, or is it unique within your local context?**

Enter text here

## Part Four – Resourcing

**4.1a Specifically, which areas of the work would you use a Seeds for Growth grant for?**

Enter text here

**4.1b For how many months will you use any grant awarded? (maximum 12 months)**

**4.2 Please indicate that you have filled in the income and expenditure template spreadsheet, including appropriate descriptions of the income and expenditure, and identifying any additional sources of funding.** (Maximum of £10,000 from the **Seeds For Growth)**

**4.3 How will you ensure your project is sustainable in the long-term?**

Enter text here

## Part Five – Good Practice

**5.1 Explain how this particular project will be managed to ensure good practice throughout.**

Enter text here

**5.2a** If you are conducting Regulated work with children, young people or protected adults, please confirm by ticking the box 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.**

**5.2b** If you are conducting Regulated work with children, young people or protected adults, please also confirm by ticking the next box 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.**

**5.3 If you are working alongside another organisation in delivering this work, how do you ensure that their work is compliant with Church of Scotland Safeguarding policy?**

Enter text here

## Data Privacy

**By completing the application form and signing the next section, below, the people completing and submitting it are undertaking that they have permission to disclose to us, and that we have permission to disclose to any third parties we may instruct for the purposes of administering the application and any grant and reporting on the funded project, all of the personal data included in the application form. Personal data is any information that can be used to identify a living person.**

Personal data that we, or any third parties instructed by us, process for the purposes of the **Seeds For Growth** is processed on the basis of fulfilment of an agreement with you to process grant applications forms and to facilitate grants and the reporting on grants that are awarded. The Church of Scotland Privacy Notice for Grant Funding activities can be found at <https://www.churchofscotland.org.uk/site/privacy-centre/grants-data-privacy-notice>

For further information on data protection see <https://ico.org.uk/>

**Confirmation:**

We declare on behalf of … Enter text here … that the information we have provided is true and accurate to the best of our knowledge and we accept the Privacy Notice which outlines the way in which the Church of Scotland Office of the Assembly Trustees will use personal information provided to us in connection with awarding grants on behalf of the Church of Scotland.

Signature 1 (click on the picture icon to insert image of signature): 

If you are submitting the paper form then print and sign the document

Signature 2 (click on the picture icon to insert image of signature): 

If you are submitting the paper form then print and sign the document

**See next page for how to submit the application form.**

**Application Checklist**

All the questions in this application form have been answered

The Income and Expenditure spreadsheet is complete

If applying from a congregation then include an extract minute from the Kirk Session accompanied by a letter of approval from an authorised Presbytery official

If applying from a Presbytery then include an extract minute from the appropriate Committee (e.g. Business or Mission)

For Projects intending to employ staff please include:

Job description

Person specification

Written statement of employment particulars (draft)

Please do not enclose additional documents as these cannot be considered.

**Please send your forms by e-mail or post including all of the above documents to:**

Grants Unit, E-mail: [grants@churchofscotland.org.uk](mailto:grants@churchofscotland.org.uk)

Seeds for Growth, Church of Scotland, 121 George Street, Edinburgh, EH2 4YN, Tel: 0131 376 3682