

## **EXETER COAST & COUNTRY METHODIST CIRCUIT**

### **Guidelines for the provision of grants relating to Circuit Worship, Mission and Service projects (as defined by the Mission & Ministry Group)**

These guidelines supersede all pre-existing approvals, arrangements, and procedures for the provision of grants or loans for these particular purposes. They will be updated as and when required.

These guidelines do not cover requests for the contribution to or reimbursement of expenses (e.g., relating to travelling expenses, costs associated with the provision of or attendance at training courses, printing, postage, stationery costs and suchlike) which should continue to be dealt with by the Finance Group in the normal course of its responsibilities.

### **Online Property Consents website**

Before making grant applications to the Circuit, applicants must firstly be conversant with the requirements of this website to which a separate set of guidance notes should be referred.

In the narrowest definition of the requirements consent must be obtained for projects involving: -

- Structural alterations
- Re-roofing.
- Replacement of external windows & doors
- New w.c.'s, kitchens, disabled adaptations
- New heating systems & replacement boilers
- Complete electrical re-wiring, including "loop" systems.
- Equality & diversity Act 2010 walls & access ramps
- External fencing & car parking

Consents are not necessarily required for projects involving: -

- General repairs & maintenance
- Internal & external redecoration
- New carpets, chairs & loose furnishings
- Gutter & downpipe repairs
- Replacement kitchen, bathroom & w.c. fittings
- Minor repairs & modifications to heating, electrical & plumbing items.
- External maintenance of grounds, boundaries & car parks
- Minor re-pointing works

The online consents website contains a useful flow chart that covers the above and some other helpful details as well as a section on frequently asked questions.

The entry of a new project to this website must be by a suitably authorized Managing Trustee of the local church and must indicate that it has received Church Council approval. The entry causes email notification to key Circuit personnel, who will begin consideration of the project for Circuit approval. Any subsequent grant application must refer to the project number created by the website entry.

If & when a project does not require entry to the online website the above step may be bypassed and a grant application made directly to the Circuit by following the procedure outlined below.

### **Source of Application forms**

Application forms and a copy of the latest version of the guidelines may be obtained from the P.A. to the Circuit Superintendent at the Circuit Office.

Those application forms are self-explanatory, but your attention is particularly drawn to: -

- The need to refer to the property consents website entry.
- A full cost breakdown of the project.
- By supported by a copy of the preferred contractor's quotation or cost estimate.
- Details of how the full total project cost might be funded.
- Confirmation of approval by the Church Council.

### **Criteria for considering applications.**

Applications for projects meeting the criteria set out below should be sent initially to the P.A. to the Circuit Superintendent at the Circuit Office, who will circulate it to the Circuit Mission & Ministry, Circuit Property Group & Circuit Finance Group as appropriate whence it will be considered as outlined below.

These projects may be for: -

1. Single events.
2. Other new initiatives/developments needing "startup" funding over an initial period of up to five years after which it is hoped they will become self-funding. Applicants should be aware that repeat funding after such an initial period is unlikely but, nevertheless, will be considered on a case-by-case basis. Applicants should also be aware that monitoring & evaluation reports together with income & expenditure accounts (and an Independent Examiners certificate where appropriate) **will be required on an annual basis as a prerequisite for continuing support during that initial period.**

Projects costing up to £5,000 can sometimes be dealt with by the Finance Group alone without recourse to the more detailed arrangements referred to below, but that is something that will be negotiated by the three groups mentioned above.

### **Strategic recommendation - by the Mission & Ministry Group**

- The project must adhere to the aims and objectives of the Circuit "to respond to God's love in Jesus by sharing our lives through Christian discipleship, in worship, mission and service".
- The project should have a significant impact on worship, mission, learning and caring, or service and be aligned with the vision statement of the Circuit. Evidence to that effect must be included in the application form.
- The project should not normally be one solely related to the repair and maintenance of church properties. It should therefore contain a significant non-property element, which should be described in the application form.

### **Property recommendation (where there is a property element to the project) — by the Circuit Property Group**

- Projects should be fully costed, and the costs submitted with the application in the form of a "project budget".
- The formal Property Consents process must have been adhered to and the approval notice lodged with the application. This process is accessed via the Methodist Church website.

The Circuit Meeting should be consulted in cases where there is no consensus of the above, or the decisions are disputed by the applicant. The Circuit Meeting decision is final.

Circuit Superintendent  
March 2023