

Policy and guidelines on Grants

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Last reviewed: 26 June 2023

Responsible for the review: Policies Working Group

Member of staff responsible for review: Secretary and Vice-Chair

POLICY

- 1 The income from the Adams Myland shares, which is paid quarterly, shall be paid into a separate designated account ('the grant pool'). Grants to Readers will be limited to the funds in the grant pool. This income may be retained from year to year if not fully spent in any one year and used to fund grants in subsequent years. The Board may decide to allocate any unspent surplus for other purposes that will benefit Readers.
- 2 Applications should be made on the application form (Appendix A). The Board will consider grant applications at two meetings per year (January and July).
- 3 Any application should be submitted by the preceding 31 December and 30 June for the January and July meetings respectively.
- 4 Successful applicants will be expected to submit a short report (500 to 1000 words long or up to 5 minute audio clip) on how the award aided their study or their ministry. Such a report should be submitted within a month of the ending of the course.
- 5 All other matters relating to Adams-Myland grants are to be considered in line with the following guidelines.

GUIDELINES

- G1 In each funding round, if there are insufficient funds in the grant pool to meet the applications that have been made, preference will be given to applicants who otherwise would not be able to afford to undertake the training.
- G2 If there are insufficient funds to meet all the applications, awards may be reduced pro rata.
- G3 Applicants may re-apply if their course lasts more than a year. A grant given in one year is no guarantee that a second or subsequent year's award will be given.
- G3 Applications for long term courses that are expected to take three or more years will always be limited to a maximum of three grants.
- G4 The Board will be guided by the amount of money available in the grant pool as to how much to give to each applicant, but an indicative amount of the maximum is £450 for long courses and £250 for short courses. In any event, for shorter courses, the award will be capped at half of the total cost of such courses.

GUIDANCE FOR APPLICANTS

1. It is important that all prospective applicants are familiar with the broad criteria of any awards:
 - Applicants must be licensed Readers and should reside within one of the dioceses of the Church of England or of the Church in Wales.
 - These funds are not available for initial training, but for help towards the cost of courses of study taken subsequently, for which insufficient funding is available from other sources. The grant may be used to supplement fees or for necessary books and resources, but not for cost of living expenses.
 - Applications must be for programmes, courses or research in the broad field of theology, with the primary aim of enhancing the applicant's knowledge and practice as a Reader.
 - The programme, course or research is normally part-time and offered by an accredited institution (including distance-learning).
2. Completed applications should be made on the Application Form (either online or printable on two sides of A4). Applications must be submitted by e-mail to the Secretary.
3. Every application must be supported by the Warden of Readers in the applicant's home diocese. This support should normally be shown on the form, or by separate e-mail to the Secretary, Central Readers' Council.
4. The receipt of a completed application form cannot be construed to mean that a grant will necessarily be available. The decision of the Central Readers' Council and/or its officers is final, and may be limited by the availability of funds at any given time, as well as the suitability of any particular candidate or proposed course of study.
5. Many dioceses have grants available for CMD purposes. An application for a diocesan grant must be submitted to the Reader's diocese prior to any application being made to the Central Readers' Council for an Adams-Myland grant.
6. Decisions concerning an award are made by the Board of Trustees. Grants connected with the award are paid to the applicant by BACS. Receipts and evidence of the expenditure are required from the applicant as soon as is practically possible.
7. Applications should be submitted to:
crcsec@transformingministry.co.uk