

**Diocese of Lincoln’s Transformation Fund**

**Tier 2 Application – max £20,000 p.a.**

**­**

**Application Form Key**

|  |  |
| --- | --- |
|  | **Required response**: please fill in the box |
|  | **Optional response:** may not be applicable to all. **Add rows if more detail is required.**   |

Please consider the environment before printing this form. Return to transformation.fund@lincoln.anglican.org when complete.

**Part 1: Information**

1. **Applicant Details:**

|  |  |
| --- | --- |
| **Date of application:** |  |
| **Name of applicant** (church / parish / benefice / deanery): |  |
| **For church application please select from:** Key Mission Church Local Mission Church Community Church Festival Church |
| **Has the applicant received a grant from the Transformation Fund before?** (yes/no) |   |
| **Date of most recent Transformation Fund grant received by the applicant:** |  |

1. **Contact details**

|  |  |
| --- | --- |
| **Contact Name:**  |  |
| **Contact Address:** |  |
| **Contact Email:** |  |

1. **Project authorisation:**

I, the undersigned, confirm that I am suitably authorised to make this application on behalf of the above-named group and have completed this form in good faith.

|  |  |
| --- | --- |
| **Signature****(e.g. Parish Priest or Rural Dean)** |  |
| Print name and role |  |

1. **Project details**

|  |  |
| --- | --- |
| **Name of Project** | **Children Youth and Families Enabler** |
| **Project timescale**(From – to / start / duration) | Three years from |
| **Total Project cost** |  |
| **Total funds requested from the Transformation Fund** | **£30,000** |

1. **Attached documents**

The following documents are required with your application form.

|  |  |  |
| --- | --- | --- |
| **Document No.** | **Document Name** | **Attached?****(Yes / No / N/A)** |
| 1 | **Itemised project budget** (exact breakdown of all project costs, e.g. a full “shopping list”) |  |
| 2 | Copy of the minutes for when the project and an application to the Transformation Fund was approved (e.g. PCC) |  |
| 3 | Previous year’s audited accounts |  |
| 4 | Current management accounts  |  |
| 5 | Employment application questions (optional: only include if your project involved employment. See Appendix 1.) |  |

**Part 2: Application**

1. **What project are you planning?** (up to 100 words)

*Give a brief overview of your proposed project.*

As part of the Diocesan project to recruit Children, Youth and Families Enablers to serve in every Deanery Partnership in the Diocese, we are planning to recruit a colleague to work with us who will make a significant contribution to increasing the number of active young disciples across our area. This 0.3 FTE equivalent CYF Enabler will help review and build on our current work with children, young people, schools and families in sharing afresh the gospel of Jesus Christ in this time and place. The post-holder will be managed by the DP Leadership and contribute to the formation and delivery of the Partnership’s broader mission strategy. They will also form part of a Diocese-wide network of enablers and practitioners.

1. **How do you know this work is needed?** (up to 100 words)

*e.g. What need is the project addressing? Why are you planning this project? What is the vision?*

In its vision, the Church of England explicitly aims to become ‘younger and more diverse’. In order to deliver this vision into reality in our Deanery Partnership, we need to foster significant growth in numbers (and in depth of discipleship) of younger people. The post-holder will take the lead in building competence, confidence and communication across the Partnership.

1. **How much will the project cost and how will it be funded?**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Q*** |  | **Amount**  | **Notes** |
| **3a** | **Total project cost** | **£** |  |
| **3b** | **Total amount requested from Transformation Fund** | **£30,000** | Enabler @ £10K per annum for 3 years. |
| **3c** | **Other funding sources**  |
| *i* | *Other funding source 1:* ***Donations*** | **£** |  |
| *ii* | *Other funding source 2:* ***Lottery*** | **£** |  |
| *iii* | *Other funding source 3:* | **£** |  |
| *iv* | *Other funding source 4:* | **£** |  |

1. **What are the key steps needed to realise the project?**

What is the plan to make this happen? Who will do what and when?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step** | **Details** | **When?** | **Who?** | **Notes** (Progress so far, support needed etc.) |
| 1 | **Identify which PCC (or Deanery) will act as the employer on behalf of the DP. Bring the proposal to the PCC (or Deanery Synod) for approval.** |  | **DP leads** |  |
| 2 | **Advertise CYF post using Role Description provided.** |  | **DP leads** |  |
| 3 | **Short-list, interview and appoint.** |  | **DP leads & Diocesan officer.** |  |
| 4 | *Establish relationship with DP leads and other key stakeholders.* |  |  |  |
| 5 | *Build initial strategy and work plan for agreement with DP leads, Diocesan officer and other key stakeholders.* |  |  |  |
| 6 | *Map activity, establishing data capture priorities.* |  |  |  |
| 7 | *Grow and equip local CYF leaders, supporting and sponsoring their work.* |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

1. **Who will be helped by the project?**

|  |  |  |
| --- | --- | --- |
| **People helped by project** | **Number each year** | **Description**  |
| **Direct Beneficiaries** |  |  |
| **Other Beneficiaries**e.g. volunteers, partners |  |   |

1. **What are your planned outcomes and what will you do to achieve these?**
* You may have several activities for a single outcome, or several planned outcomes for a single activity.
* Please note, these plans will be used as part of the one-year post-grant evaluation for successful applicants.

|  |  |  |
| --- | --- | --- |
|   | **Project objectives** | **Activity** |
|  | **What are your aims for the outcomes of this project?**(Give SMART goals: Specific, measurable, achievable, resourced, time-bounded)  | **When will this be achieved by?** | **What activity will lead to this outcome?** (Be as specific as possible, e.g. people, places, numbers, times) | **When will this be completed?**  | **How will you measure / demonstrate this?** |
| A |  |  |   |   |  |
| B |  |  |   |  |   |
| C |  |  |  |  |  |
| D |  |  |  |  |  |

1. **Briefly explain how your project achieves at least one of the following diocesan priorities:**

|  |  |  |
| --- | --- | --- |
|  | ***Diocesan priority areas***  | ***How does the project meet this priority?*** *Max 50 words per answer* |
| A | **Faithful worship** – growth in the number of people worshiping Jesus Christ as Lord and Saviour  | The appointment aims to grow the number of children and young people participating in Christian worship. |
| B | **Confident discipleship** – growth in the depth of faith and spirituality, learning to be followers of Jesus and become more like him | The appointment aims to deepen the discipleship of children and young people, and facilitate people of faith to grow into this ministry and mission. |
| C | **Joyful service – growth in serving the church and local community.**  |  |

1. **How does this project fit in with the Mission Action Plan for your parish / group / deanery or organisation? How does it contribute to the mission of the Local Mission /Deanery Partnership?** (up to 150 words)

*Explain how this project supports both your long-term strategy and shorter-term plans, referencing your Mission Action Plan (or equivalent) and church categorisation.*

1. **Parish Share**

|  |  |
| --- | --- |
| Previous year’s Parish Share requested | **£**  |
| Previous year’s Parish Share paid | **£**  |
| Current year’s Parish Share requested | **£**  |
| Current year’s Parish Share intending to pay | **£**  |
| Intended Covenant Pledge | **£** |

1. **Payment**

Payments are made via bank transfer. In the event of a successful application, and in order to arrange a direct-debit payment, please advise us of your PCC’s bank details.

|  |  |
| --- | --- |
| Bank Account Name |  |
| Sort Code |  |
| Account Number  |  |

**Submission:**

Please send your completed application form and supporting documents (see Part 1E) to:

Transformation.Fund@lincoln.anglican.org

OR

Transformation Fund

Diocese of Lincoln

Edward King House

Minster Yard

Lincoln

Lincolnshire

LN2 1PU

For any questions, please email Transformation.Fund@lincoln.anglican.org

**Appendix 1: Employment Application Questions**

Only for those projects involving employment. If this project involves any employment, please provide the following information:

|  |  |
| --- | --- |
| **Do you already employ someone?**(Yes/No) |  |
| **Name of employing body**(church / parish / benefice / deanery): |  |
| **How will the payroll be handled?** |   |

1. **What training provision have you got in place?**
2. **Who will be the employee’s line manager?**

**Partnership Dean and Lay Co-lead**

1. **How often will the line manager and employee be in contact with one another?**
2. **Where will the person work and what resources will be provided?**
3. **How will safer recruitment policies be followed?**
4. **Which policies do you need to put in place to enable this employment to take place?**

**Please provide with the application the following documents:**

|  |  |  |
| --- | --- | --- |
| **Document**  | **Document Name** | **Attached?** |
| A | **Job Description (provided)** | YES |
| B | **Person Specification (provided)** | YES |
| C | **Realistic employment budget** (including pension and NI costs)  |  |