

General

- A. This form, which has been partly completed already, should only be used to apply for funding for a Children, Youth and Families Enabler for your Deanery Partnership. All other Transformation Fund applications should use the standard form. [www.lincoln.anglican.org/grants-and-funds]
- B. Fields containing entries in **bold type** in the form itself are mandatory answers. Please do not edit or add anything to these fields.
- C. Fields containing entries in plain type in the form require this wording. However, you can add further information to these fields to give information on how you envisage the project working in your DP.
- D. Fields containing entries in *italic type* in the form are example answers. You should edit these to provide information specific to your context.
- E. Deanery Partnerships do not have the legal status to be able to enter into contracts of employment. You will therefore need to make this application in partnership with a PCC or Deanery Synod within the Partnership area. Some sections of the form require information from the DP leadership, others from the PCC or Deanery that has agreed to act as the employer for the purposes of this project.
- F. The Role Description for the CYF Enabler post to which this application relates is provided in this pack and may not be edited. Please use the application form itself to provide fuller details of how you see the post being tailored to the specifics of your area.

Part 1 Information

- A. **Applicant Details.** The 'applicant' is the Deanery Partnership. In addition to the date of application, please enter in the 'Name of applicant' field the name of the Deanery Partnership, and the names of the Partnership Dean and Lay Co-Lead. The remaining fields may be left blank unless the Deanery Partnership itself has previously received Transformation Funding.
- B. **Contact Details.** One or other of the DP leads must be nominated as the point of contact. Please enter here the details of either the Partnership Dean or the Lay Co-Lead.
- C. **Project Authorisation.** Ignore the reference to 'Parish Priest or Rural Dean'. Please sign the Project Authorisation and records the Deanery Partnership role, that is, Partnership Dean or Lay Co-Lead.
- D. **Project Details.** The name of the project and the total funds applied for are mandatory fields. Please do not alter these. The project timescale is three years from the anticipated start date. Please complete this field but do not edit the supplied text.

The total project cost may not be less than £30,000 (£10K per annum for three years), but it may be more. If you are able to secure additional funds to expand the role, or to pay for additional resources to support the role, this may be added to the total cost given in this field.
- E. **Attached Documents.** The Transformation Fund will, if your application is successful, award £30,000 over three years which must be used exclusively to pay the Children, Youth and Families Enabler. Other project costs must be itemised in the budget.

The minutes of the PCC meeting or Deanery Synod meeting in which the PCC or Deanery agreed to act as employer on behalf of the Deanery Partnership should be included. A signed note confirming the support of both Deanery Partnership leads should also be included.

The accounts referred to in sections 3 and 4 are the 'employer's' accounts. Core employment application questions are included in the pack. Additional questions may be added as relevant to the DP context. Please supply a document including both.

Part 2 Application

1. A general introduction to this section is provided. Please add to it to explain more how you plan to implement the project in your area. Please do not edit the text provided.
2. As in this previous section, a general introduction is provided. Please add to it to explain how you see the role being most effective in your area. Please include in this section the best and most recent data available for current levels of participation in church life by children and young people in your Deanery Partnership area. Please do not edit the text provided.
3. The total amount requested from the TF is £30,000 – £10,000 x 3 years. Further costs and funding sources may need consideration locally. This may include technology, travel expenses, stationary, job advertising and additional staff costs. Please include all such costs in the relevant boxes and make sure they are reflected in the total. (NB this application does not complete with funding for other projects normally sought through Transformation Fund grants.)
4. The first three steps are required for all appointments. Please only complete the columns headed 'When?' and 'Notes'. Further columns should be completed by the DP leads as suit the local circumstances. Examples are provided which can and should be edited. Please refer to the document headed 'CYF Enablers Illustrative Goals' when completing this section. The guidance is intended to provide you with detail to be adapted and made specific to your context. Please feel free to edit text *in italics*.
5. This section includes who and how many people it is hoped will be helped each year. In the 'Direct Beneficiaries' section please provide realistic estimates of the numbers you hope to reach, across the DP, of:
 - a. children (up to 11);
 - b. young people (11-18);
 - c. young adults (18-30);
 - d. families;
 - e. new CYF leaders;
 - f. existing CYF leaders;
 - g. new CYF mission and ministry projects (church-based);
 - h. new CYF mission and ministry projects (not church-based, including but not limited to schools);
 - i. existing CYF mission and ministry projects (church-based);
 - j. existing CYF mission and ministry projects (not church-based, including but not limited to schools).

In the 'Other Beneficiaries' column please add any other individuals or groups whom you think will benefit from this work.

6. This section offers you the most freedom to be able to develop your ideas about how you will make use of the CYF enabler in your Deanery Partnership. Please complete this realistically, giving clear and measurable SMART targets. Bear in mind that these will be subject to ongoing review. Remember also that the overall vision of the project is to 'make a significant contribution to increasing the number of active young disciples' in the DP area.
7. Please feel free to add anything that you wish, but please do not edit the text that has been provided.
8. Please reflect here on how you see the post contributing to the delivery of the wider mission goals of the Deanery Partnership. If you do not yet have a documented Mission Action Plan or Deanery Plan, please complete this section nonetheless, referring to any emerging mission priorities that you have

identified for the Partnership, and other mission and growth-related work already underway or planned.

9. This section and the next needs to provide details for the 'employer' if that is a PCC. If the employer is a Deanery, please provide aggregate figures for Parish Share for the Deanery.

Appendix 1

It is likely that the 'employer' will be best placed to work with you on this page. However, here are some initial notes:

1. Safeguarding, Domestic Abuse and Modern Slavery Training can be arranged through the diocesan Parish Support Office. The Diocesan CYF Enabler can also offer support and training, depending on the person's needs. The CYF Enablers may also benefit from training offered through the Board of Education and the College of St Hugh.
2. The CYF Enabler must be managed by the Partnership Leads.
3. The line manager and CYF Enabler would meet at least half termly.
4. Is there already a place where some office provision or meeting rooms can be made available to the CYF to work from? Or would they be expected to carry out lone working? Would the 'employer' church wish to use the 'Payroll Services' through the Diocesan Finance Team?
5. It is important to involve someone trained in 'Safer Recruitment Processes' to be part of the recruitment. It would be expected that the interviewers would include the line manager, someone from the 'host' church/legal entity, a CYF worker or young person from the DP and the Diocesan CYF Enabler.
6. Minimum policies include: Contract of Employment / Statement of Terms of Employment, Disciplinary Policy, Health & Safety Policy. Draft Policies are available on request from: sarah.spencer@lincoln.anglican.org