

District Advance Fund (London District)
Guidelines and Information for Making an Application

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London District Office: admin@methodistlondon.org.uk

- Applications to the District Advance Fund should be made on the District form available from the District Grants Officer or the London District Office.
- Whenever possible the application form and supporting papers should be returned BY EMAIL. In exceptional circumstances, paper copies can be sent. Please return forms and paperwork direct to the London District Office by the relevant deadline.
- The District Advance Fund panel meets 4 times a year – in October, January, May, and June/July. Dates of meetings will be set for each Connexional year and publicised in the Synod Directory/Handbook with associated deadlines for the receipt of applications. The deadlines are usually approximately one month prior to each meeting.
- Please ensure that each application is accompanied by the following:-
 - A project budget (including total costs of the project and proposed sources of funding, indicating whether or not these are definite or provisional)
 - Local Church and/or Circuit accounts
 - In the case of applications for staff, a fully developed Job Description and person specification
 - A signature to indicate that the application has the approval of the Circuit meeting or leadership team
- The London District Advance Fund panel is currently working with a general ceiling for each individual application of £20,000 per year, unless there are exceptional circumstances.
- Applications for personnel will be considered for up to three years and applicants should taper the amount applied for over the period requested (eg for a three year application £15,000 year one £10,000 year two, £5,000 year 3) indicating how the local church or circuit will be able to increase their contribution accordingly.
- All applications will be looked at on merit with no limit set on multiple applications for particular churches or circuits;
- Applications for up to and including £5,000 and Schedule 16 approvals (use of Circuit Advance Funds) can be submitted at anytime in the year and a decision will be made as soon as possible by the officers of the panel. In urgent situations, it may be possible to request an officers decision on an application outside of the normal meeting cycle for amounts larger than £5,000.
- Applicants will be informed in writing of the outcome of the application as soon as possible after the meeting. If you wish to contact the District Grants Officer for an immediate decision you are welcome to do so.
- The decision will be one of the following:-
 - Application approved in full
 - Application approved in part
 - Application declined (reasons will be given)
 - Application deferred pending further information (possibly including a visit by members of the Panel to the church/circuit or the invitation of a representative to the Panel)