

District Advance Fund

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 form available to download from the District website <https://www.methodistlondon.org.uk/daf>.
- Applications should normally come from a London Methodist church, circuit or the District.
- Whenever possible the application form and supporting papers should be returned by e-mail. Please e-mail the forms and paperwork to the London District Office and by the relevant deadline. Receipt of the application will be acknowledged by e-mail by the office team.
- The District Advance Fund panel meets 4 times a year – in October, January, April/May, and June/July. Dates of meetings will be set for each Connexional year and publicised in the District Directory with associated deadlines for the receipt of applications and the District website. The deadlines are usually approximately one month prior to each meeting and should be strictly adhered to.
- Applications should be succinct and clear in what the funding is for.
- Please ensure that each application is accompanied by the following:-
 - A project budget for expenditure and income (including total costs of the project and proposed sources of funding, indicating whether or not these are definite or provisional). Model budgets for employee-based applications and capital applications are available to download from the District website.
 - Local church and circuit accounts for church applications, or circuit accounts for circuit applications.
 - In the case of applications for staff, a job description which should be agreed with the District Human Resources Group. (Details are in the District Directory, or please contact the District office if in doubt).
 - A signature or e-mail from the superintendent to indicate that the application has the approval of the Circuit meeting or leadership team, with the date of approval. For other applications from the District or District-wide bodies, approval should be sought from the District council.
- There is 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 supplement the funding accordingly.

- All applications will be looked at on merit with no limit set on multiple applications from individual churches or circuits.
- The DAF Committee expects that local circuits and / or churches will make an appropriate financial contribution and also encourages applicants to explore other sources of funding.
- Grants are not made retrospectively for projects which have already been completed.
- In urgent situations, it may be possible to request an officers' decision on an application between meetings, but this will be restricted by the amount requested.
- Applicants will be informed in writing of the outcome of the application as soon as possible after the meeting.
- 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)
- There is a simple evaluation form which should be completed for each subsequent year's payment. This is available to download from the District Website.
- Please contact Revd Richard Grocott or the District Office for any advice.

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