

Barnsley Circuit Large Mission Grants

Tips for writing a good application

1. Think carefully about the initiative/activity you want to develop and which aspect of Our Calling, of the Methodist Church (Worship; Evangelism; Service; Learning and Caring) it fulfils. Talk with others about what you really want to do so that your plan is as clear as possible.
2. Consider and talk with others about the change your project will make; how will you know your project has made a difference? Think about those things which you will develop which weren't there before eg created a new garden at your chapel with benches and attracted 10 new visitors and x number of birds. But also think about the difference it has made to people's lives – feedback from the people who planned and created the initiative as well as responses from new participants and/or the local community.
3. Think about how the initiative will happen:

What are we going to do? How are we going to do it? Who is going to do it? When will we do it (what's the timescale)?
4. Cost out your plan carefully before completing the form; you must use actual quotes from traders, service providers, for materials etc.to inform the costs you put on the form.
5. Read the guidance notes for each section of the application before completing it to ensure you have all the information needed to fill it in.
6. If the form asks for supporting documentation have that ready prior to completing the application.
7. Make sure that you answer every question on the form as clearly as possible.
8. Keep your answers to the point and as succinct as possible.
9. Ask someone who has no previous knowledge of your proposal, to read your application and offer feedback.
10. Church Councils must support an application to the Circuit Mission Fund so check dates of meetings or ask if approval can be given via email.
11. Check the deadline and make sure you submit your application in time.
12. If you need any help talk to the leadership team at your chapel or people on the Church Council.