**Details**

**Whirlow Grange Ltd – conditions and process for grant applications**

Applications are welcome from individuals and organisations.

Conditions

1. Applications will be considered from any corporate body belonging to an organisation affiliated to Churches Together in England and located within either:

a. 30 miles (crow fly) of Whirlow Spirituality Centre

b. the geographical boundaries of the Diocese of Sheffield or the Sheffield District of the Methodist Church.

2. Applications will be considered from individuals living in the same geographical limits as for corporate applications and will need the support of a referee. This is usually – but not necessarily – the individual’s minister, who will undertake to support and, where appropriate, mentor the individual through the process.

3. Individuals not currently connected to a local church should contact the Chaplain of Whirlow Spirituality Centre, who sits on the board, for advice. See contact details here.

4. Grants to corporate applicants shall not exceed 25% of the budgeted cost of the event, course or programme forming the subject of the application (with a maximum grant allocation that may be defined by the board). They will not be paid until actual costs have been determined, subject to the allocated maximum figure previously notified.

5. Grants to individual applicants will normally not exceed 50% of the full, cost of the event, course or programme (but excluding travel costs), unless exceptional circumstances have been demonstrated.

6. No applicant will receive more than one grant in any one calendar year for any specific project. For programmes covering more than 12 months, a new application will be required each year. A grant for one year of a programme should not be taken as a precedent for funding for subsequent years. Where repeat awards are made they will normally be for decreasing proportions of the cost.

7. Grants will not be awarded retrospectively.

8. Grants to corporate applications will be paid in arrears when the actual costs / numbers involved can be compared to a budget and therefore the actual programme cost for the relevant year is more clearly defined. Corporate applicants will be required to report this information when applying for draw-down of the previously allocated grant, which will be paid subject to the limits already laid down.

9. The board reserves the right to make specific exceptions to these general conditions as it sees fit and to change and alter them as required to meet changing circumstances.

Process

Applications must be made using the Application Form, together with a detailed budget setting out the relevant cost information where appropriate. These must be submitted in writing to meet the deadlines listed on the website.

The Application Form is available here.

Applications will be dealt with in the order in which they are received, taking account of the board’s financial resources at the time of consideration. Applicants will be notified of the board’s decision within 10 days of the board meeting at which their application is discussed. The decision will be final and not open to negotiation.

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