**Continuing Ministerial Development Grant**

**Application form 2025**

**For Licensed Clergy and LLMs**

In submitting this form, you confirm that your application confirms to the CMD Grant Guidelines and Conditions for 2025 (detailed overleaf). Please read these carefully before submission.

Completed claim forms should be emailed to: ministry@chester.anglican.org

|  |  |
| --- | --- |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Present appointment (including parish no.)** |  |
| **Date of application** |  |
| **Event for which you wish to claim, including date of event:***Write here* |
| **How will this contribute to your learning and development?***Write here* |
| **Cost of event:** £**Amount you are applying for:** £ | **Please give details of any other sources of funding being claimed:***Write here* |
| **Proof of payment or cost included?**YES / NO *(delete as applicable)* | **You must include proof of payment or cost with this form. If this is not possible, please detail the reasons below. Please note that claims are unlikely to be authorised without this.***Write here* |

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| **FOR OFFICE USE ONLY** |  |
| Available: | Pay: | Balance: |  |
| Authorised: | Date: |

CLERGYCMD 2025 Rev (May 25)

**CMD Grants: Guidelines and Conditions for 2025**

A grant of up to £250 per person, per calendar year is available for as long as funds last.

Grants are available for licensed clergy (stipendiary and SSOM) and Licensed Lay Ministers, as well as LLMs who hold the Bishop’s Permission to Officiate.

This is a separate fund from the sabbatical grants and the discretionary grant, both of which are available to licensed clergy and can be applied for via ministry@chester.anglican.org. Information on these grants and other sources of funding van be found [here](https://www.chester.anglican.org/ministry/continuing-ministerial-development/continuing-ministerial-development-8641.php) .

**The following conditions will be applied when applications are considered:**

1. Grants are available for events or conferences which enable ongoing learning and development in the exercise of ministry.
2. Grants can also be used to help with the cost of retreats, and residential study periods.
3. Applicants are also encouraged to explore additional sources of funding. It is expected that the financing of most development will be met by a mixture of local, diocesan, and personal funding.
4. A receipt or other proof of payment/cost must be submitted with the application form. If this is not possible, a reason must be given and the application will not be approved without authorisation from a member of the Ministry Team.
5. Funds are limited, and are allocated on a “first come, first served” basis through the calendar year. Applications may not be able to be met once the CMD grant fund has been used up, and individual grants cannot be rolled over from one year to the next.
6. The grant may not usually be used to cover the cost of travel (except for clergy sabbaticals).
7. Organisers of diocesan and deanery training events/retreats may agree a bulk claim for ministers attending an event. Such claims are subject to the requested amount of CMD grant still being available to the individuals concerned. Allowances may not be transferred between individuals. Any bulk claims should be notified to the Ministry Team well in advance of the event, and groups should not assume funds are available until written confirmation has been received from a member of the Ministry Team.
8. Please apply in advance wherever possible. If circumstances mean this is not possible, retrospective claims must be made within a month after the event.
9. Grants may not be used for an event at which the applicant is a speaker, leader or host, or to make payment to an organisation with which the applicant has a professional or volunteer connection, or where another conflict of interest is represented (e.g. is a trustee or office holder of the organisation).
10. Further conversation with a member of the Ministry Team may be required before an application is authorised.
11. Applications meeting these conditions and guidelines will usually be paid to the applicant by BACS within 20 working days.
12. A separate application form must be used for each claim.
13. These conditions will be reviewed annually and may be subject to change.