**Sheffield Diocesan Readers’ Association**



### Application to the Pamela Richardson fund

*for assistance with the costs of ongoing ministerial development*

Any reader in active ministry in the Diocese of Sheffield may apply to this fund for financial assistance with the costs of a CMD course or guided retreat. Applicants should read the conditions for the award of grants.

|  |  |
| --- | --- |
| Your name |  |
| Your address |  |
| Email |  |
| Phone numbers |  |
| Parish |  |

I hold a licence/PTO (*delete appropriately)*

|  |  |
| --- | --- |
| Proposed course/event |  |
| Institution |  |
| Qualification to be gained at end *(if any)* |  |
| Start and end dates |  |
| Total cost of course/event |  |
| Do you also need help with equipment/books? |  |
| How much money are you applying for from this fund? |  |
| Have/are you applying to your PCC, the CRC Adams-Myland or other funds?[[1]](#footnote-1)⌘ *Please state date of application/ outcome and if not, why not* |  |

|  |  |
| --- | --- |
| Please summarise the way in which you envisage the proposed course or retreat is likely to help your development and ministry as a Reader. Does it contribute to the areas for development agreed in your last ministry review? |  |
| Does your attendance at the proposed course/ event have the support of your incumbent or Oversight Minister *(or Area Dean if there is a clergy vacancy).Please ask him/her to confirm this in this box.* |  |

I apply for a grant of £……….towards the costs of the event set out above.

I understand that if I am successful in my application the Readers’ Executive Committee will wish to receive a report about the course or retreat as set out in the conditions for grants.

Signed………………………………………Date……………………………..

*When you have completed this form please send it to the Chair of The Readers’ Executive Committee:*

*Tina Powell Wiffen:*

*Email:* [*tina128@btinternet.com*](mailto:tina128@btinternet.com)

*Post: 128 Osborn Road, Sheffield S11 9BB*

**CONDITIONS**

1. Any Reader in active ministry in the Diocese of Sheffield may apply to this fund for financial assistance with the costs of Ongoing Ministerial Development or a themed or guided retreat that would enhance the Reader’s theological understanding, ministry skills or personal formation for ministry.
2. Courses (including study programmes, research and themed retreats) should be in the broad field of Christian theology or ministry development and offered by accredited institutions. Guided retreats should be in the context of Christian spirituality.
3. The grant awarded will reflect the funds available at the time. Indicative awards might be up to the full amount for courses and events costing up to £250 plus up to half of any costs over and above £250, with a maximum award of £500.
4. The grant may reflect the cost of books and other necessary resources plus living expenses.
5. No applicant will receive more than one grant in any one calendar year. For programmes covering more than a year, 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.
6. Applications may be submitted at any time but should be no less than four weeks before the start of the event. Grants will not normally be awarded retrospectively.
7. Grants are paid to the applicant by BACS. Receipts and evidence of the expenditure are required from the applicant as soon as is practically possible and should be sent to the Treasurer of the Readers Association Executive Committee.
8. In the case of courses, the Executive Committee requests, as a condition of the grant, that recipients write a short report at the end of the course assessing what they have learned and how it will contribute to their ministry. In the case of an individual retreat they should provide more general written feedback on what was offered and the benefits gained.
9. Decisions concerning awards are made by the Readers Wardens’ Team on behalf of the Readers Association Executive Committee. Decisions will be final and not open to negotiation.
10. The Executive Committee 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.

1. ⌘ https://transformingministry.co.uk/adams-myland-fund/ [↑](#footnote-ref-1)