

# The Bayne Benefaction

Registered Charity N° 203262

From the Clerk: Claire Barratt

Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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## Guidance Information on Making a Grant Application

Please find attached a copy of the Grant Policy of the Bayne Benefaction and an application form for a personal award.

As you will see from the Policy, it is expected that you will have discussed your proposed application with your Archdeacon.

Please use the application form to make your case to the Trustees. Information given should include the following:

- The proposed course/event for which the grant is required.
- The UK educational institution validating the course.
- The amount being requested and the duration of the course/event, including an indication of how the project will be funded in full as it is likely that only partial funding will be available. Please note, if the course lasts longer than one year, you should provide two sets of costs: (1) For the total length of the course, and (2) for the current application. We ask you to include an estimate of 'other' costs (eg travel, accommodation, books etc) to better enable the Trustees to understand your overall financial commitment.
- How the request fits within the Trust's terms of reference.
- How the project is expected to enhance the work of the Church within this Diocese.

Please give the names of two referees (other than your Archdeacon), one of whom should be familiar with your present responsibilities and practice. We ask you to contact each of them and give them a copy of this form, requesting them to send us, in confidence, a single-sided typed letter confirming the facts on the form as far as they know them and giving their reasons for supporting the application. **Please note, this is not required if you received a grant last year.**

It is suggested that female applicants should apply to The Women's Continuing Ministerial Education Trust at Ministry Division (WCMET), Church House, Great Smith Street, London SW1P 3NZ ([www.churchofengland.org](http://www.churchofengland.org)).

Your completed form should be returned preferably by e-mail, but by post if you prefer, to the Clerk at the above address. Applications will be considered at the Trustee meetings which take place twice per year, usually in March and September, and payment made by bank transfer shortly afterwards where grants have been awarded.

*The Bayne Benefaction, associated with Christ Church, exists to support Clergy and Schools in the Diocese of Oxford. Its Trustees are: The Dean of Christ Church, The Bishop of Oxford, and The Archdeacons of Berkshire, Buckingham, Dorchester and Oxford.*

# The Bayne Benefaction Grant Policy

## Grants to Individuals

- Grants are made to individual Clergy, who would normally be in office, within the Diocese of Oxford to enable them to undertake further courses of study or investigation.
- Grants will be considered for courses validated by UK educational institutions only.
- No more than 50% of academic fees *per annum* will be eligible for grants; expenses are not eligible.
- Grants for clergy sabbaticals are made only in exceptional circumstances and for recognised study courses.
- Grants for other reasons are made only in very exceptional circumstances.
- Applicants should consult their Archdeacon before submitting an application.

## Grants to Schools

- Grants are awarded to schools through the Diocesan Schools' Department for resources and in-service training which will result in improved Religious Education in the Church Schools in the Diocese.

**The Trust states specifically that they may not be used for building purposes, or for matters that should be provided by State Funding.**

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