

The Henry Smith Charity

founded in 1628

Clergy Individual Funding Guidelines



About these Guidelines - 2023 issue

These guidelines replace all former sets of guidelines and are intended for use with the system of devolved grant making, where you, the Diocese, are responsible for assessing applications and paying grants directly to clergy.

Terms and Requirements

Following a review of the implementation of the programme across Dioceses in England, we have developed the following standard terms and requirements which apply to all Dioceses participating in the Clergy Individual grant programme. To receive an allocation under the programme, you need to meet the following requirements:

- The existence of The Henry Smith Charity programme must be available directly to clergy, e.g. through a Ministry Resources / Clergy Wellbeing (or similar) section in a protected area of the Diocesan website.
- Recipients should agree to receiving a grant before any payment is made.
- Recipients should be made aware that the ultimate source of the grant is The Henry Smith Charity.

Criteria for Grant Making

The purpose of our grants is to assist parochial clergy in financial need at a time of crisis or acute need, where this could be detrimental to their ministry. The need may arise from family circumstances (e.g. a family with children and only one income), **unusual or emergency expenditure** which strains family finances (e.g. illness, disability, expensive car repairs) or simply the need for a family holiday after a period of stress and exhaustion whether through personal issues or the challenge of ministering in difficult parishes.

In order to benefit from a grant, clergy **must** fit within the criteria given below.

If you make grants to clergy who do not fall within these criteria we reserve the right to reduce the amount of your future years' allocations.

The criteria are as follows:

- Eligible clergy are those serving in parochial ministry in England.
- All ordained clergy, including non-stipendiary, **are eligible**. Non-ordained ministers, ordinands and clergy not ordained by the Church of England are **not eligible**.
- Retired clergy are **not** eligible.
- Clergy must be domiciled within the Diocese making the grant.
- Recently bereaved clergy widows and widowers are eligible but please contact the Clergy Grants Team to discuss any specific cases before making a grant of this nature.
- Funding medicals for clergy is eligible but please note that such grants may constitute **no more than one third** of your total allocation.
- We **do not** support:

- a. the costs of private education for children
 - b. the costs for further education and post graduate education; this includes the costs of theological studies
 - c. the costs of training and professional development
 - d. debt relief
 - e. overseas trips for the purpose of mission or theological education
 - f. overseas holidays (where overseas travel is concerned Trustees are happy to support simply the costs of modest breaks for clergy and their families)
 - g. projects or grants towards the welfare of groups of clergy rather than an individual. (These come under the remit of the Christian Projects Grant Programme.)
- If you are unsure about the eligibility of a case or feel there is an exceptional circumstance that could be considered, you are required to contact the Clergy Grants Team to discuss this **before** making any grant.
 - Clergy may have **two grants per calendar year** (one from each payment made to you by The Henry Smith Charity); the sum of these two grants must not exceed the maximum amount of £2,500. **If you feel there are serious extenuating circumstances that would warrant a further grant in a particular case you must contact the Clergy Grants Team to discuss this before making an additional grant.**

There is no minimum grant amount. You may award grants for any sum **up to £2,500**. If you wish to award a grant of over £2,500 you must contact the Clergy Grants Team **before** making a grant.

Payment Process and Reporting to Us

Diocesan allocations are calculated on an annual basis based on parochial clergy numbers obtained from Church of England Diocesan Ministry Statistics data. Payments are made twice a year, prompted by **Returns which are due by 31st January and 31st July**. When you report, if the balance of The Henry Smith Charity funds is less than a quarter of your allocation for the year we will transfer funds in February and August.

There is standard format for the six-monthly Return required; this makes it clear that each payment should have a unique reference (not names of clergy, to ensure confidentiality and GDPR compliance), so we can check that no individual receives more than two grants in any calendar year. The reason for the grant and the purpose are also required on the Return.

Please ensure that your Return Form is an accurate and full record (in anonymised form) of all the grants made from the funds allocated to you as we need this information for audit and other purposes. Prompt submission of the Return Form will ensure timely release of the next installment if applicable. If we do not receive this information, we reserve the right to reduce future years' allocations.

If your bank details change, you must send us a bank statement, which is no more than three months old. We accept scanned statements by email or other appropriate third party reports (eg from online banking) which clearly set out your banking details – Sort Code, Account Number and Account Name. Please ensure that two authorised signatories are included as recipients of the email you send. On receipt, we will ensure that your details are stored securely and will inform you by email when a payment has been made to you.

If you have any questions about these Guidelines or wish to discuss a particular case,
please contact **Jo Waller**

on **020 7264 4974** or email **clergy@henrysmithcharity.org.uk**