**Documents you might need and should have to hand**

**when making a grant request.**

1. Full set of accounts for the Church/Circuit – If you are looking for a Core Costs grant then you need to be able to show percentages etc
2. Budget and reserves policy for the year going forward
3. Business plan for the project – don’t forget to include 10% contingency
4. Policies – Safeguarding/ Health and Safety
5. Fire Policy
6. Insurance details
7. Communications strategy
8. How you identified the need
9. How many people will be impacted by the project
10. Details of the Leadership team for the Church/Project. Attributes that would give confidence to a funder.
11. Where to find the Constitution and Practice of the Methodist Church Here [CPD (methodist.org.uk)](https://www.methodist.org.uk/for-churches/governance/cpd/)
12. A Breakdown of how you expect to see the project funded
13. How will you know that the project has been successful
14. The nature of the Charity – is the church a separate charity or an exempted charity