**Continuing Ministerial Development**

**Retreat Application Form**

**Please read the Retreats Information before completing this form.**

This explains the terms of the Bartlett Trust and the grant options available to you.

**(**For claims that are **NOT** retreats, please use the **CMD Grants Form)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |
| **Email Address** |  | **Contact**  **Tel no.** |  |
| **Role** |  | | |
| **Benefice/Parish** |  | | |
| **Archdeaconry** |  | | |

* If you are applying for reimbursement from the Bartlett Trust, (max £500),

please complete **SECTION A**.

* If you are applying for reimbursement from your CMD grant, (max: £250)

please complete **SECTION B.**

* If your application for reimbursement exceeds £500 and you wish to claim from **BOTH** the Bartlett Trust and CMD then please complete **SECTION A and SECTION B.**
* **You must meet any travel costs yourself.**
* **Minimum claim amount: £30.00**
* **Receipts must be attached to your application.**

**SECTION A:**

**Application for reimbursement from the Bartlett Trust.** (Max: £500)

***Please let us know if, for financial reasons, you need us to pay for the retreat directly rather than by reimbursement).***

**The terms of the Trust states that it is to** ‘assist clergy or lay people towards costs of going on retreat who otherwise would not be able to do so.’ In order to meet these terms please answer the following questions (see Retreat information for further details).

|  |  |
| --- | --- |
| **Have you spoken with your PCC regarding the financing of the retreat?** |  |
| **Please confirm that paying for this retreat yourself would cause financial hardship.** |  |
| **Details of the retreat.** |  |
| **Cost of Retreat** |  |
| **Confirm that a receipt is attached.** |  |
| **Bank Details for BACS Transfer** |  |

**SECTION B:**

**Application for reimbursement from your CMD grant (max £250.00)**

|  |  |
| --- | --- |
| **Details of the retreat** |  |
| **Cost of Retreat** |  |
| **Confirm that a receipt is attached.** |  |
| **Have you previously had a grant this year? If so, please give details.** |  |
| **Bank Details for BACS Transfer** |  |

PLEASE NOTE

* Applications should be received by the last day of the month and we meet to process these shortly afterwards.
* Email your completed form to [cmdgrants@oxford.anglican.org](mailto:cmdgrants@oxford.anglican.org).
* If your application is successful, your claim will be sent to Finance who will pay you the amount via BACS directly into your bank account, usually within 3 weeks. If for any reason it is not successful, we will be in touch. If you have any queries, please do email.
* **GDPR: you can find details as to how we use and retain your details here:** [**www.oxford.anglican.org/privacy-policy**](http://www.oxford.anglican.org/privacy-policy)