



## Grants for Continuing Ministerial Development (CMD)

The Diocese wants to encourage all its licensed ministers to continue learning throughout their ministry and this grant is available to help you do just that.

### Who can apply?

**All licensed ministers** in the Diocese, both lay and ordained (including Permission to Officiate), but **excluding** those in sector ministries and Curates-in-Training whose training is funded separately.

### How much can I claim?

The maximum amount per person is **£250** per year (January-December). There is no roll-over – so if you don't use all/any of your grant in any one year you can't add this to the following year.

### What is covered?

Grants are awarded for approved courses, conferences, retreats and other training and development. Recent examples include retreats or quiet days, day workshops, time with a [Ministerial Accompanier or coach](#), books and audio books, conferences or events, a contribution to some formal or academic study (but note there are [other grants available for this](#)).

For some training events/courses of study other funds may be available through various Trusts, so please do read [this page](#) before making a claim against your CMD grant to see if you are eligible.

Claims for retreats, might be eligible for additional funding from a separate trust. Please read the [Retreat Information](#).

If in doubt, [check with us](#) before making a claim.

### How do I claim?

- Complete the **application form**
- Attach a **receipt** for the amount paid. If you don't have a receipt, you can send us alternative proof of payment, such as a screenshot of your bank statement showing the payment. *If you have multiple receipts* it would be very helpful if you would gather them into a single document before submitting them with your application.
- Send the application form and receipt or proof of payment to [cmdgrants@oxford.anglican.org](mailto:cmdgrants@oxford.anglican.org)

### Please note:

- Grants are reimbursements of fees already paid by you.
- You need to apply by the end of each month. We look at applications a few days after the end of each month. Grants usually take around 3 weeks to process. If for any reason your claim isn't successful, we will be in touch straight away. For December applications, forms and receipts must be submitted by 15<sup>th</sup> December.
- You cannot claim for travel expenses.
- There is a minimum claim of £30, so if you have several smaller amounts to claim please wait until you have reached this minimum. If this causes any problems, do contact us.