*A retreat is an opportunity to step aside from the usual pressures of life for a while, to rest, refresh and renew your relationship with God.*

*The Diocese of Coventry Lay Retreat fund is limited, and priority will be given to applications from those engaged in active Christian ministry and leadership, and to those in particular need of refreshment and renewal.*

Please complete part A and forward the form to your incumbent to complete part B.

The completed form should be sent by the incumbent, by email to: MDadmin@Coventry.Anglican.org copying it to the applicant. **Applications need to be received** **before the retreat**

**Please attach details of the retreat to your application**

**Proof of spend is also required,** so please include a copy of the invoice or receipt with your application.

**PART A – to be completed by the applicant**

**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Parish |  |
| Incumbent’s name |  |

**Retreat Details**

|  |  |
| --- | --- |
| Name of Retreat |  |
| Venue |  |
| Date(s) |  |
| Description*Please attach/signpost further details of retreat if available* |  |
| Cost of Retreat |  |
| Other costs (specify)*Please note that travel expenses are not normally covered* |  |
| **TOTAL COSTS** |  |

**Sources of Funding**

The Diocese allows a retreat grant of up to **£120 per calendar year** for each non-licenced lay person.

|  |  |
| --- | --- |
| PCC (or similar) contribution |  |
| Any personal contribution |  |
| Other sources (please specify) |  |
| **Grant requested** |  |

**Bank Details**

|  |  |
| --- | --- |
| Bank name |  |
| Name on account |  |
| Account number |  |
| Sort code |  |

**Declaration**

I declare that the information on this application form and any supporting information enclosed with it is accurate to the best of my knowledge.

|  |  |
| --- | --- |
| Signature(*paste or type)* |  |
| Date |  |

**PART B – to be completed by the incumbent.** If the applicant is a close relative of the incumbent, part B should be completed by another member of the church leadership team or a churchwarden.

**Incumbent Details**

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Parish |  |

**Retreat Details**

|  |  |
| --- | --- |
| Comments*Please give your comments in support of this application.* |  |
| How does this application relate to particular objectives identified in your support for this lay minister? |  |
| How do you expect this to benefit you and their ministry? |  |

|  |  |
| --- | --- |
| Incumbent Signature*(paste or type)* |  |
| Date |  |

**Checklist**

Have all sections of Part A been completed by the applicant Y/N

Has proof of spend been supplied Y/N

Have all sections of Part B been completed by the incumbent Y/N