

**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), and certain licensed ministers in sector ministries[[1]](#footnote-1), but **excluding** 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 books or audio books used for their licensed ministry and development as Christian ministers (e.g. Bible commentaries, Anglican liturgy, Christian theology), and approved courses, conferences, retreats, or other Christian ministerial training and development. They might also be put towards the cost of coaching or mentoring, quiet days, day workshops, or formal or academic study.

For some training events or programmes of study other funds may be available through various Trusts, so please do read [this page](https://www.oxford.anglican.org/ministry/continuing-ministerial-development/grants/) 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](https://oxforddiocesan.sharepoint.com/sites/CMD/Documents/CMD%20GRANTS/Application%20forms%20and%20information/20240215-doc-mission-retreat-information-v2-Feb24.pdf).

If in doubt, check with us at [cmdgrants@oxford.anglican.org](mailto:cmdgrants@oxford.anglican.org) 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 receiptsit would be very helpful if you would gather them into a single document before submitting them with your application.
* If you are a in sector ministry eligible for a CMD grant (see footnote above for eligibility criteria), attach the letter to your employer and from your employer refusing you a CMD (or equivalent) grant.
* Send the application form and receipt/s or proof/s of payment to [cmdgrants@oxford.anglican.org](mailto:cmdgrants@oxford.anglican.org) .

**Please note:**

* Grants are reimbursements of expenses 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 15th 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 at [cmdgrants@oxford.anglican.org](mailto:cmdgrants@oxford.anglican.org) .

1. Those **licensed ministers in sector ministries** whose employers are willing to offer a Continuing Ministerial Development (CMD) or Continuing Professional Development (CPD) grant are **not** eligible for a CMD grant from the Diocese of Oxford. Those licensed ministers in sector ministries who are not willing to offer a CMD or CPD grant (or equivalent) are eligible for a CMD grant from the Diocese of Oxford. To prove eligibility, licensed ministers in sector ministries must send a copy of letter they have written to their employer asking for a CMD (or equivalent) grant and a copy of the reply from their employer refusing to make such a grant to [cmdgrants@oxford.anglican.org](mailto:cmdgrants@oxford.anglican.org) . Grants will only be considered where the response from the employer is no more than two years old at the time of submitting the grant request. [↑](#footnote-ref-1)