



# individual recipient application form

Please complete in BLOCK CAPITALS, using BLACK INK. Use a separate sheet if more space is required.

## A. Contact details

Title*: Mr/Mrs/Miss/Dr/Rev/Other:		Surname*:	
Forename(s)*:			
Date of birth*: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YY"/> <input type="text" value="YY"/>		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Address*:			
		Postcode*:	
From*: <input type="text" value="MM"/> <input type="text" value="YY"/> <input type="text" value="YY"/>		To*: <input type="text" value="MM"/> <input type="text" value="YY"/> <input type="text" value="YY"/>	
		If you have lived at this address for less than five years, please provide previous addresses on the continuation sheet provided*.	
Daytime telephone:		Mobile telephone:	
Email:		Stewardship will communicate with you by email unless specified. To receive communications by post, please tick here <input type="checkbox"/>	
NI number (essential if UK national): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Nationality:	
Have you received grants from Stewardship in the past: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your account number? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

If you would like to add an additional user to this account (e.g. your husband/wife), please provide details below (please see guidance note 8 for further details). You will both need to sign the 'Confirmation and Declaration' in Section I below.

Additional user:	Date of Birth:
Email address:	Telephone number:

\*MANDATORY FIELDS. In the interests of safeguarding charitable funds, Stewardship's policy involves performing basic identification checks on all applicants for this account. By completing this form, you provide the necessary consent required for us to proceed with this. Identifications are verified by an external agency.

## B. Your activity

The answers you provide in this section and in the sections that follow enable us to establish your eligibility to receive grants out of charitable funds

Please indicate which of the following describes your activity:

Activity type	Please tick	Number of hours per week
Christian work	<input type="checkbox"/>	<input type="text"/> hours
Bible College	<input type="checkbox"/>	<input type="text"/> hours
Combined Christian work and Bible College e.g. internship (please specify how this time is divided using the fields above)		

Job title/name of college course:	
Country of work/study:	
Start date: <input type="text" value="MM"/> <input type="text" value="YY"/> <input type="text" value="YY"/>	End date: <input type="text" value="MM"/> <input type="text" value="YY"/> <input type="text" value="YY"/>

Please provide a brief description of what your work/course involves:

**C. Your ministry/fund name** This section will help us to allocate you a ministry/fund name - please refer to guidance note 2 when completing it

**(i) THE NATURE OF MY MINISTRY/WORK:**

Please tick the relevant box(es) below (maximum two boxes) which best describes the nature of your ministry/work.

**Bible College students please leave blank and proceed to C (iii).**

<input type="checkbox"/> Church leadership	<input type="checkbox"/> Church support
<input type="checkbox"/> Evangelism	<input type="checkbox"/> Pastoral work
<input type="checkbox"/> Youth work	<input type="checkbox"/> Children's work
<input type="checkbox"/> Project leadership	<input type="checkbox"/> Training development
<input type="checkbox"/> Social work	<input type="checkbox"/> Bible translation
<input type="checkbox"/> Healing ministries	<input type="checkbox"/> Medical ministries
<input type="checkbox"/> Other (please state):	

**(ii) THE LOCATION OF MY MINISTRY/WORK:**

Please confirm the location of your ministry/work.

A. Please state town, city, county, region or country:	
B. If you are in a sensitive location please tick here <input type="checkbox"/>	

Please tick B if you are in a sensitive geographic location where your security could be comprised and you would like us to be more general in the use of your location in your ministry name e.g. use South East Asia instead of China.

**(iii) MY PREFERRED NAME:**

Please confirm how you (and your spouse) are usually known. For example, Tim and Cath Smith (instead of Timothy and Catherine Smith) or Annie Jones (instead of Ann Jones)

--

**D. Accountability**

Name of church, charity or college you work/study with:	
Address:	
	Postcode:

Please enclose the following essential document(s) with this application form:

- i. A letter from the above listed organisation confirming the following:
  - a) That you are in full time Christian ministry/have been accepted on to your course of study
  - b) A brief summary of your role/course
  - c) The nature of any accountability you have to them (or others) in your ministry
  - d) Any end date to your role (if there is one)/the date your course of study is due to finish
- ii. If you are a Bible College student, please also provide a copy of your college's course fee sheet

We consider it important that those who receive personal support are accountable for its use. Please indicate below how your accountability operates and the role any group plays in shaping and assessing your ministry. If you are applying as a Bible College student, please leave blank.

--

Name of pastor/minister (from sending/sponsor church):	
Address:	
	Postcode:
Email:	Telephone number:

## E. Personal details To understand why we need the following personal details please see guidance note 7

Completing this section will allow you to make full use of our recipient account service, which includes a personalised support form and access to give.net. If you only anticipate receiving £1,500 or less, you do not need to complete this section, however you will not receive all the account benefits.

Marital status:	Number and ages of dependent children:
Ministry expenses/course fees (please refer to note 9 of this form): £	

If your ministry expenses/course fees are expected to exceed £2,000pa, please provide details below (please **do not** include living costs or any ministry expenses that will be reimbursed to you):

### MINISTRY EXPENSES BREAKDOWN

Travel for ministry purposes	£
Training/courses	£
Equipment/materials	£
Telephone (business use)	£
Rental of premises for ministry use (e.g. hire of a hall)	£
Book allowance	£
Accountancy costs	£
Salaries of employees	£
Other ministry expenses (please provide details on the continuation sheet provided)	£
<b>TOTAL MINISTRY EXPENSES</b>	<b>£</b>

### ANNUAL HOUSEHOLD INCOME BEFORE TAX

	OWN INCOME	SPOUSE'S INCOME
1. Paid employment:	£	£
2. Investment income:	£	£
3. Rental income, net of any mortgage payments:	£	£
4. Other income (e.g. grants, bursaries and regular gifts from other churches and charities <b>excluding</b> grants from Stewardship):	£	£
<b>TOTAL HOUSEHOLD INCOME:</b>	<b>£</b>	<b>£</b>

## F. Bank details (For direct payments). Please note that this must be a UK bank account

Bank name and branch:	Account name:
Sort code: <input type="text"/>	Account number: <input type="text"/>
Building Society reference/roll number (if applicable):	

**IMPORTANT:** Please provide an **original**, pre-printed item of bank stationery to verify your bank details. This should show your account name, number and sort code, e.g. a paying-in slip, voided cheque or bank statement.

How often would you like to receive grants? (An itemised report will be available when payments are sent)  Weekly  Monthly

## G. Enclosures

I confirm that the following documents are enclosed with this application form (Stewardship must receive these documents in order to progress your application):

- I enclose an **original**, pre-printed item of bank stationery to verify my bank details (section F)
- I enclose a letter from the organisation that I work/study with confirming my work/course details (section D)
- As a Bible College student, I also provide a copy of the course fee sheet from my college (section D)

## H. What we do with your details

### DATA PROTECTION

- We may disclose your ministry location to potential supporters in order to identify that you are the recipient they intend to support.
- No information contained in this form will be disclosed to a third party without your permission, unless required by law or regulation.
- From time to time, we may contact you about other services we think may be of interest to you. Please tick here if you do not wish to receive these

### OPTIONS FOR CONFIDENTIALITY

Please tick the relevant option as to how you would like your account to be managed. This can be changed at any time by contacting us.

#### Online opt in

- Your Stewardship account details (name, ministry fund name and online profile) will be searchable using our online services including give.net\*.
- You will be issued with a (PDF or paper) support form\* which includes your Stewardship account details (name, ministry fund name and account number).
- If a giver would like to support our fund for you in other ways, they can contact us and we will be able to confirm you have an account with us.

#### Online opt out.

- Your Stewardship account details (name, ministry fund name and online profile) **will not** be searchable using our online services including give.net\*.
- You will be issued with a (PDF or paper) support form\* which includes your Stewardship account details (name, ministry fund name and account number) and givers **will only** be able to support you if they send their completed form to us by post.
- If a giver would like to support our fund for you in other ways, they will need to have your name and account number when contacting us.
- If a giver does not have either of the above, we **will not** confirm to them that your account exists.

\*Give.net access and support forms are only available to you if you have completed section E ('Personal details'). Bible College students are not eligible for give.net and their Stewardship account will not be visible online.

**If you have additional safety/security concerns regarding your role/ministry, please contact our Giving Services Team on 020 8502 8560 to provide us with further information.**

## I. Confirmation and Declaration

I/we confirm that the above details are correct. I/we undertake to inform you immediately when my/our time in this area of work/study ends or my/our income and/or circumstances change significantly. I/we understand that this may mean that grants to me/us have to cease and may have to be repaid if there is undue delay on my/our part. I/we confirm that I/we have read and understood the important guidance notes with this application and that I/we give my/our permission for Stewardship to verify my/our identity with an external agency, where necessary.

I/we understand that Stewardship has a zero tolerance policy towards bribery and corruption, and therefore confirm that none of the grants I/we receive will be used to bribe any person or organisation in any part of the world, or otherwise in a way that would breach the requirements of the UK Bribery Act 2010.

#### For Christian workers:

I/we understand the prohibition on close relative's giving accounts being used to fund payments to me/us for anything other than ministry expenses (the level of which is to be approved by Stewardship).

#### For Bible College students and those in combined Christian work and study:

I/we confirm that my/our training will be for the purposes of preparing myself/ourselves for full-time Christian service and understand the prohibition on close relative's giving accounts being used to fund payments to support me/us.

Primary user signature:

Date:

Additional user signature:

Date:

## J. How did you hear about Stewardship?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> I am currently a Stewardship client       | <input type="checkbox"/> Online search                | <input type="checkbox"/> Nominated by giver/received a voucher |
| <input type="checkbox"/> Recommended by church                     | <input type="checkbox"/> Recommended by friend        | <input type="checkbox"/> Recommended by professional adviser   |
| <input type="checkbox"/> Campaign e.g. 40acts/Advent Wonder        | <input type="checkbox"/> Stewardship email/blog       | <input type="checkbox"/> Stewardship materials                 |
| <input type="checkbox"/> stewardship.org.uk/give.net/40acts.org.uk | <input type="checkbox"/> Stewardship event/training   | <input type="checkbox"/> Other event                           |
| <input type="checkbox"/> Advertising                               | <input type="checkbox"/> Recommended by Bible College | <input type="checkbox"/> None of the above                     |

**Once complete, please return with relevant documents to: Freepost RTJE-CBKS-LAES, Stewardship, 1 Lamb's Passage, London EC1Y 8AB.**

If you require any assistance when completing this application form, please contact our Giving Services Team on 020 8502 8560.



# continuation sheet

Please provide us with all previous addresses in the last five year period, starting with the most recent. Please include your full name and current postcode to ensure that this continuation sheet is processed alongside your application to Stewardship.

Please complete in **BLOCK CAPITALS**, using **BLACK INK**. Use a separate sheet if more space is required.

## A. Name

Title*: Mr/Mrs/Miss/Dr/Rev/Other:	Surname*:
Forename(s)*:	Current postcode*:

## B. Previous addresses

Home address*:	
	Postcode*:
From*: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	To*: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Home address*:	
	Postcode*:
From*: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	To*: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Home address*:	
	Postcode*:
From*: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	To*: <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

\*MANDATORY FIELDS. In the interests of safeguarding charitable funds, it is Stewardship's policy to carry out a basic identification check on the contact person authorising the application. By completing this form, you are giving your consent to us proceeding with this. Your identification will be verified with an external agency.

## C. Further information

Please use this area for any further information relating to your application:



# individual recipient application form

## important guidance notes

### 1 Introduction

All funds given belong to Stewardship and all grants from Stewardship to you are at the sole discretion of our trustees.

### 2 Your Ministry/fund name (Section C)

Stewardship is delighted to make grant payments to many Christian workers and Bible College students, in partnership with their supporters.

As part of our work with UK charity regulators, we require a short but descriptive ministry/fund name (not exceeding 70 characters) to be allocated for each individual recipient's account:

- 2.1 For Christian workers, an appropriate ministry fund name for your account will need to reflect the general nature of your work, together with the geographic location in which this work takes place. Please complete this information in Section C. If you are working in a sensitive location or in more than one location, please indicate this in the space provided under the heading 'The location of my ministry/work' in Section C. An alternative to naming a specific country might be to name a region of the world, or to use 'worldwide' where your ministry is an itinerant one. For example, your ministry name may read 'Church Leadership, Chelmsford', 'Evangelism, South Africa', or 'Training development, worldwide.' A ministry fund name may be used more than once by Stewardship for those individuals undertaking the same (or a similar) work/role in the same location.
- 2.2 In the case of full-time Bible College students, Stewardship will automatically allocate a ministry fund name to an applicant's account. For example: 'Bible Education at X College'.

Please contact Stewardship if you have any queries regarding the allocation of a ministry fund name.

### 3 Change in circumstances

- 3.1 We must be informed if there is a significant change in your activities or income.
- 3.2 In the event of undue delay in you notifying Stewardship of a significant change in your circumstances, you may be required to repay grants received from Stewardship.
- 3.3 In the event that you become ineligible to receive support from Stewardship, no funds that have been given to us can be returned to the givers, but they are free to request donations to other recipients.

### 4 Establishing eligibility

- 4.1 Our questions relating to how your time is spent on a weekly basis, and the income you receive, is required so that we can assess whether or not making grants to support your work will represent a charitable application of our funds. It may be necessary for us to ask supplementary questions for the same reason.
- 4.2 Bible College students: In order to qualify for Stewardship funding, you must be clear that charitable public benefit will ultimately arise from your studies. For Stewardship's purposes, we regret that it will not be sufficient for your study to be purely an academic exercise, resulting only in you gaining an additional qualification.
- 4.3 UK nationals: Stewardship requires your National Insurance number and written confirmation from the organisation you are working / studying with.
- 4.4 Non-UK nationals:
  - i) **Working / studying with a UK-based organisation or Bible College**  
It will be sufficient for the UK-based organisation or Bible College to provide a letter on its official note paper confirming your work / study with it. If you do not hold a UK bank account, please contact us for a separate form which you can use to provide us with non UK bank account details, but please see next point.
  - ii) **Based outside the UK and not attached to a UK-based organisation or Bible College**  
We regret that we cannot make grants in these circumstances.

### 5 Short-term and trainee workers

Those in Christian work for less than 6 months or at Bible College for less than 1 academic year cannot be recognised as being eligible to receive grants from Stewardship. We assess on a case-by-case basis the eligibility of those combining Christian work with participation in a training course.

### 6 Gifts from close relatives

Under the Gift Aid rules, certain restrictions apply to donation requests from someone who is a close relative. The term 'close relative' means child, grandchild, parent, grandparent, brother, sister, or the spouse of any of these.

- 6.1 Information for Bible College students  
Bible College students and those in combined Christian work and study or internships cannot receive grants funded by gifts from close relatives.



### 6.2 Information for full-time Christian workers

The current guidelines relating to 'close relative' donation requests are as follows:

- i. You will only be able to receive grants funded by gifts from a close relative if the requested donation is intended for ministry expenses rather than your living costs.
- ii. By 'ministry expenses' we mean the cost of equipment, training, materials, travel for ministry purposes and other facilities relating directly to your ministry/work.
- iii. By 'living costs' we mean basic accommodation, food and other general living expenses.
- iv. If the grants funded by gifts from close relatives exceed your ministry expenses, you must contact us. In the event of undue delay in you notifying Stewardship of this, you may be required to repay grants received from Stewardship.
- v. If your ministry expenses exceed £2,000pa, we may ask you to substantiate them with receipts etc.
- vi. If you need further help on this point, please do talk to us.

### 7 Personal details (Section E)

You only need to complete this section if you anticipate receiving grants in excess of £1,500 per annum from Stewardship. In the event of this threshold being exceeded, Stewardship will contact you for this additional information before reassessing your eligibility to receive further grants.

- 7.1 We require your best estimate of your income for the next 12 months to the nearest thousand pounds.
- 7.2 'Paid employment' refers to work with a salaried income. Gifts, grants, bursaries etc. not received from Stewardship should be included in 'Other Income' (see below).
- 7.3 If a manse or other living accommodation is occupied rent free by virtue of the work you are doing, and/or payments are received in respect of accommodation heating and lighting, please include in your estimate for 'paid employment' a figure in respect of these benefits-in-kind. If you receive benefits-in-kind for which you are unable to provide a value, please provide details in a covering letter.
- 7.4 'Investment income' includes interest on bank and other savings accounts and dividends.
- 7.5 'Rental income' is rental income, minus any mortgage payments and associated management fees. Please note that if this calculation would result in a negative figure, please insert a zero value.

#### Further information:

**For full details on this service please refer to Stewardship's General Terms and conditions, available at [www.stewardship.org.uk/receive](http://www.stewardship.org.uk/receive).**

### 7.6 'Other income':

- i. This includes grants, bursaries regular gifts from churches or charities and gifts outside of Stewardship. Income from state benefits does not need to be disclosed for these purposes.
- ii. If you receive 'other income' from a number of different sources, please provide a breakdown in a separate note or letter.

### 8 Additional users (Section A)

If you would like to an additional user to your account we will be able to provide account information to both users. We will only be able to provide account information relating to the period of time both parties are users.

Both parties will be provided with log in details to enable you to have access to account reports online.

Both parties agree to contact us to advise us of any significant changes to the ministry/role being undertaken, your income situation, or your circumstances (please refer to note 3).

### 9 Course fees / ministry expenses (Section E)

#### 9.1 Course fees:

These are the course fees charged by your Bible College, which may or may not include food and accommodation, depending on the nature of the college and course. Please provide a full breakdown of your course fees using a separate sheet if necessary.

#### 9.2 Ministry expenses:

- i. If you anticipate your ministry expenses exceeding £2,000 per annum, please complete the ministry expenses breakdown fields (Section E of this form).
- ii. Do not include any expenses which you anticipate will be reimbursed to you by the organisation you work with.
- iii. For a definition of ministry expenses please refer to note 6.2 (ii).

### 10 Tax treatment of grants from Stewardship

- 10.1 If approved, Stewardship is able to make tax-effective, charitable grants to you as a private individual due to Stewardship's charitable aims and objectives, your vocation and personal financial circumstances.
- 10.2 For Christian workers: Following on from this, our understanding and interpretation of tax law is that grants that you receive from Stewardship would be subject to UK income tax and in our view, form part of your income for tax credits purposes, since they are given in most instances because of the vocation that you have as a Christian worker.
- 10.3 For Bible College students: If you are in any doubt about your own personal position in relation to this, we recommend that you seek appropriate professional advice.