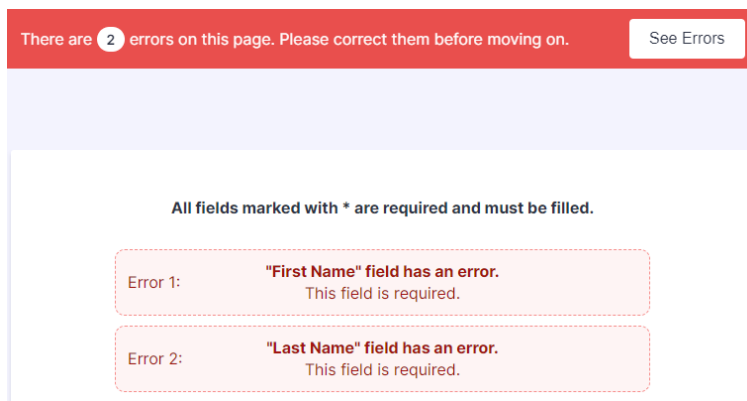# The Bill Snelson Young Ecumenists Fund
Full Application Guidance

This application guidance guides you through the Bill Snelson Young Ecumenists Fund application form in full.

- All questions with a red asterisk (*) against them are required questions, and must be completed.

- If you don't complete a required section, a red 'error' message will appear at the top of the page. If you click the white 'See Errors' button, a box/boxes appears which will explain the error.
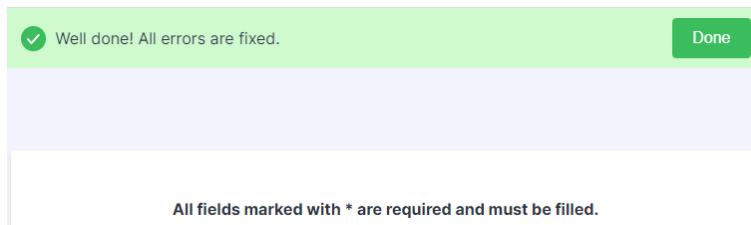

When you have resolved the error, the message bar at the top of the page will show as green.

- You can download a copy of the application form as an editable PDF document, which you can use to create a draft of your application, before completing the online application form. Please only complete your application using the online form which can be found here: bit.ly/SnelsonFundApplicationForm.

- You can save your work as you go along by clicking on the white 'Save' button at the bottom of every page. This will email you a web-link each time you save your work, and give you the opportunity to save a draft link. You can also use this link to continue your application on another PC, laptop, tablet, mobile device etc.
  - Please make sure you always use the latest emailed web-link, or you will find that you will not have the latest saved version of your application to work from.
  - Please ensure that you configure your email spam filter settings to allow emails from noreply@jotform.com.

o Always save your work BEFORE refreshing your browser. If you don't this your work is likely to be lost.
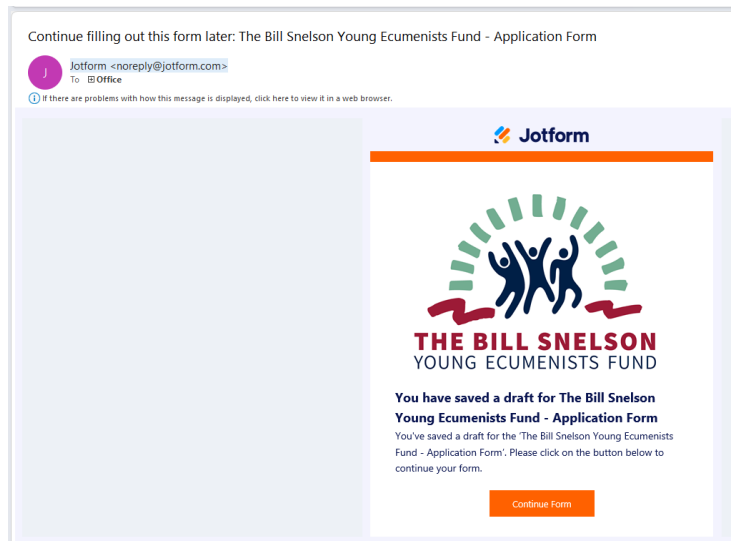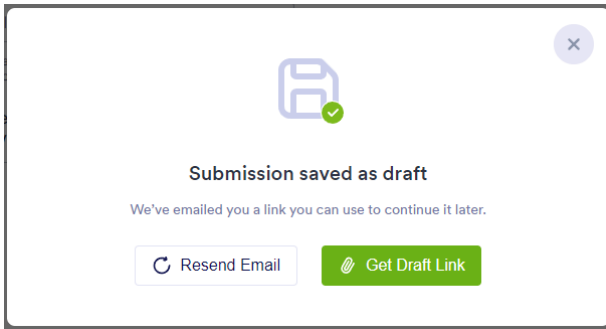
- It is possible to enlarge text and image sizes on the application form, by using your browser's Zoom settings. How to do this on some popular browsers can be found here:
  o Google Chrome: support.google.com/chrome/answer/96810?hl=en-GB&co=GENIE.Platform%3DDesktop
  o Microsoft Edge: support.microsoft.com/en-us/microsoft-edge/accessibility-features-in-microsoft-edge-4c696192-338e-9465-b2cd-bd9b698ad19a#bkmk_make_text_larger
  o Apple Safari: support.apple.com/en-gb/guide/ipad/ipad9a245e3e/ipados#:~:text=Double%2Dtap%20the%20screen%20with,then%20drag%20up%20or%20down.
  o Mozilla Firefox: support.mozilla.org/en-US/kb/font-size-and-zoom-increase-size-of-web-pages

- Some questions require a longer answer. For these questions, the box can be expanded by clicking on the icon at the top right of the box. This will make it easier to enter your answer to the question.
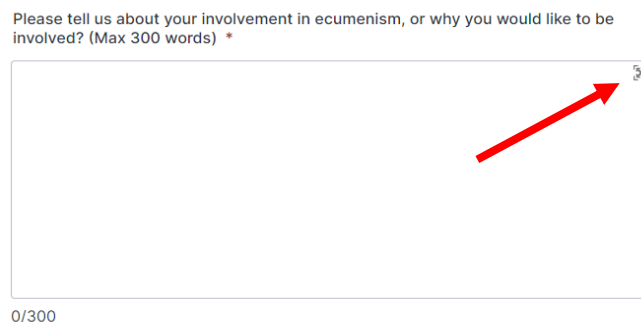
- Just before you submit your application, you can choose to download a copy of your application, and to have a copy emailed to the email address you have entered as part of your application.

Part 1 - Personal Details

All fields marked with * are required and must be filled.

THE BILL SNELSON
YOUNG ECUMENISTS FUND

Application Form
Please complete your application using this online form.

Part 1 - Personal Details
Tell us about yourself.

First Name *

Last Name *

How old will you be at the start of your ecumenical experience? *

Please Select

Please note that this fund is only open to those between the ages of 18 and 35.

Email address *

yourname@example.com

Home Address *

Street Address

Street Address Line 2

Town/City

County

Post Code

Telephone Number *

Area Code / 07###

Phone Number

Which Churches Together in England (CTE) Member Church do you belong to/affiliate with? *

Please Select
Antiochian Orthodox Church
Apostolic Church UK
Apostolic Faith Mission International M

Please note this fund is only open to those who belong to/affiliate with a CTE Member Church. If you belong to/affiliate with more than one CTE Member Church, please select one as your 'primary' Member Church.

Please enter your First and Last Names

Please state how old you will be at the start of your ecumenical experience. As this fund is only open to those between the ages of 18 and 35, these are the only ages that will appear.

The email address you enter will be the primary method that we use to communicate with you. This includes the result of your application. Please ensure that this is an active email address, and that it's spelt correctly.

The Home Address is included so that we can send you anything we may need to, for accounting purposes if you're successful, and so that we can monitor the geographical spread of applications.

Please include a telephone number where we can contact you if we have any questions about your application. Please include both parts of the telephone number,

Please note this fund is only open to those who belong to/affiliate with a CTE Member Church.

Individuals use different terms to describe their relationship with Member Churches, but for simplicity, we're using 'belong to/affiliate with'.

If you belong to/affiliate with more than one CTE Member Church, please select one as your 'primary' Member Church.

Please tell us about your involvement in ecumenism, or why you would like to be involved? (Max 300 words) *

0/300

Save   Next

Please use this question to demonstrate your involvement and experience, or desire to be involved in ecumenism to the panel. There is no 'right' answer here, as everyone's experience will be very different. Be yourself, and use this opportunity to express your enthusiasm for ecumenism.

Part 2 - Your Project - General

Part 2 - Your Project - General
Provide us with an overview of your Project.

All fields marked with * are required and must be filled.

Please tell us about the ecumenical experience for which you are applying for funding. Please include details of where you're going, who you might be travelling with, any particular institutions or events you're attending or visiting. Including web-links etc can be helpful for the panel to better understand your plans. (Max 300 words) *

0/300

When will your ecumenical experience start? If this is not yet confirmed, please provide an approximate date. *

Day   Month   Year

When will your ecumenical experience end? If this is not yet confirmed, please provide an approximate date. *

Day   Month   Year

Please upload copies of any accepted registrations for a conference, course etc (if applicable), or any further information about your project which will be helpful for the panel to assess your application.

Browse Files
Drag and drop files here

Use this question to tell us about the ecumenical experience for which you are applying for funding.
Please include details of where you're going, who you might be travelling with, any particular institutions or events you're attending or visiting.
Including web-links etc can be helpful for the panel to better understand your plans.
If some elements of your plans are still provisional, please share these as well.
The panel will want to see that you've thought about your ecumenical experience, with a reasonable degree of planning.

Enter the dates when your ecumenical experience will start and end.
If these are not yet confirmed, please provide approximate dates.
Enter either as numbers, or by clicking on the respective calendar entries that will appear.

Please upload copies of any accepted registrations for a conference, course etc (if applicable), or any further information about your project which will be helpful for the panel to assess your application.
You can upload up to a total of 10MB of files, using any of the following file formats: pdf, doc, docx, xls, xlsx, csv, txt, rtf, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png
Please ensure any files sent are virus-free, or they will be automatically deleted and not received.

How do you expect to benefit from your ecumenical experience. (Max 200 words) *

0/200

How do you plan to share the learning you've gained from your ecumenical experience with other churches and ecumenical bodies? CTE will connect with all successful applicants before and after your trip, so please think of further opportunities outside of CTE when answering this question. (Max 200 words) *

0/200

What is the primary country you're planning to visit? *

Document was last saved: Just now

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica

Do you plan on visiting any other countries? *

- No - I'm not planning to visit any other countries
- Yes - 1 more country
- Yes - 2 more countries
- Yes - 3 more countries
- Yes - 4 more countries
- Yes - 5 more countries

Back   Save   Next

Tell us how you expect to benefit from your ecumenical experience.
This section is your opportunity to communicate to the Panel what you will gain from the experience, the difference it will make for you and your faith journey etc. Again, be yourself and be realistic.

Successful applicants are expected to share the learning they've gained from their ecumenical experience with other churches and ecumenical bodies. As part of this, CTE will connect with all successful applicants before and after their trip. In addition, successful applicants are expected to provide a written report of their experience within two months after the end of the ecumenical experience. This report, and interactions with CTE will be used to share the applicant's ecumenical learning within the work of CTE.

about facilitating visits outside of England. Use the dropdown box to select the primary country you're planning to visit.
Whilst some UK Crown Dependencies are listed in their own right e.g. Gibraltar, if you're planning to visit one of the Home Nations or the Channel Islands etc e.g. Scotland, Wales, Northern Ireland, Jersey etc please select 'United Kingdom', and state the country/countries/dependency you're planning to visit in the first question at the top of Part 2.

If you plan on visiting any other countries, please select the applicable option.
If you select one of the 'Yes' options, the respective number of question boxes similar to the primary country question will appear. You can proceed to select the other countries you're planning to visit (one per question box).

Part 3 - Your Project - Finances

Part 3 - Your Project - Finances

Tell us about your proposal's finances. All figures provided should be in GBP - you can find a helpful online converter at www.xe.com. Please use numbers only, without a £ sign.

All fields marked with * are required and must be filled.

Please itemise the total budget for your ecumenical experience. *

	Amount (£)	Comments
Travel costs	900	
Accommodation	200	
Fees (e.g. course or conference fees)	100	
Subsistence (food and drink etc)	100	
Other (please specify)	200	Study materials
Other (please specify)	50	Gift to facilitator
Other (please specify)		
Other (please specify)		

This is the total cost of your ecumenical experience (based on the budget above). (£)

1550

This figure will auto-calculate

Please provide and upload copies of any invoices, receipts, quotations etc to provide evidence of the budget you have provided. We're aware that some costs (flights etc) may rise between submitting your application, and hearing the results of your application. Please endeavour to make any reasonable allowances for this. A reasonable amount for subsistence (food and drink etc) can be included, if it's not part of any other budget line e.g. accommodation, fees etc.

Browse Files
Drag and drop files here

How much have you already raised towards your ecumenical experience? (£) *

Please only state guaranteed sums, including any contributions from personal savings.

How much are you applying for from The Bill Snelson Young Ecumenists Fund? (£) *

This is the total of the amount you've already raised and how much you're applying for. (£)

Please complete the two questions abo

This figure will auto-calculate

Please use this question to itemise the total budget for your ecumenical experience.
All figures provided should be in GBP - you may want to use an online converter.
Please use numbers only, without a £ sign.
Some likely budget areas have been provided for you, although you can use the 'Other (please specify)' lines if you need to.
If you do, please provide a comment in the 'Comments' column to provide an explanation.
An example budget is provided here as a guide.
The total cost of your ecumenical experience is automatically calculated and displayed in the box below, based on your entries in the table.
Please ensure that you have included everything.

Please provide and upload copies of any invoices, receipts, quotations etc to provide evidence of the budget you have provided.
We're aware that some costs (flights etc) may rise between submitting your application, and hearing the results of your application. Please endeavour to make any reasonable allowances for this.
A reasonable amount for subsistence (food and drink etc) can be included, if it's not part of any other budget line e.g. accommodation, fees etc.
You can upload up to a total of 10MB of files, using any of the following file formats: pdf, doc, docx, xls, xlsx, csv, txt, rtf, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png
Please ensure any files sent are virus-free, or they will be automatically deleted and not received.

Please tell us how much you've already raised towards your ecumenical experience.
Please only state guaranteed sums, including any contributions from personal savings.
Demonstrating additional funding (including contributions from savings or personal gifts) is not essential, but does help to show broader support for your ecumenical experience.
Please also enter how much you're applying for from The Bill Snelson Young Ecumenists Fund.

There is a difference between your total budget, and the amount you've already raised and how much you're applying for. (£)

-50

This figure will auto-calculate

From the figures you've entered, you appear to have raised more money than the cost of your ecumenical experience.

Please check the figures you've entered above, and correct as necessary.

The Bill Snelson Young Ecumenists Fund will not award a grant to a fully funded ecumenical experience.

Back | Save | Next

If the calculation for the total amount you've raised and how much you're applying for is MORE than your calculated budget, these boxes will appear, indicating the difference, asking you to check the figures you've entered, and correct as necessary.
The Bill Snelson Young Ecumenists Fund will not award a grant to a fully funded ecumenical experience.

You have entered that you are applying for 0 from The Bill Snelson Young Ecumenists Fund.

Please check the figures you've entered above, and correct as necessary.

Back | Save | Next

If you enter 0 into the question about how much you're applying for from The Bill Snelson Young Ecumenists Fund, this message will appear, asking you to check the figures you've entered, and correct as necessary.

Part 4 - Bank Details

Part 4 - Bank Details
Tell us where you'd like the grant monies to be paid, should your application be successful.

All fields marked with * are required and must be filled.

If your application is successful, the funds will need to be paid into a suitable bank account.

Please provide the bank account details below for the account of your choice.

If you're not able to receive the money into your own bank account, please provide details of an alternate bank account to receive the funds e.g. your church's account, along with a written acknowledgement from an authorised signatory of that account indicating that they're willing to hold the funds on your behalf.

Full name on the Bank Account, as it is written. *

e.g. MR J SMITH

Bank Sort Code *

Bank Account Number *

Is this your own personal bank account (including a shared account)? *

○ Yes   ○ No

Please upload a written acknowledgement from an authorised signatory of the account, indicating that they're willing to hold the funds on your behalf. *

↑
Browse Files
Drag and drop files here

Back   Save   Next

Please provide details of the bank account you'd like the funds paid into, if your application is successful.

If this is your personal bank account (including a shared account), please select 'Yes'.
If you're not able to receive the money into your own bank account, please provide details of an alternate bank account to receive the funds e.g. your church's account. Then please select 'No'.
This extra box will appear, asking you to provide a written acknowledgement from an authorised signatory of that account indicating that they're willing to hold the funds on your behalf.
You can upload up to a total of 10MB of files, using any of the following file formats: pdf, doc, docx, xls, xlsx, csv, txt, rtf, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png
Please ensure any files sent are virus-free, or they will be automatically deleted and not received.

Part 5 - Your Project - Endorsement

Part 5 - Your Project - Endorsement

It is important that we receive a letter of endorsement for your application from a Church/Congregation Leader, Ecumenical Leader, Teacher/Lecturer, or similar.

Please note that if you're applying individually as part of a group-based ecumenical experience, the letter of endorsement must be specifically about yourself.

The letter should cover the following:

- The nature of the relationship between yourself and the endorser, including how long they've known you.
- A comment on your suitability for this Project.
- The benefit the endorser hopes you will receive as a result of this Project.

Please upload a copy of your letter of endorsement for your application. *

⬆
Browse Files
Drag and drop files here

[Back]   [Save]   [Next]

All applicants are asked to provide a letter of endorsement for their application from a Church/Congregation Leader, Ecumenical Leader, Teacher/Lecturer, or similar.
The letter should cover the following:
- The nature of the relationship between yourself and the endorser, including how long they've known you.
- A comment on your suitability for this project.
- The benefit the endorser hopes you will receive as a result of this project.
You can upload up to a total of 10MB of files, using any of the following file formats: pdf, doc, docx, xls, xlsx, csv, txt, rtf, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png
Please ensure any files sent are virus-free, or they will be automatically deleted and not received.

Part 6 - Holding your information

Part 6 - Holding your information
Consenting to Churches Together in England (CTE) holding your information.

All fields marked with * are required and must be filled.

I agreed to my personal data being held by CTE for the purposes of The Bill Snelson Young Ecumenists Fund, and stored in line with the CTE Privacy Notice (cte.org.uk/cte-privacy-notice). I understand that if I do not give consent, CTE may not be able to process my application. *

◯ Yes   ◯ No

Please subscribe me to CTe-News, to keep up to date on the latest unity updates and stories, and find out more about opportunities with CTE for under 35s. By ticking this box you agree to our Terms & Conditions.

☐ Yes please

[Back]   [Save]   [Next]

This questions asks you for consent for CTE to store your data in line with the CTE Privacy Notice (cte.org.uk/cte-privacy-notice).
If you do not give consent, CTE may not be able to process your application.

This question gives you the opportunity to subscribe to CTe-News, to keep up to date on the latest unity updates and stories, and find out more about opportunities with CTE for under 35s.

Part 7 - Equality and Diversity Monitoring

Part 7 - Equality and Diversity Monitoring

PLEASE NOTE THAT THIS SECTION DOES NOT FORM PART OF THE ASSESSMENT CRITERIA, AND WILL NOT BE PROVIDED TO THE PANEL. Any answers in this section will be used for monitoring purposes only.

All fields marked with * are required and must be filled.

How would you describe your gender? *

Please Select
Male
Female
Prefer not to say
Other

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? *

Please Select
Yes
No
Prefer not to say

Please choose one of the following options that most accurately describes your ethnic group or background. *

Please Select
White - English/Welsh/Scottish/Northe
White - Irish
White - Gypsy or Irish Traveller
White - Other white background
Mixed - White & Black Caribbean

Your age at the start of your ecumenical experience.

30

This figure will auto-fill, based on your previous answer

How would you describe your sexual orientation? *

Please Select
Bisexual
Gay or Lesbian
Heterosexual
Other
Prefer not to say

How would you describe your Religion or Belief? *

Please Select
Buddhist
Christian
Hindu
Jewish
Muslim

[Back]   [Save]   [Next]

PLEASE NOTE THAT THIS SECTION DOES NOT FORM PART OF THE ASSESSMENT CRITERIA, AND WILL NOT BE PROVIDED TO THE PANEL. Any answers in this section will be used for monitoring purposes only.

How would you describe your gender?
If you select 'Other' a box will appear giving you the opportunity to express how you self-identify.

Please say if you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more.
If you select 'Yes', a box will appear giving you the opportunity to say if this reduces your ability to carry out day-to-day activities?

Please select one of the options that most accurately describes your ethnic group or background.
If you select any option containing 'Other', a box will appear giving you the opportunity to express how you would describe your ethnicity.

The answer to the question about your age at the start of your ecumenical experience will automatically calculate from your answer in Part 1.

How would you describe your sexual orientation?
If you select 'Other', a box will appear giving you the opportunity to express how you would describe your sexuality.

How would you describe your Religion or Belief?
Whilst this may seem an obvious question for most who might apply, we want to give applicants the opportunity to express this themselves.

Part 8 - Submit your application

Part 8 - Submit your application

All fields marked with * are required and must be filled.

Please review your application before you click the green 'Submit' button below.

Use the 'Back' and 'Next' buttons to check your answers on each page.

Any mistakes cannot be corrected after you have submitted your application.

You can also print your application using the 'Print' button below.

I confirm that the information I have submitted is accurate. I also understand that if I'm successful in my application, the monies should be spent for the purposes in my application. I also commit to submitting my monitoring report within 2 months of the completion of my Project. *

☐ Yes

→ Please confirm these statements before submitting your application.

Please email me a copy of my application after I submit it. This will be sent to the address you entered in Part 1.

☐ Yes

→ Please select this box to be emailed a copy of your application after you submit it.
This will be sent to the address you entered in Part 1.

Please verify that you're human *

☐ I'm not a robot   reCAPTCHA
                     Privacy - Terms

→ Please verify that you're human.
Clicking this box (and any subsequent reCAPTCHA image tasks) helps us to reduce spam and false applications from online Bots.

Back   Print   Save   Submit

**If you have any questions about how to complete
The Bill Snelson Young Ecumenists Fund Application Form
that aren't answered through this guidance document, please contact
the CTE Office via snelsonfund@cte.org.uk or on 020 7529 8131.**