

# Resourcing Ministerial Education

A guide to financing training for ordination

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THE CHURCH  
OF ENGLAND



June 2021

A reference handbook for dioceses and TElS

## Quick Reference: block grant amounts

The block grant amounts that dioceses will receive for all ordinands funded through RME in 2021/22 are shown below for easy reference. RME only applies to ordinands who began training in September 2017 or later.

Table 1: Annual block grant paid to dioceses by the National Ministry Team for 2020/21

Age Range	Band	Block Grant Generated (£)	Years Payable
<32	1	16,401	3
32-39	2	16,401	2
40-54	3	7,125	3
55+	4	7,125	2

The categories of block grant expenditure for 2020/21 are shown below:

Table 2: Annual tuition costs and allowances to be paid from the block grant by dioceses.

Pathway	Tuition Costs (£)	Single Accommodation Allowance (£)	Married Accommodation Allowance (£)	Personal/Book Allowance (£)	Average Travel Allowance (£)	Total (£)
Residential	9,210	5,832	3,522	2,241 - 3,402*		17,283 -18,444(S)* 14,973-16,134(M)*
Fulltime Non-Residential	7,683			1,272	1,158*	10,113
Regional	6,402			318 (book only)	405*	7,125

\*These is a range based on vacation and travel allowances. See further detail in Table 4 below.

Table 3: Allowances payable from the block grant

	Residential Full-Time (£pa)	Non-Residential Full-Time (£pa)	Regional (£pa)
Combined Personal/Book Allowance	1,743	1,272	318 (book only)
Short Vacation Allowance	498		
Long Vacation Allowance*	558		

\*Not applicable for final year.

### Residential

Distance between home and TEI (Miles)	Single Travel Allowance
Less than 20	£0
21-50	£186
51-100	£303
101-150	£399
151-200	£492
201-250	£603

### Fulltime Non-Residential

Distance between home and TEI (Miles)	Initial Travel Grant
Less than 20	£165
21-40	£294
41-65	£513
Over 65	£732
Mileage rate 1-4,999	30p per mile
Mileage rate +5,000	20p per mile

For regional courses there is an initial travel allowance of £150, with excess travel paid at 30p per mile (20p after 5,000 miles)

## Other documents

### Financial information for recommended candidates

This booklet is sent to ordinands following recommendation by a Bishops' Advisory Panel. It outlines the support they can expect to receive through personal allowances, travel grants and family maintenance payments.

### Financial information for ordinands in full-time training

Similar to the booklet above, this document provides more detail on how the personal allowances, travel grants and family maintenance payments work. It is designed as a reference handbook for finance staff in dioceses and TEIs.

### Contacts

Ministry Team staff are always happy to offer support and advice, so please don't hesitate to get in touch.

For general enquires please contact [grants@churchofengland.org](mailto:grants@churchofengland.org).



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## 1. The block grant in summary

Ordinands entering training have their tuition fees and some allowances paid for by a block grant, given to dioceses according to the number and ages of their ordinands, irrespective of their training pathway choices.

Funding for the block grant comes from the Archbishops' Council's Training for Ministry budget, which is made up of contributions from all dioceses on an apportioned basis (often referred to as "Vote 1").

The block grant system is used to fund all ordinands who began their studies from September 2017. There are a few ordinands with exceptional circumstances who continue to be funded directly by the National Ministry Team, such as ministers from other denominations.

The block grant has been designed to provide greater flexibility and accountability for how funding is used. Here are three important features you should bear in mind when managing your ministerial educational fund:

### 1.1. The block grant is paid to the diocese, not the ordinand

Ordinands no longer receive money from the National Ministry Team directly. Instead, an aggregate amount is paid to the diocese, who are then responsible for paying tuition and maintenance costs. It is simplest to think of an ordinand as generating block grant, rather than receiving it, so we use this term throughout the RME handbook.

### 1.2. Block grant amounts are determined by the age of your ordinands, not their pathway choices

Younger ordinands tend to follow more expensive pathways than older ordinands, so the amount of money dioceses receive for ordination training has been set to reflect this. Block grant amounts have been calculated based on the typical pathway choices for different age groups, and are reviewed annually to stay current.

The block grant is not though a recommendation of which pathway ordinands should follow. You are free to send an ordinand on whichever pathway you wish, with the final decision ultimately resting with the sponsoring bishop. However, block grant funding will only be provided for ordinands on approved pathways at accredited Theological Education Institutions (TEIs).

There are two important consequences of this for dioceses. Firstly, depending on the choices you make, an ordinand may generate more or less money than the cost of their training, leaving you with a surplus or deficit for that ordinand. Secondly, depending on the choices you make, you may continue to receive money after an ordinand has already been ordained, or not receive funding even though they are still in training.

### 1.3. Block grant money generated by one ordinand needn't be spent on that ordinand alone or even in the same cohort

Surpluses created by receiving more money from the block grant for an ordinand than their pathway costs can be spent on covering any deficits created by sending other ordinands on more expensive pathways than their own block grant generates. It can also be held on to for subsequent years, to cover potential deficits in future cohorts. So block grant generated in previous years can be spent in the current academic year.

This flexibility is one of the most important aspects of RME, and has meant that in the initial years of implementation we have not received any evidence of any ordinand being refused a pathway choice on financial grounds. We would strongly encourage dioceses to make full use of this flexibility, by spending any surplus block grant money on the training of your ordinands, either in the same year or in the years immediately following.



## 2. Receiving block grant funding

Dioceses apply for block grant funding for all their new ordinands prior to September. The National Ministry Team will then pay an aggregate amount to dioceses on a termly basis. This is subject to written confirmation each term by diocese to the National Ministry Team that the ordinands are continuing on their approved training pathway and subsequent written confirmation from the National Ministry Team that the grants will continue to be paid.



### 2.1. Confirmation of training pathways

Training pathway choices are the responsibility of the sponsoring bishop, in consultation with the ordinand, Diocesan Director of Ordinands (DDO) and Theological Education Institution (TEI). The National Ministry Team is always happy to offer advice.

Because the block grant can only be spent on approved pathways at accredited institutions, a Confirmation of Training form (COT) needs to be completed as a record of every pathway for every ordinand entering training. This is only required for new ordinands, not for those already in training. The COT, an example of which has been included in Appendix A, has a first section completed by the TEI, who then send it to the diocese. The diocese fills in its section of the form, before sending it back to the TEI as confirmation that the diocese will fund the pathway

A copy is also sent to the National Ministry Team to confirm that the ordinand is indeed entering training so that block grant funding can be paid to the diocese, and to enable national statistics to be maintained. Once received, the National Ministry Team will confirm to both the diocese and the TEI that the particular ordinand is on an approved pathway and will generate block grant funding. See Appendices B and C for more detail.

The block grant will still be paid in the event of a bishop's set-aside of a Bishops' Advisory Panel (BAP) recommendation. However an ordinand must have attended a BAP to generate block grant funding. (In this document any references to BAPs also cover the Temporary On-line Discernment Process.)

### Changing pathways

Any pathway changes must be agreed by the diocese, TEI, and the National Ministry Team in order for the ordinand to qualify for RME funding. These include moving to a different TEI or change of pathway within the TEI or a resumption of interrupted training (in some cases a new COT may be required). Withdrawal from training or suspension of training will result in the block grant payment ceasing or being placed on hold.

### 2.3. Individual Pathway Approval

We expect most ordinands to be following an established pathway. However, we recognise that such a pathway will not always be appropriate for every ordinand.

If you are proposing a pathway for an ordinand which will need individual approval, please get in touch with our IME Pathways Adviser, Keith Beech-Gruneberg, at [keith.beech-gruneberg@churchofengland.org](mailto:keith.beech-gruneberg@churchofengland.org). While strictly it is dioceses who should seek approval for pathways, it may sometimes be easier for a TEI to do so, and that is perfectly acceptable if the diocese is happy with this.

In general, it is best for approval to be sought after the ordinand has been to a BAP. However if the ordinand is coming to a BAP late in the academic year, or the training proposal is complex or unusual, it would be better at least to start the process of seeking individual pathway approval beforehand.

## 2.4. How much finance will dioceses receive?

The level of block grant is determined according to the age of the ordinand on the 1st of September the year they begin training (so for example an ordinand who turned 32 during training would still be treated as being in Band 1 for the whole of their training).

The age bands and their corresponding block grant amounts are as follows:

- Band 1:** For ordinands aged under 32 at the start of training, dioceses are eligible to receive **£16,401 for three years**. This amount has been calculated to provide sufficient funds to cover the costs of a three year residential pathway.
- Band 2:** For ordinands between 32 and 39, dioceses are eligible to receive **£16,401 for two years**. This amount has been calculated to provide sufficient funds to cover two years on a residential pathway.
- Band 3:** For ordinands between 40 and 54, dioceses are eligible to receive **£7,125 for three years**. This amount has been calculated to provide sufficient funds to cover the costs of a three year regional pathway.
- Band 4:** For ordinands aged 55 and over, dioceses are eligible to receive **£7,125 for two years**. This amount has been calculated to provide sufficient funds to cover the cost of a two year regional pathway.

The block grant is set to reflect the most numerous pathway choices of each age band over the past five years. It is not a prescription of which pathway should be followed.

The diocesan block grant is the aggregate of grants calculated according to the age of all ordinands sponsored by a diocese, shown in Table 5 below. It will be paid by the Archbishops' Council to the dioceses termly.

As the size of the diocesan block grant is based on the ages of their ordinands, it is not affected by the length of pathway chosen. So if ordinands from Band 1 or Band 3 only follow a two year pathway, the diocese would still receive funding in the third year. Similarly, if ordinands in Band 2 or Band 4 follow a three year pathway the diocese would not receive funding in the third year.

Table 5: Annual block grant, tuition costs, and average basic allowances for ordinands starting in autumn 2021.

Age Range	Band	Total annual block grant	Tuition costs covered by block grant	Average basic allowances covered by block grant	Number of years of block grant received
<32	Band 1	£16,401	£9,210	£7,191	3
32-29	Band 2	£16,401	£9,210	£7,191	2
40-54	Band 3	£7,125	£6,402	£723	3
55+	Band 4	£7,125	£6,402	£723	2

**Payments in the second and third years will reflect tariff and allowance levels pertaining at that time and not at the start of training.** For ease, worked examples and illustrations in this booklet are based on 2021/22 levels.

Should an ordinand begin their training earlier in the academic year than September, then they will still only generate block grant funding from September. Training prior to that will therefore need to be funded from existing block grant surpluses or other diocesan sources.



### 3. Spending the block grant

#### 3.1. What training can the block grant be spent on?

Upon receipt of each instalment the block grant, the diocese must pay it into a restricted fund for ministerial education training for the ordinands they sponsor. The block grant can only be spent on Initial Ministerial Education Phase One (IME1) pathways which have been approved by the National Ministry Team at accredited Theological Education Institutions (TEIs).

The Ministry Council has clarified that block grant funding may be used for ordinands continuing on an approved IME1 pathway at an accredited TEI, even after they have been ordained.

Dioceses must report details of their block grant expenditure to the Ministry Council as part of the annual monitoring. This is to ensure mutual accountability for funds to which all contribute.

#### 3.2. Flexibility in spending the block grant

The block grant does not all need to be spent in the year in which it is received. Indeed, one of the main purposes of RME is to provide flexibility for dioceses to manage their own training funds on a continuous basis across many years. We therefore encourage all dioceses carrying over a surplus from previous years to make full use of this flexibility by spending it on the training of this year's cohort.

Similarly, the grant calculated from the age of a particular ordinand is not limited to expenditure on that ordinand, but can be spent on others in the cohort if their training needs require a more expensive pathway than their individually generated grant would permit.

This flexibility has been built into RME so that ordinands can follow whichever pathway is most appropriate for them and for the diocese. The typical pathway associated with each band should not therefore be treated as the recommended route. It is merely the basis on which the size of the grant has been calculated.

If the aggregate costs of training pathways in any year exceed the block grant received in that year then the dioceses would be expected to fund this from the balance of their block grant training fund account from prior years or from their own resources.

### 3.3. Tuition fees and allowances

The block grant should be spent to support the most appropriate pathway choice for the ordinand.

Tuition costs and allowance rates that will operate from September 2021 for all ordinands are shown in Table 6 below:

Table 6: Annual tuition costs and allowances to be paid from the block grant by dioceses.

Pathway	Tuition Costs (£)	Single Accommodation Allowance (£)	Married Accommodation Allowance (£)	Personal/Book Allowance (£)	Average Travel Allowance (£)	Total (£)
Residential	9,210	5,832	3,522	2,241 - 3,402*		17,283 -18,444(S) 14,973-16,134(M)
Fulltime Non-Residential	7,683#			1,272	1,158**	10,113
Regional	6,402			318 (book only)	405**	7,125

# The fee charged by Residential Colleges providing this pathway may vary from the figure shown to reflect additional residential provision

\*This is a range of figures, based on a the personal allowance of £1,722 a short vacation allowance of £489, a long vacation allowance of £552 (not payable in the final year), and a travel grant of between £0 and £591 (see residential travel allowance in Part 3.5)

\*\*This is an average figure. See respective travel allowance tables in Part 3.5

TEIs invoice the dioceses in accordance with the process outlined in Part 5 for both the tuition fees and, if a residential college, the appropriate accommodation allowance (sometimes known as college maintenance).

The block grant calculated for Band 1 and Band 2 ordinands includes a weighted average of the single and married accommodation allowances (£4,530). This means the block grant will be more generous than needed for married residential ordinands and not entirely sufficient for single residential ordinands. Details of personal/book and travel allowances are explained in Tables 7 and 8.

### 3.4. Allowances payable from the block grant

The range of £2,241-£3,402 personal/book allowance shown in Table 6 is a combination the personal/book allowance, short and long vacation allowances and an annual travel grant between 0 and £603 (see Table 8). The actual allowances paid of course depend upon the circumstances of the ordinand and their pathway.

Dioceses should pay the appropriate personal and book allowance to ordinands directly using money from the block grant, following the timeline process in Part 5. It is for the diocese to decide upon an appropriate payment schedule for these allowances, but they are likely to align with the start of term.

Details of allowances are shown in Table 7 below:

Table 7: Allowance payable from the block grant

	Residential Full-Time (£pa)	Non-Residential Full-Time (£pa)	Regional (£pa)
Combined Personal/Book Allowance	1,743	1,272	318 (book only)
Short Vacation Allowance	498		
Long Vacation Allowance*	558		

\*Not applicable for final year.

A personal contribution towards allowances may be assessed where ordinands on full-time residential or non-residential pathways have additional income from savings in excess of £1,451 per annum. If this is the case then the allowance is reduced by 60% of the excess over this figure.

Similarly, if ordinands following a regional part-time pathway receive a net personal income of more than £52,025 then no book grant will be payable.

**3.5. Travel expenses payable from the block grant** Dioceses are responsible for paying the travel expenses of ordinands on all pathways, with the exception of ordinands being paid directly by the National Ministry Team who should submit their travel. All travel expenses should be expenses forms to the Team.

The Ministry travel claim form is available at Appendix E and online should dioceses choose to use it.

Single ordinands on full-time residential courses can receive an annual travel allowance to cover travel between their home and the TEI at the beginning and end of each term. The amount of allowance depends upon the distance between home and TEI as shown in Table 8 below.

For ordinands on full-time non-residential or regional part-time pathways, the travel allowance figures in Table 6 are averages across all ordinand claims for these pathways. They should be treated as guidance on likely levels of expenditure and are annually

monitored by Ministry from returns received from dioceses.

paid from the block grant. In the event that travel expenses differ significantly from these levels, contingency funding may be available for ordinands in Band 3 or Band 4 following full-time non-residential pathways or regional part-time pathways (See Part 7.3). The current guidelines on initial travel grants for ordinands on non-residential full-time courses are shown in Table 8 below. Reimbursement of any travel expenses in excess of these sums are paid at actual cost for public transport and 30p per mile, and then at 20p per mile after 5,000 miles for travel by car and can cover any expenditure to the context.

For ordinands on regional pathways the initial travel grant is £150 with any excess claims also being paid at 30p per mile (20p per mile after 5,000 miles) or actual public transport expenditure.

Initial travel allowances can provide a cashflow surplus for ordinands at first, which are then deducted from actual travel expenses.

Table 8: Guideline annual travel expenses to be paid from the block grant by dioceses.

Residential		Fulltime Non-Residential	
Distance between home and TEI (Miles)	Single Travel Allowance	Distance between home and TEI (Miles)	Initial Travel Grant
Less than 20	£0	Less than 20	£165
21-50	£186	21-40	£294
51-100	£303	41-65	£513
101-150	£399	Over 65	£732
151-200	£492	Mileage rate 1-4,999	30p per mile
201-250	£603	Mileage rate +5,000	20p per mile

For regional courses there is an initial travel allowance of £150, with excess travel paid at 30p per mile (20p after 5,000 miles)

## 4. Timing of block grant payments

### 4.1 Preliminaries

Before the block grant can be paid, we need to know the number and ages of ordinands a diocese is sending, as well as where and what they will be studying. Dioceses will only receive block grant funding for ordinands following approved pathways at accredited institutions.

Please follow the steps below:

#### 1. Confirm pathway

Once a candidate has been recommended by a bishop's advisory panel, the diocese, TEI, and ordinand should work together to establish which pathway the ordinand should follow and when training should begin. The final decision on pathway choices is made by the sponsoring bishop.

#### 2. Inform the National Ministry Team

After agreeing the ordinand's pathway, the TEI and diocese together complete a Confirmation of Ordination Training form (COT). The diocese returns copies of this to the National Ministry Team and to the TEI. On receipt the National Ministry Team will review the proposed pathway and then, subject to approval, confirm to both the diocese and the TEI that the ordinand is undertaking an approved training pathway and is eligible for a block funding grant. We recommend you complete the COT form as soon as the ordinand's pathway is agreed and no later than 1st September.

It is essential the COT form is completed on time, as the block grant can only be used to support the training of an ordinand for whom we have received an appropriate COT form. The COT form covers the full duration of funding, so only needs to be completed for ordinands entering training (see other issues below).

#### 3. Confirmation from the National Ministry Team of block grant

We will confirm to each diocese how much block grant they qualify for, over what period, and in relation to which ordinands, by the end of the first full week of September. This will also include continuing students funded under RME.

Each diocese will receive a schedule for the first term's payments and an indication of the anticipated payment for the whole academic year according to age band guidelines.

We will also confirm with each TEI the ordinands they have and from which dioceses, based on the valid COTs we have received.



## 4.2 Termly payments

The block grant is awarded termly. Dioceses are paid an aggregate based on the COT forms we have received by the 1st of September. Together with the block grant for those who started in previous cohorts.

Should a COT form be completed late, adjustments will be made to the spring term payment. In such circumstances it is for the diocese and TEI to agree payment arrangements.

### 1. Payment to dioceses

We will pay each diocese the aggregate block grant for each term.  
The confirmed autumn term block grant will arrive at the start of the final week of September.  
The confirmed spring term block grant will arrive by the last full week of January.  
The confirmed summer term block grant will arrive by the last full week of April.

Before each payment the National Ministry Team will confirm with the diocese that their ordinands are continuing to undertake their approved training pathway.

Upon receipt, dioceses must pay the money into a restricted Training for Ministry Fund.

### 2. Preparation of invoices by TEIs

TEIs should invoice dioceses for termly tuition costs, as well as for the single or married accommodation allowances for ordinands training residentially.

Payment terms for autumn term should be by the end of September, spring term by the end of January, and summer term by the end of April.

### 3. Diocese pays TEI and ordinand

Dioceses should pay TEIs in response to invoices received using their Training for Ministry Fund, which is where the block grant will have been paid into.

Dioceses should also pay the necessary personal allowances, book grants, and initial travel grants to ordinands from their Training for Ministry Fund. The timing of these payments is at diocesan discretion, but we would recommend aligning with the start of term.

## 4.3 Monitoring and review

By the end of September, each diocese should provide us with an analysis (Block Grant Utilisation Form) of how they have spent the block grant in terms of ordinands, pathways, personal allowances, travel costs, and receipt of any specific contingency funding for the preceding academic years, and a forecast of how they will spend it in the next academic years. An example and guidance is provided in Appendix F. together with a illustrative single year cohort on the following page.



## Other Issues

**Change of TEI:** A new COT must be prepared by the diocese and TEI and sent to the National Ministry Team. This is likely to require individual pathway approval. The new TEI should include an appropriate termly charge for this ordinand in their next invoice to the diocese. There is no change in the payment of the block grant.

**Suspension of training:** The TEI and Diocese must advise the National Ministry Team immediately and the next termly Block Grant payment to the diocese will be adjusted accordingly as will the next termly invoice from the TEI. Payment of the remaining block grant for this ordinand will only resume if the National Ministry Team have been advised of the ordinand's recommencement of training.

**Withdrawal from training completely:** The TEI and Diocese must advise the National Ministry Team immediately and the next termly block grant payment to the diocese will be adjusted accordingly as will the next termly invoice from the TEI. If an ordinand has partially completed a term's training it is expected that this termly grant will be paid in full to the diocese and the TEI will be entitled to payment of the full term's cost.

**Payment of Contingency Funds:** Contingency funding for Band 3 ordinands will be paid alongside the termly block grant. Contingency funding for travel expenses will be paid in the autumn term following completion of the academic year when travel costs are known.





## 5. Managing the Change

### 5.1 The three year transition period and the RMF Review

Following the three year transition period a major review of RME is being undertaken. Until that review is completed the current transition arrangement with regard to contingency funding and travel costs will remain in place.

### 5.2 Contingency funding for Band 3 ordinands

The block grant amounts are based on the most numerous pathway choice followed by ordinands in a particular age band. For Band 3 (40-54) this is a three year regional part time course. However, in recent years the difference between the number of ordinands following this pathway and other pathways was relatively small.

The consequence of having such a small gap between these pathways is that this is the age band where pathway choices are most likely to be limited by financial factors. Contingency funding is therefore in place to mitigate this situation.

Contingency funding works by meeting the difference between the RME block grant and the actual cost of following a two year full-time residential pathway for Band 3 ordinands in net cashflow deficit dioceses only. Access to contingency funding is dependent upon the diocese meeting the criteria below:

1. The diocese has a cashflow deficit over the anticipated three year period for the cohort beginning that academic year
2. The diocese still has a cashflow deficit over the anticipated three year period after taking account of the current balance of the diocesan Training for Ministry fund.
3. The funding relates only to Band 3 ordinands following a two year residential course.
4. The pathway choice is acknowledged as the best route for the ordinand, based upon a review of the Candidate Formation Plan.
5. The diocese funds the differential between the block grant and the ordinand's training costs.
6. An application is made to the National Ministry Team by the end of September using the Transition Contingency Claim Form at Appendix D for 100% refund of the differential.

### 5.3 Support for travel costs for regional part-time and non-residential full-time courses

Average travel allowances for 2020/21 have been calculated as £1,143pa for non-residential full-time ordinands and £402pa for regional part-time ordinands. The regional travel average is incorporated in the calculation of the block grant for Band 3 and Band 4 ordinands.

As with all averages, a number of dioceses have indicated that, given their geographic position and availability of local TElS, this is likely to be insufficient for their ordinands' needs. Therefore for the transition period and reviewed on an annual basis, we have made contingency funding for travel support of up to £200 per ordinand per annum available in the following circumstances:

1. The diocese has a cashflow deficit over the anticipated three year period for the cohort.
2. The diocese still has a cashflow deficit over the anticipated three year period after taking account of the current balance of the diocesan Training for Ministry fund.
3. The diocese still has a cashflow deficit over the anticipated three year period after allowing for the receipt of any Band 3 contingency funding.
4. The contingency funding relates only to Band 3 or Band 4 ordinands following regional or non-residential courses. It is expected that any greater than average travel expense from these pathways for Band 1 or Band 2 can be covered by the Block Grant they generate.
5. The diocese funds at least 50% of the aggregate differential between the Block Grant and the travel costs for ordinand on regional part-time and non-residential pathways.
6. An application is made to the National Ministry Team by the end of September of the year following that in which the expenditure was incurred.



## 7. Other elements of the financial framework

Many of the remaining elements of the financial framework for ministerial education have not changed under RME. However, for completeness, the way in which these elements will continue to be funded are laid out below:

### 7.1 Ordinands who are paid directly by the National Ministry Team

For any ordinands being funded directly by the National Ministry Team arrangements for the tuition fees and related allowances will be the same as those for RME ordinands.

### 7.2 Family maintenance

The latest version of Financial Support for Ordinands in Full Time Training guidelines is available on the Church of England website. This booklet covers maintenance arrangements for all ordinands in full time training.

### 7.3 University fees

There will continue to be payments made by the National Ministry Team to TEIs for university fees as now. This continues to apply both when ordinands are undertaking a Common Awards programme and when they are undertaking a university award which is an approved exception to Common Awards.

### 7.4 Higher cost pathways

There is no change to the way in which the additional cost of higher cost pathways (e.g. Cambridge Tripos or Oxford BA) are funded. Ordinands will still generate block grant funding according to their age which will be used to fund their training. The central Training for Ministry budget will continue to be used to share with the TEI the additional tuition and related costs up to £4.5k.

### 7.5 Research degrees

Some additional central funding is available for research degrees. However the Research Degrees Panel (RDP) expect that at least the equivalent of two years residential funding from the block grant has already been spent on ordination training for the candidate or will be contributed from the block grant towards the cost of the research degree before any further funding is considered. Block grant may be used towards the fees of research degrees which have been approved by the RDP but not for elements of personal expenditure or maintenance beyond what can normally be paid from the block grant.

### 7.6 Disability and dyslexia support

The National Ministry Team provide financial support for ordinands with dyslexia and disabilities. TEIs are legally required to make reasonable adjustments to support training. Dioceses and TEIs are expected to secure funding from all available sources such as the Disabled Students Allowance (applications can be made online through gov.uk) before approaching the National Ministry Team.

### 7.7 Candidates Panel

Candidates Panel will continue to exist, and its approval will be needed for an ordinand to re-enter training after a withdrawal lasting three months or more (amongst other things). However approval for ordinands to undertake non-standard pathways now comes from the Individual Pathways Panel.

Length and mode of training is no longer restricted by age, so no application is necessary for ordinands to undertake training that would be more expensive than is typical for an ordinand of that age – and, as a result, the ‘Gathered Field’ will no longer exist. However no additional funding is available for such candidates beyond the Block Grant.

### 7.8 The Train a Priest Fund (TAP)

In order to target its TAP funding more effectively, the Church Times decided that from September 2018 any TAP funds raised will be targeted towards the TAP Special Hardship Fund which will enable it to make a tangible and specific contribution where there is a real financial need. Application forms for grants from the Fund are available from [grants@churchofengland.org](mailto:grants@churchofengland.org)

### 7.9 Ecumenical Funding

Funding is provided for ecumenical study abroad for ordinands, on consideration of an application from the TEI. The appropriate tuition fee and related accommodation costs of the placement will be paid by the National Ministry Team from central funds. The accommodation element that would have been paid to the British TEI will be recovered from the block grant by the National Ministry Team.



## 8. Appendices

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## Appendix A COT Form (Example)

Name of candidate: Jane Wilson  
Date of birth: 21/3/1981  
Sponsoring diocese: Barchester  
Training Institution: St. Matthias

### To be completed by Training Institution

Start date: \_\_\_\_\_ Length: \_\_\_\_\_

Pathway (e.g. 3 year context based BA, 2 year Graduate Diploma):

Graduate Diploma and other modules agreed with diocese, including some at Northern Pioneer Centre

Mode (for funding purposes - e.g. non-residential; full-time residential, full-time context based):

Full-time context based

Please select one of these options

This is one of the TEI's  
standard validated  
pathways

Approval for this pathway  
is pending

This pathway has been given individual  
approval

This pathway is not eligible for funding  
from the diocese's block grant

Additional Notes:

Name of person completing form: Mark Johnston

Date: 24/4/20

Position and contact details: Admissions Officer - m.g.johnston@stmatthias.ac.uk 01222 123456

*Please email this form to the candidate's diocese*

To be completed by DDO or other diocesan official

We agree to the candidate undertaking the above training, and (unless otherwise indicated) to funding it in accordance with current Ministry guidelines.

Name: Rachel McMahon

Position and contact details: DDO - ddo@barchester.anglican.org 01333 987654

Legal entity for invoicing: Barchester Diocesan Board of Finance

Contact name and address for invoicing:

Roger Brown  
Diocesan House  
Barchester  
BC1 1AZ

Additional notes:

## Appendix B

### Confirmation of Payment of Block Grant

Ordinands entering training September 2020

Name	
Band	
Diocese	
Training Institution	
Date	

This is to confirm that a Confirmation of Ordination Training has been received for this candidate and a Block Grant will be paid in respect of her/him at the rates below in accordance with current the National Ministry Team Guidelines and subject to confirmation each term between the diocese and the National Ministry Team that the ordinand is continuing on their approved training pathway.

Age Range	Band	Number of years of Block Grant Funding	Block Grant for 2019/20 (£)
<32	Band 1	3	16,401
32-39	Band 2	2	16,401
40-54	Band 3	3	7,125
55 and +	Band 4	2	7,125

### Sarah Evans

Grants and Finance Officer  
Ministry Team

## Appendix C

### Confirmation of Block Grant Payment - Diocese (EXAMPLE: First Term Confirmation)

Confirmation of Block Grant payment 1st Term 2021/22 - Barchester							
Name	Date of Birth	Training Date Start	Sponsoring Diocese	Age at Start of Training	Band	Block Grant for 2021/22	Block Grant for 2021/22 1st term (£)
<b>2021 Starters</b>							
Knave, Guy	17/12/1981	01/09/2021	Barchester	38	2	16,401	5,467
Pugh, John	16/02/1967	01/09/2021	Barchester	53	4	7,125	2,375
Stalls, Jenny	27/11/1996	01/09/2021	Barchester	23	1	16,401	5,467
<b>2019 Starters</b>							
Graves, Julie	05/01/1989	01/09/2020	Barchester	30	1	16,401	5,467
Isles, Harry	19/12/1969	01/09/2020	Barchester	49	3	7,125	2,375
Phont, Natasha	17/04/1986	01/09/2020	Barchester	33	2	16,401	5,467
<b>2018 Starters</b>							
Dean, Tracey	21/03/1990	01/09/2019	Barchester	37	1	16,401	5,467
Canon, Jane	31/07/1972	01/09/2019	Barchester	45	3	7,125	2,375
Bishop, Peter	15/09/1975	01/09/2019	Barchester	41	3	16,401	5,467
<b>Total Funding 1st Term 2021/22</b>							<b>39,927</b>

£39,927 will be sent by BACS to reach your account by 24th September 2021

## Appendix D

### Transition Contingency Claim Form for Band 3 Ordinands (EXAMPLE)

2020/21 Transition Contingency Claim Form

Please insert all details for Band 3 ordinands for whom you are claiming the contingency funding support

Name	Marital Status	Age	Band	Years Grant Payable	Block Grant			Training Pathway	Training Pathway	Course Length (Years)	Annual Anticipated Costs 2020/19					Differences			Aggregate Difference
					2020/21	2021/22	2022/23				Tuition	Accom	Personal	Travel	Total	2020/21	2021/22	2022/23	
Rachel Jones	Married	45	3	3	£7,071.00	£7,071.00	£7,071.00	Full Time Residential	Cranmer Hall, Durham	2	£9,141.00	£3,468.00	£2,763.00	£0.00	£15,372.00	-£8,301	-£7,749	£7,071	-£8,979
Kenneth Smith	Single	42	3	3	£7,071.00	£7,071.00	£7,071.00	Full Time Residential	Ridley Hall, Cambridge	2	£9,141.00	£5,745.00	£3,156.00	£0.00	£18,042.00	-£10,971	-£10,420	£7,071	-£14,320
<b>Totals</b>					<b>£14,142.00</b>	<b>£14,142.00</b>	<b>£14,142.00</b>				<b>£18,282</b>	<b>£9,213</b>	<b>£5,919</b>	<b>£0</b>	<b>£33,414</b>	<b>-£19,272</b>	<b>-£18,169</b>	<b>£14,142</b>	<b>-£23,299</b>

Training for Ministry Fund	
Aggregate Cashflow deficit 2019- 2022	-£19,223 (2)
Cashflow deficit for selected ordinands	-£23,299
Annual expected deficit for 2 year training	-£11,649.50 (3)
Contingency Claim for 2020/21	<b>£11,649.50 (4)</b>

1. Actual personal allowance will depend upon ordinand circumstances.
2. Sourced from diocesan 2020/21 Block Grant Utilisation submission form
3. Deficit reflects 2 years of training
4. Claim to Central Funds for 100%

## APPLICATION FOR REIMBURSEMENT OF TRAVEL EXPENSES

Name (block letters) \_\_\_\_\_ Course \_\_\_\_\_

Address \_\_\_\_\_

Please enter the journeys undertaken in connection with your course. Claims are normally submitted at the end of each academic year, but may be submitted on a termly basis if preferred. Please provide descriptions of all journeys made including mode of transport, start and finish points, mileage distance if driving, and reason for travel. If taxis have been used please state why other transport was not possible.

You may group journeys together into weekday class sessions, residential weekends, placements, summer schools, etc. (e.g. 10 week-day class sessions in Salisbury, round trip 36 miles, total = 360 miles). Mileage up to 5,000 miles is paid at 30p per mile and over 5,000 miles is paid at 20p per mile. Public transport is reimbursed at cost.

Reimbursement of expenses is after the deduction of any initial travel advance and if the claim is for less than the initial travel advance there will be nothing to be paid to you at that stage.

The form should be counter-signed by your Course Principal or Vice-Principal and sent to your appropriate Diocesan Officer.

Autumn Term	Public Transport or	Mileage
<b>Total</b>		

Spring Term	Public Transport or	Mileage
<b>Total</b>		

Summer Term	Public Transport or	Mileage
<b>Total</b>		

<b>Total Year</b>		
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Signature of Ordinand \_\_\_\_\_

Signature of Principal or Vice-Principal \_\_\_\_\_

Please ensure that claims being made at the end of the academic year are submitted by December at the late

Office use only:

Mileage ____m @ 20.0p	£ .
Mileage ____m @ 30.0p	£ .
Public Transport	£ .
Initial grant	£ .
<b>Total</b>	£ .

