

## **Instructions for Dioceses for completion of Block Grant Utilisation 2022/23, 2021/22 and 2020/21 templates**

Each diocese should complete the block grant utilisation template for all ordinands beginning training in September 2022. The template provides for the details of 15 ordinands. Should more rows be required please insert as needed. The template provides drop down and pre filled data for convenience and consistency. A similar form should be completed for September 2020 and 2021 starters which can be found below this template. Column references refer to the excel spreadsheet available online.

<b>Column A</b>	Enter the name of the ordinand.
<b>Column B</b>	Select the marital status of the ordinand from the drop down menu.
<b>Column C</b>	Enter the age of the candidate at September 1 <sup>st</sup> 2022 (for 2022 starters).
<b>Column D</b> and	Enter the age band (from 1 to 4) for the ordinand. This will also populate columns E, F, G and H thus calculate how much block grant will be received by the diocese in each of the 3 years.
<b>Column I</b>	Enter the pathway type from the dropdown menu. This will also populate columns L and if full time non-residential or regional it will also populate column O and begin the total in column P.
<b>Column J</b>	Enter the particular TEI from the dropdown menu.
<b>Column K</b>	Enter the number of years the ordinand will be training at the TEI regardless of the block grant banding
<b>Column M</b>	For <b>full time residential students only</b> , enter either the single or married accommodation allowance from the dropdown menu. For all other ordinands select zero.
<b>Column N</b>  should	Enter the total personal allowance paid to the ordinand in accordance with the guidelines and the personal circumstances of the ordinand. The travel allowance for full time residential ordinands be included in this total.
<b>Columns O</b>	For 2022 starters this will be pre-filled for full time non-residential and regional ordinands. At the end of the academic year these figures can be updated to take account of actual travel expenditure. For 2021 & 2020 starters these figures should be based on known expenditure or the standard figure used if travel in 2021/22 has been affected by COVID.
<b>Column P</b>	The expected annual training costs for the ordinand will be automatically calculated.
<b>Columns Q/R</b>	The expected difference between block grant received and the ordinand training costs will be automatically calculated.
<b>Column R/S</b>	An adjustment will need to be made to the calculated total in the case of a full-time residential student in their final year where no long vacation allowance is payable.
<b>Column T</b>	This automatically calculates for each candidate the total difference between block grant and training expenditure

The opening balance for September 2022 (line 87) should be completed as the outcome of the block grant account balance from the 2021/22 utilisation form which takes into account the surpluses/deficits from the 2017, 2018 and 2019 starters.

Please return the completed form to [grants@churchofengland.org](mailto:grants@churchofengland.org) by September 30<sup>th</sup> 2022.

Should you have any questions at this stage please contact either [sarah.evans@churchofengland.org](mailto:sarah.evans@churchofengland.org) or [tarryn.gilfroy@churchofengland.org](mailto:tarryn.gilfroy@churchofengland.org)