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**Abbey House Retreat Fund**

**Supporting People in Living and Telling the Story**

**Application guidelines**

Who are the funds for?

* These funds are to support clergy and laity to attend retreats
* The funds are primarily to distribute on a Deanery, Archdeaconry and Diocesan level for quiet days and retreats
* Retreats may be for groups of clergy and/or laity
* No more than two applications from any group will be considered in any calendar year
* Where an application is made by the Prayer and Spirituality Enabler, approval should be given by all three archdeacons
* Applications for an individual retreat will only be considered in exceptional circumstances

What can we apply for?

* Support can be given for speakers, accommodation and food but not for transport

How is the fund distributed?

If your application is successful, you will receive a notification with a grant reference number. You will need to use this reference on the expenses claim form which will be sent when your grant is agreed. If claiming expenses is limiting due to financial constraints, please contact Julia Hill to discuss your needs, we don’t wish this to be a barrier to applying.

How do I apply?

Please use the attached form (which you can complete using Microsoft Word or print off).

Applications should be returned to Julia Hill (Discipleship Team Leader)

julia.hill@bathwells.anglican.org

Flourish House, Cathedral Park, Wells, Somerset, BA5 1FD

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| **Name of applicant** **OFFICE USE ONLY****APP REF :** Click here to enter text. **Contact telephone number and email address**  Click here to enter text.**Name of Group** |
| Click here to enter text. |
| **Retreat Venue** |
| Click here to enter text. |
| **Date/s of Retreat** |
| Click here to enter text.**Purpose of Retreat**Please include details (aims) rather than just a general title such as ‘chapter gathering’**Costs (please itemise these to the best of your knowledge in line with receipts we will receive)**Click here to enter text. (examples provided) Venue Hire =Food = Speaker = |
| **Amount Requested**Click here to enter text.  |
| **Approved by DBF Staff Member** | **Approved by Archdeacon** |
| Signed: | Click here to enter text. | Signed: | Click here to enter text. |
|  |
| Dated: | Click here to enter text. | Dated: | Click here to enter text. |
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