

An Explanation of Clergy CMD Grants and Clergy Retreat Grants

Clergy CMD Grants

All licensed clergy will have £250 a year, which can be used to pay for *training events and courses*. Whatever you do not spend in the calendar year will be carried over to the next year, for up to three years. This means that if you do not use your grant for the next two years by the third year you will have an accumulated total of £750 in your account.

A record is kept of your CMD Grant and Retreat Grant accounts. If you wish to know what is in your accounts, please ask your area CDO* or the Clergy Development Administrator.

To apply for funds from your CMD account:

Check with your area CDO* (or, if the post is vacant, one of the other area CDOs) first to see if they feel your potential application fits the criteria for a CMD grant; priority will be given to events that fulfil the training needs identified in your MDR.

Non-diocesan Courses/Events:

Once a CDO* has agreed your application, the simplest process is for you to pay for the event yourself and send a receipt to the same CDO along with your completed *CMD Grant Application form*, which can be downloaded from the CMD Resources webpage: <https://www.leeds.anglican.org/how-we-can-help/clergy-lay-training/clergy-development/cmd-resources/>

Once your claim form has been received, together with proof of costs incurred, the CDO will then arrange for the diocese to reimburse you directly into your bank account.

Diocesan-Promoted Courses/Events (e.g. LYCIG, Spiritual Directors' Annual Gathering @ Mirfield, pre-retirement conference @ Scargill, spiritual director training, clergy reading week @ Parcevall Hall):

Once a CDO* has agreed your attendance, go to the booking page of your chosen event. There will usually be some method (unique to each course/event/venue) of explaining that the diocese will pay your invoice (up to the amount in your grant pot). Ask the CDO* who agreed your attendance if a *CMD Grant Application* form is required and send one in if it is.

Funds to pay for your course/event will be deducted directly from your CMD account so that the diocese can pay the invoice.

Clergy Retreat Grants

In addition to your CMD grant, you can also claim for an *annual retreat*. The retreat grant is for up to £210 per year. This does not carry over to the next year. The process of applying for this is identical to the process described above for CMD grants except that you should use the *Retreat Grant Application* form.

Travel Expenses

If you wish, expenses for travel to and from a training/retreat event may be claimed from your CMD grant along with the cost of the event itself. The usual rule about this is that your travel costs do not exceed the cost of the event. This is to avoid claims to travel to the USA, for instance, for a day conference! Sometimes there is no charge for attendance at a conference, in which case your travel costs are bound to exceed the cost of the event. In such cases, the CDO* will exercise their discretion and good sense.

*** For the name and contact details of Episcopal Area Clergy Development Officers (CDOs), please check the diocesan website:** <https://www.leeds.anglican.org/how-we-can-help/empowering-leadership/clergy-development/>