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**An Explanation of Clergy Retreat Grants**

In Leeds Diocese licensed clergy can apply for a retreat grant. Read further to find out how it all works.

**Clergy Retreat Grants**

All Licensed clergy can claim for an *annual retreat* (for stipendiary clergy this consists of up to five days on top of their normal holiday allowance and taken on weekdays rather than across a weekend). The retreat grant is for up to a maximum of £210 per calendar year (including travel costs as part of the £210). This grant does not carry over to the next year.

A record is kept of your Retreat Grant accounts. If you wish to know what is in your accounts, please ask your area MDO or the Ministerial Development Administrator.

The process of applying for this is described below:

**To apply for a retreat grant:**

Check first with your area MDO to see if they feel your potential application fits the criteria for a retreat grant.

Once an MDO has agreed your application, the simplest process is for you to pay for the retreat yourself and send a receipt/proof of payment to the same MDO along with your completed *Retreat 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/](https://www.leeds.anglican.org/how-we-can-help/clergy-lay-training/clergy-development/cmd-resources/%20)

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

Please note, that retreats at Scargill, Parcevall Hall and Mirfield, outside of specific diocesan-sponsored events should be dealt with as for other non-diocesan course/events. If you are unsure, please contact your MDO.

Under certain circumstances, claiming a standard subsistence rate may be permissible. Please discuss this with your MDO if you feel this may apply to you.

**Annual Review of Retreat Grants**

All these conditions around retreat grants are subject to change upon annual review. Please check with your MDO prior to booking your retreat if you are unsure.

**\* For the name and contact details of Episcopal Area Ministerial Development Officers (MDOs), please check the diocesan website:**[https://www.leeds.anglican.org/how-we-can-help/empowering-leadership/clergy-development/](https://www.leeds.anglican.org/how-we-can-help/empowering-leadership/clergy-development/%20%20)

**Claim forms can be downloaded from:**https://leeds.anglican.org/how-we-can-help/clergy-lay-training/clergy-development/cmd-resources/