** CMD Grants Explained**

**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.

To make a claim from your CMD account you have to send a CMD grant application form to your area Clergy Development Officer (CDO). Check with your CDO first to see if they feel your claim fits the criteria for a CMD grant; priority will be given to events which fulfil the training needs identified in your MDR.

Once the CDO has agreed your claim the simplest process is for you to pay for the event yourself and send a receipt to the CDO with your completed application form. They will then arrange for the diocese to reimburse you directly into your bank account. The exception to this is for events organised by the diocese itself, in which case the money will be deducted directly from your CMD account.

A record will be kept of your CMD account. If you wish to know what is in the account, please ask your area CDO. Clergy from the historic Bradford and Wakefield dioceses will be used to this system.

For clergy in Ripon and Leeds, we have kept a record of your CMD grants from the past two years and the amount in your present account will reflect that in exactly the same way.

**Retreat grant**

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 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.

Your area Clergy Development Officers are:

Bradford: Cat Thatcher

Huddersfield: Sarah Farrimond

Leeds: Andrew Tawn

Ripon: Marion Russell

Wakefield: Peter Townley