

Application Guidelines For the Write Off of Parish Share Shortfalls

Write Off applications are considered at meetings of the Parish Shares and Support Committee.

These guidelines are written to assist parishes who are seeking a write-off and deaneries which will be recommending write-off applications to the Committee.

The Parish Shares and Support Committee will consider requests from parishes to write-off parish share shortfalls which remain outstanding after three years or longer. These requests **must be submitted through and supported by your deanery.**

Each deanery will consider the requests made and provide the Committee with their recommendations in respect of these.

When assessing write-off applications, the deanery and diocese will consider such factors as:

- No write-off requested for shortfalls of less than three years old
- Steps the parish has taken to rectify the parish share shortfall
- Improvements in parish share return for the parish in recent years
- Parish engagement with the diocesan Giving Advisor for advice on improving giving in the parish

Parishes need to complete the specific Write-Off Application Form which should be downloaded as a word document, completed and saved as a pdf with the name 'PASG Application XXX' (where XXX is the name of the parish). This pdf should then be submitted by email to both your local deanery and to grants@stalbans.anglican.org. Unlike applications for other grants, parishes do not need to complete the online Grant Application Details form as any grant awarded will not be paid to your parish but will be credited to your parish share account.

Applications will be considered at the next meeting of the Parish Shares and Support Committee. Applications should be submitted no later than the deadline set by your Deanery. Meeting dates can be found on our website on the following page [Board of Finance, and its committees](#)