

Guidelines for Applicants to the Church and Community Fund

Introduction:

1. The Church and Community Fund's charitable objects are to:

'promote, aid and further the work of the Church of England or of any Diocese, Deanery or Parish thereof.'

As those are rather general objects, these Guidelines set out more specific parameters within which grants may be awarded. Our eligibility/assessment criteria and checklist of required documentation are also attached.

What sorts of project does the CCF support?

2. The CCF is under the trusteeship of the Archbishops' Council and works in support of its four themes:
 - engaging with social issues;
 - equipping to evangelise;
 - welcoming and encouraging children and young people;
 - developing the ministry of all.
3. Typical projects supported by the CCF might include employing a youth worker, renovating an old church hall for use as a community centre, providing hot meals for the homeless in a church room and much more! The CCF is a very flexible fund and there is plenty of scope for imagination. We can support both capital and revenue projects as well as some preliminary costs such as feasibility studies or professional fees.

In brief, all projects should seek to strengthen the relationship between the church and the local community/ies, should benefit the Church locally and as a whole, and should manifest a sense of vision in responding to need(s).

4. The CCF's work also connects with recent reports considered by the General Synod; for example, many of the sorts of projects recommended by *Mission-Shaped Church, Building Faith in our Future* (a strategy for church buildings) and by the *Fresh Expressions* programme would be eligible to apply for a grant from the CCF. Detailed eligibility and assessment criteria are given in the table below.

Are there any projects which the CCF will not support?

5. The CCF cannot support any project which does not 'promote, aid and further the work of the Church of England.' This does not exclude Anglican projects in partnership with ecumenical

or other-faith partners, which are warmly welcomed, but it does exclude projects run by secular bodies which have little or no connection to the Church of England, overseas projects (except from chaplaincies within the Diocese in Europe) and projects in which an Anglican body is not a key player at a local level. It will not support any project where the potential for outreach to the community is not clearly demonstrated.

6. In addition, the CCF will not fund maintenance, restoration, repair or heritage works to church buildings (which includes works relating to organs or bells), stipends or any salaried posts for which diocesan or other core funding is available (eg chaplaincies), and individuals' personal training or research.

Is our project eligible to apply for a grant? What factors will determine our success?

7. The attached eligibility/assessment criteria table sets out the factors which the trustees will consider when deciding i) whether to award a grant, and ii) if so, how much to award. The square brackets indicate how the factors are assessed.

How do we apply?

8. Simply submit an application form and **all** necessary supporting documentation (see attached check list) before the deadline for a particular meeting. Please also complete and submit the cover sheet at the front of your application form, ticking to indicate what you have included with your application. If any documents have not been included, please give a reason / date when a particular document will be forwarded in the box provided. The trustees meet four times a year to consider applications; contact us or see our website for meeting and deadline dates.
9. Applicants are strongly advised to note carefully the deadline dates and where possible to submit applications at least two weeks before the deadline date. This avoids the risk of postal delays but will also enable CCF staff in time to contact you if further information is required.
10. If you have any queries about the CCF criteria or your application, please do contact CCF staff.

How much is a grant likely to be?

11. The maximum grant is £15,000 and applicants are welcome to request any amount within this limit. However, the CCF has limited resources and regretfully we are rarely able to offer the full amount requested and we cannot support all applications, however deserving.
12. Grants may be awarded on a 'one-off' basis or, for revenue projects, the total awarded may be phased over a number of years (usually three).
13. **Applicants should indicate how an-ongoing project will become sustainable.** Further funding may sometimes be granted for subsequent development of the project, although new applications are likely to take priority. We will not accept new applications for the same project within 12 months of the initial application. We will not award more than a total of £15,000 to any one project over repeated applications. However, both successful and unsuccessful applicants are welcome to apply again for new/different projects.
14. The Fund is sometimes able to offer loans on favourable terms instead of grants. Applicants for loans must demonstrate their ability to repay the loan. Please contact us for further details.

Items to include with your application

15. (a) **A completed application form**

Please ensure that you have completed all sections of the application form. In the box provided on the front of the application form **applicants must write a concise statement summarising the project. This should be no longer than 50 words.**

Application forms can be completed electronically, either in Microsoft Word Format or PDF if you have a PDF Writer, or by hand. Both a PDF and Word version of the application form are available from our website. If you complete the form by hand then we would be most grateful if you could please print clearly.

(b) **A supporting Statement**

This should be no more than 1 side of A4 and 500 words. It should describe the project's planned objectives and outcomes and it should explain clearly how you meet the criteria by answering the questions in the 'Eligibility / Assessment Criteria' table.

(c) **A Letter of support from your Bishop (Diocesan / Suffragan or Assistant) or Archdeacon**

Your Bishop or Archdeacon may send this directly to us (though please indicate this on the cover sheet and ensure that it reaches us by the deadline date for receipt of applications), or you may include it in your application. It is the responsibility of the applicant, not the CCF to chase up this item if it is missing, although we will try to notify you if it is not received. Other relevant letters of support may be included if you wish, but are not a substitute.

(d) **A copy of the most recent audited/examined PCC Financial Statements** (or other Financial Statements if the application is not from a parish)

Please ensure that you send the Statement of Financial Affairs (SOFA)/receipts and payments and the balance sheet, as well as details of all restricted, designated or extraneous funds (e.g. 'Buildings Fund', 'Friends of' Funds etc) which could be available for this project.

If you are applying on behalf of an organisation / trust associated with a parish then please send copies of the accounts for both the organisation / trust and the PCC Financial Statements.

(e) **A copy of the annual Archbishops' Council Financial Return**

If you are applying for a grant for a parish based project then please include a copy of the annual Archbishops' Council Financial Return. This is the form that each parish submits annually to the diocese summarising its financial statements.

(f) **A breakdown of the total cost of the project and how the funds have been / are to be raised**

This should be given on the reverse of the application form or on a separate sheet if preferred.

(g) For projects whose total cost exceeds £50,000 and for revenue projects which will last more than one year, **a more detailed budget, fund-raising plan, income/expenditure projections and sustainability strategy** are also required. These may be extracts from your Business Plan. Please do not submit large documents but select the key points for the Trustees' information.

It is particularly important that applicants demonstrate clearly that projects are likely to be **sustainable** into the future. The sustainability strategy should set out the steps that are being taken to ensure the sustainability of the project.

(h) **A copy of the Faculty.**

If your project requires a faculty, you may apply to the CCF before your faculty application has been processed, but any grant you are awarded will be conditional upon your eventual receipt of a faculty.

(i) For employment projects/any paid post, a copy of the **job description AND terms & conditions / proposed contract of employment.**

The CCF will not award a grant if your project does not comply with current good employment practice and thus it is essential that for projects of this nature a job description and terms and conditions (including a disciplinary and grievance procedure) are included with your application¹.

(j) For non-parochial projects, you will need to demonstrate the project's **connection to the Church of England.**

You may do this by sending a copy of your trust deed or constitution or indicating the participation of Anglican staff/volunteers etc.

A few practical points to note when putting together your application

16. It would be most helpful if applicants could please take note of the following:
- An up-to-date e-mail address must be provided (Please advise if this changes at any stage).
 - Please supply your application in loose-leaf form (with numbered pages) for ease of photocopying.
 - Please do not send videos, brochures etc, as they cannot be circulated to Trustees.

A note on the Index of Multiple Deprivation 2004 (IMD2004):

17. The IMD2004 is an Index produced by the Government to measure deprivation. It divides England into 'Super Output Areas' (small geographical areas comprising around 2,000 people) and ranks them from most to least deprived based on a combination of indicators. However, there are nearly 32,500 SOAs and SOA-level data is usually too detailed for the CCF. Therefore, the average deprivation scores for all parishes have been calculated based on the SOA-level data of the IMD2004. These parish scores have been ranked from most to least deprived and this is what the CCF uses to target its grants towards the most deprived parishes.
18. CCF staff will assign an IMD score to applications received from parishes. However, If there

¹ We recommend that you contact your relevant diocesan officer if you require advice on this matter. You might also try to borrow a copy of the *Amaze Employment Manual* (see www.amaze.org.uk), the National Council for Voluntary Youth Services' *Keeping It Safe: Standards & Guidelines* (www.ncvys.org.uk) or James Behrens' *Practical Church Management*.

Furthermore, free current employment best practice advice is available on the internet from the ACAS website (www.acas.org.uk). From here various publications can be downloaded including 'The Advisory handbook - Employing people: a handbook for small firms'. Diocesan Officers can offer advice on CRB checks and best practice in working with children and vulnerable adults and further information is available from the Churches Child Protection Advisory Service (CCPAS www.ccpas.co.uk).

are pockets of high deprivation or particular categories of deprivation within your parish which may not be evident from the averaged parish scores alone, you are invited to tell us the SOA-level deprivation scores (which should be available from your diocesan office) and the trustees will take these into account when considering your application.

19. The trustees do target grants towards the more deprived areas, but they recognise that deprivation statistics may not always reflect the reality and are not the only measure of deprivation or of need.

What happens after we have submitted our application (including all the required documentation)?

20. We will email you to acknowledge safe receipt of your application. We will write to you immediately after a meeting to let you know the Committee's decision. If you are awarded a grant, we will also email your diocesan secretary, bishop, archdeacon and diocesan communications officer to tell them the good news.
21. Occasionally, the trustees may defer making a decision and request further information from you. In that case, your application will be re-considered at the following meeting if possible. If you cannot supply the necessary information by then, it may be possible to defer for one more quarter, but if that deadline is not met your application will have to be rejected.
22. If you are awarded a grant, you will have two years within which to draw down the money. If a grant is not taken up within this timescale, we regret that it is likely to be withdrawn; this is so that the CCF's limited resources are not tied up indefinitely when they might be utilised elsewhere.
23. When you are ready to draw down a grant, you will need to send us proof that eligible expenditure has been incurred (eg an invoice for capital projects or a signed contract for employment projects). We are unable to pay grants without such evidence being provided with the drawdown request. Our preferred payment method is Bankers Automated Clearing Services (BACS) transfer. If you are awarded a grant then you will be sent a BACS details form that you can either complete and return immediately or when you are making the draw down request.
24. We do not monitor projects heavily but we do ask your diocesan secretary or archdeacon to let us know in the unlikely event that they become aware of any serious problems. However, this very rarely happens! On a more positive note, we are always pleased to receive photographs and progress report from projects which we have been able to assist.

Please address any enquiries and send completed applications to:

THE CHURCH AND COMMUNITY FUND (CCF),

CHURCH HOUSE, GREAT SMITH ST, LONDON SW1P 3NZ

Email: Kevin.Norris@c-of-e.org.uk or alice.meek@c-of-e.org.uk or ccf@c-of-e.org.uk

Telephone: 020 7898 1767 or 7898 1541 or 7898 1564

Website: www.churchandcommunityfund.org.uk

Eligibility/Assessment Criteria

A.	<p><i>How does the project enhance the place/mission of the Church in the community?</i></p> <p>For example, will the project help the Church to reach out to the community? For capital projects, will the project increase the number of people who enter/use the church building? For non-capital projects, will it increase the number of people who come into contact with the Church?</p> <p>[Supporting Statement; letter of support from bishop/archdeacon]</p>
B.	<p><i>What is the relative deprivation of the area?</i></p> <p>The deprivation of the parish may affect both the need for the project and the amount of money (in quantitative terms, not in proportionate terms) which can be raised locally. The CCF's grants are usually targeted towards areas of greater deprivation and/or areas where it may be harder to raise funds.</p> <p>[Index of Multiple Deprivation 2004 (see paragraph 11 above); reserves/funds available as shown by Financial Statements]</p>
C.	<p><i>Are there other types of deprivation or need?</i></p> <p>For example, rural isolation, insufficient facilities for young people, racial tension, high unemployment etc.</p> <p><i>Are there any other factors which strengthen the case for giving a grant even where the area is not (in relative terms) deprived?</i></p> <p>For example, perhaps a large sum has recently been raised locally for another project, or the project is a flagship for the diocese, or the project is in an area which does not attract significant funding.</p> <p>[Supporting Statement]</p>
D.	<p><i>What steps have been taken to ensure that the project is appropriate, realisable and sustainable?</i></p> <p>For example, has a parish audit/other consultation been undertaken? Are the objectives and outcomes clearly identified? Is there a viable budget and fundraising strategy in place? Is there a sense of vision and commitment from all involved?</p> <p>[Supporting Statement; letter of support from bishop/archdeacon; figures on application form; for larger or longer term projects, relevant extracts from a Business Plan]</p>
E.	<p><i>What is the total cost of the project and how much money has already been raised?</i></p> <p>The trustees are more likely to award a grant where there is clear commitment to raising the funds (for example where the fundraising strategy is already underway and where a grant will help to complete the funding of a project), or, especially in areas of need, where a grant will give a message of encouragement, or where it will help to unlock funding from other sources.</p> <p>[Figures on application form]</p>
F.	<p><i>Has the potential for partnerships been explored? Which potential partners have been approached?</i></p> <p>For example, with other Anglican churches within or beyond the diocese, ecumenical partners, other faith groups, community groups, statutory/secular bodies (eg Housing Associations) etc. The trustees may be more likely to award a grant if the project involves partnership(s).</p> <p>[Supporting Statement; letter of support from bishop/archdeacon]</p>
G.	<p><i>Is the paperwork (job description, faculty, letter of support from bishop/archdeacon etc) satisfactory?</i></p> <p>[See Checklist for full details of all documentation required]</p>

Application to the Church and Community Fund

Name of Parish / Project

Please ensure that you include all of the items in the Checklist below when submitting an application or indicate in the box provided a reason for non inclusion at this stage / information on when the item will be forwarded.

If your application is incomplete, the trustees will not be able to consider it.

	A completed application form.	
	A Supporting Statement.	
	A letter of support from your Bishop (Diocesan, Suffragan or Assistant) or Archdeacon.	
	A copy of the most recent audited/examined PCC Financial Statements (or other appropriate Financial Statements if the application is not from a parish).	
	A copy of the Financial Returns for the parish	
	A breakdown of the total cost of the project and how the funds have been/ are to be raised	
	A more detailed budget, fund-raising plan, income/expenditure projections and sustainability strategy (For projects whose total cost exceeds £ 50,000 and for revenue projects which will last more than one year)	
	A copy of the Faculty (only for projects involving any alteration to the church building/furnishings).	
	a copy of the job description AND terms & conditions (only for employment projects/any paid post).	
	Demonstration of the project's connection to the Church of England (only for non-parochial projects).	
	How the loan is to be repaid (Loan applicants only)	

(This box is for office use only)

Date of receipt:

Items Missing:

Acknowledged: