

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 a number of its' objectives:
 - *to enhance the Church's mission by:*
 - *promoting spiritual and numerical growth*
 - *enabling and supporting the worshipping Church and encouraging and promoting new ways of being Church, and*
 - *engaging with issues of social justice and environmental stewardship*
 - *to sustain and advance the Church's work in education, life long learning and discipleship*
 - *to encourage the maintenance and development of the inherited fabric of Church buildings for worship and service to the community.*
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.
7. The CCF will not be the sole funder for a particular project. The fund will not consider an application from a project where either no funds have been raised from other sources or there are no applications to other funders or plans to seek to raise funds locally. Further, the CCF can not consider applications from projects who have applied to the CCF (either successfully or unsuccessfully) within the past three years.

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

8. 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?

9. Simply submit an online application form and **all** necessary supporting documentation (see attached check list) before the deadline for a particular meeting. If any documents have not been included, please give a reason / date when a particular document will be forwarded in the box provided on the online application form. The trustees meet four times a year to consider applications; contact us or see our website for meeting and deadline dates.
10. 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.
11. 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?

12. The maximum grant is **£10,000** 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.
13. 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 two or three).
14. **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 or new projects within 3 years of the initial application. Both successful and unsuccessful applicants are only welcome to apply again for the same or new/different projects once 3 years have passed since the original application was made.

Items needed to complete your application:

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

Please ensure that you have completed all sections of the online application form.

Online application forms can be accessed via the following link:

<http://www.c-of-e-applications.org.uk/form1/init.pl>

- **Items to upload with your online application:**

(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 your online application and ensure that it reaches us by the deadline date for receipt of applications), or you may include an electronic copy within the online application upload section. 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 linked to 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 it is essential that you 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 it would be helpful if you could 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. If it is helpful to do so then this can also be expanded upon on a separate sheet.

(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**. This must include details of the project's Grievance and Disciplinary Procedure.

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.

For volunteer posts where the applicant is seeking funding for expenses or projects where self employed consultants are being engaged a copy of the volunteer agreement or contract respectively should be enclosed.

(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 do not send videos, brochures etc, as they cannot be circulated to Trustees.

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).

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 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. You may also wish to describe any such pockets of deprivation within the relevant section of the online application form.
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 within a week of a meeting taking place 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. The CCFs Committee meet four times per year in order to consider applications. At each meeting the trustees will consider 70 applications. In the event of more than 70 applications being received in a particular quarter CCF staff will undertake a sifting process prioritising applications by deprivation and assessing applications according to further defined criteria in order to select 70 applications for the committee to consider. A sub-group of trustees scrutinise this staff sifting process. Those applications not selected to go forward for consideration at the trustee meeting will be informed that they have been unsuccessful within a week of the committee meeting date at the same time as those applicants who have been rejected by the full committee are informed of the outcome.
22. 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.
23. 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.
24. 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 request form that you can either complete and return immediately or when you are making the draw down request.

Monitoring and Evaluation

25. 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.
26. We also follow up a **sample** of projects supported each year with either an evaluation questionnaire or a request to carry out a case study (either by telephone interview or a visit from CCF staff). Generally, we approach a range of randomly selected projects between 1 and 2 years after a grant has been drawn down with a request to take part in our evaluation activities. All evaluation is light touch and is largely designed to enable the CCF to assess the overall impact of it's' grant making programme and to improve its effectiveness. It is expected that successful applicants co-operate wherever possible if a request is made for follow up information by CCF staff.

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 andrew.hawkings@c-of-e.org.uk or ccf@c-of-e.org.uk

Telephone: 020 7898 1767 or 7898 1541

Website: www.churchandcommunityfund.org.uk

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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 Checklist

Please ensure that you include all of the required items detailed below when submitting an application, if any item is not included please give a brief reason for non inclusion.

NB: If your application is incomplete, the Trustees will not be able to consider it.

Name of Parish/Project.....

| All Applications Must Include: | Notes: | |
|---|--------------------------|--------------------------|
| 1) A Completed Application Form: | <input type="checkbox"/> | |
| 2) A Supporting Statement: | | <input type="checkbox"/> |
| 3) A Letter of Support from local Archdeacon or Bishop: | | <input type="checkbox"/> |
| 4) Most Recent Audited Financial Statements: | | <input type="checkbox"/> |

| Employment Projects Must Include: | Notes: | |
|---------------------------------------|--------------------------|--------------------------|
| 1) A Job Description | <input type="checkbox"/> | |
| 2) Terms and Conditions of Employment | | <input type="checkbox"/> |
| 3) Disciplinary Procedure | | <input type="checkbox"/> |
| 4) Grievance Procedure | | <input type="checkbox"/> |

| Projects Whose Total Cost Exceeds £50,000 Must Include: | Notes: | |
|---|--------------------------|--------------------------|
| 1) A Detailed Budget: | <input type="checkbox"/> | |
| 2) A Fundraising Plan: | | <input type="checkbox"/> |
| 3) Income & Expenditure Projections: | | <input type="checkbox"/> |
| 4) Sustainability Strategy: | | <input type="checkbox"/> |

| Additional (if Applicable): | Notes: |
|--|--------------------------|
| 1) Faculty – Alterations to church buildings | <input type="checkbox"/> |
| 2) Demonstration of connection to the C-of-E | |

(This box is for office use only)

Date of Receipt: Items Missing: Acknowledged: