

# DIOCESE OF SHEFFIELD GRANT APPLICATION

**Please read the following guidance notes before completing the form below.**

All applications should:

- give a clear explanation of what is proposed and provide detailed costs and budgets
- be relevant to the work of the Church in the Diocese
- answer all questions on the form in such a way as to give a clear and full picture of your intentions
- be typed and submitted by email to [grants@sheffield.anglican.org](mailto:grants@sheffield.anglican.org) (wherever possible)
- indicate how the project will continue in the future (if appropriate) including a sustainability plan. Our Generous Giving officers can provide help with this.

Grants can be made for:

- initiatives in evangelism, the numerical growth of the Church and fresh expressions of Church
- capital items and building refurbishment
- one-off events and activities which enable engagement with people to promote the Mission of the Church
- one-off and annual costs including costs associated with staff for up to three years

## Notes

- Grants will normally be made for up to £5,000 per year.
  - The Committee is willing to consider applications for larger sums, though it will be important for applicants to demonstrate long-term sustainability
  - Contributions towards staffing costs or larger scale projects over three years would be on a decreasing scale
- Projects working with people in their twenties or thirties, families, teenagers or children are particularly invited
- Any part of the Diocese may apply for a grant – parishes, teams, mission partnerships, deaneries, fresh expressions, organisations. This may mean you have to adapt questions with regards to statistics of mission to meet the context you are applying for
- The Grants Committee will take account of the financial strength of the group applying including any reserves held/committed
- Projects in which churches are working in partnership with others are encouraged
- The following examples of eligible projects are given to stimulate ideas – applicants are invited to use their God-given imagination in finding creative ways of growing the 21<sup>st</sup> Century church:
  - a. start-up funding for a new congregation meeting in a school hall – e.g. musical instruments, projector, initial rent, etc.
  - b. training and equipment needs for a team of children's group leaders for newly improved Sunday groups
  - c. a mix of start-up and staffing costs for a new deanery post for a pioneer fresh expression such as a young adult network church
  - d. start-up and initial running costs for an after-school group
  - e. costs of an evangelistic mission
- Grants are awarded from a limited fund and so awards will reflect this
- It is advisable to consult with the Grants Committee Secretary prior to submission, particularly if you are unsure about the eligibility of your project

**Please return the completed form, at the latest by 5pm on the Monday of the week before the committee is due to meet, to: [grants@sheffield.anglican.org](mailto:grants@sheffield.anglican.org), or by post to:  
The Grants Committee Secretary, Sheffield Diocesan Board of Finance, Diocesan Church House, 95-99 Effingham Street, Rotherham S65 1BL**

SHEFFIELD DIOCESAN BOARD OF FINANCE  
GRANT APPLICATION FORM

Church & Parish Name:			
Applicant's Name & Position in Parish			
Address:			
Tel No (daytime)		Tel No (evening)	
Email address:			
Parish Population:			
<b>1. Project Name/Description</b> <i>(in less than 20 words say what you want the grant to help pay for)</i>			
<b>2. Describe the project that you are asking us to help fund saying what will it achieve</b> <i>(provide further explanation on a separate sheet if necessary)</i>			

**3. Project Costs and Sources of Funding**

*Please describe why you need the Grants Committee to help fund this project; this should normally include:*

- reference to your church budget which should be attached
- any impact on parish finances during the period of the project (if longer than a year)
- please also explain any reserves not being used to fund this project. **Note: Section 9 asks about your Unrestricted and Restricted funds balances; this includes any Reserves.**
- please detail any other sources of funding already committed
- please detail any other sources of funding being sought

Use the table below to outline an overview budget.

	Year 1	Year 2	Year 3	Total
Calendar Year				
	£	£	£	£
How much will your project cost?				
How much do you already have committed from other sources? *				
How much is the church contributing to the project?				
Probable additional funding? *				
How much are you seeking from the Grants Committee? (up to £5,000 per year)				

*\*please give details for these additional sources of funding in response to Qu.3 above*

**Sustainability - The Grants Committee cannot usually help projects for more than 3 years.**

**How will you fund your project after this if you need to? Please provide a sustainability plan. Our Generous Giving Officers can provide help with this.**

**4. Church Size - from your Statistics for Mission forms please complete this table**

Year	Usual Sunday Attendance		Worshipping Community						
	Children (Under 16)	Adults	0-10	11-17	18-29	30-49	50-69	70+	Total
This Year									
Last Year									
Previous Year									

**You may wish to provide additional statistics relating to the particular target group of the project.**

**5. Which part(s) of your Mission Action Plan does this project relate to?**

**6. How does your project help to move forward the Diocesan Vision and Strategy?**

<p><b>7. What difference will this project make?</b></p> <p style="margin-top: 20px;"><b>What do you expect the impact will be in 12 months' time from now?</b></p> <p style="margin-top: 20px;"><b>and in 5 years' time?</b></p>		
<p><b>8. Who supports your project from the wider church and/or community? Letters of support are invited.</b></p>		
<p><b>9. Common Fund and Church Reserves</b></p>		
	<b>This year</b>	<b>Previous Year</b>
	<b>£</b>	<b>£</b>
<b>Common Fund Pledge</b>		
<b>Common Fund Payment (to date for current year and total for previous year)</b>		
<b>Unrestricted funds balance (including reserves)</b>		(year end)
<b>Restricted funds balance (including reserves)</b>		(year end)
<p><b>10. Any other comments.</b></p>		
<p><b>11. Have you the agreement of your Archdeacon to bring this request forward?</b></p>	<b>Yes</b>	<b>No</b>

Successful applications will normally be paid by BACS transfer to an agreed timetable. Please provide details of the account/payee to which payments should be made and email address to send notice of payment to:

Bank Name...		
Account Name...	Sort Code -- --	Account No...
email address for notice of payment		

<b>12.</b>	<b>Have you previously applied for a Diocesan Grant? If yes please give details below of all grants received in the last 5 years (What they were used for and the amount of each Grant)</b>	
<b>Year Grant Received</b>	<b>Grant amount</b>	<b>Purpose of grant</b>

<b>Please enclose with your application:</b>	<b>Check</b>
Budgeted copy of estimates for the project	
A cash flow forecast for the duration of the grant	
A copy of your parish's latest accounts	
A copy of your parish's budget for the present year	
A copy of the Faculty Certificate (where relevant)	
Additional supporting information	

**Signed:** ..... **Dated:** .....