

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 (wherever possible)
- indicate how the project will continue in the future (if appropriate) including a sustainability plan. Our Generous and 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
- The Grants Committee expect appropriate governance and compliance arrangements to be in place, including up-to-date maintenance plans, fire risk assessments and evacuation procedures, safeguarding policies, relevant health and safety documentation, insurance cover, and compliance with statutory requirements such as data protection and building inspections. You may be asked to produce evidence of these policies.
- 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 21st 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
- Applications will be stored for one year if they are unsuccessful and for seven years after the final monitoring report is approved if they are approved.

**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, 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:			
Charity number (if applicable):			
Applicant's Name & Position in Parish			
Address:			
Tel No (daytime)		Tel No (evening)	
Email address:			
Parish Population:			
1.	Project Name/Description (<i>in less than 20 words say what you want the grant to help pay for</i>)		
2.	Describe the project that you are asking us to help fund saying what will it achieve (<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

	Usual Sunday Attendance		Worshipping Community						
Year	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?

7. What difference will this project make?

What do you expect the impact will be in 12 months' time from now?

and in 5 years' time?

8. Who supports your project from the wider church and/or community? Letters of support are invited.

9. Common Fund and Church Reserves

	This year	Previous Year
	£	£
Common Fund Pledge		
Common Fund Payment (to date for current year and total for previous year)		
Unrestricted funds balance (including reserves)		(year end)
Restricted funds balance (including reserves)		(year end)

10. Any other comments.

11. Have you the agreement of your Archdeacon to bring this request forward?	Yes	No
---	------------	-----------

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		

12.	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)	
Year Grant Received	Grant amount	Purpose of grant

Please enclose with your application:	Check
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	
When Applications relates to building work, please complete the below section: If you require support or have additional questions, please get in Touch with the MAS Team. <i>If you are working on any of the below items please put in progress in the check box.</i>	
A copy of the Faculty Certificate (where relevant)	
Please provide a copy of your maintenance plan	
Please confirm you have an up-to-date fire evacuation risk assessment	
Please confirm you have an asbestos survey and management plan if applicable.	
Please confirm that you have contact your insurance provider about the work you are undertaking and that you have adequate cover during works.	
Additional supporting information	

Signed: **Dated:**