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**LARGE GRANTS APPLICATION GUIDANCE & FORM 2023**

**Manchester Diocesan Council for Social Aid** is a charitable trust (Registered Charity Number 233814) held on behalf of the Diocese of Manchester. The CSA seeks to relieve poverty and the effects of poverty within the Diocese of Manchester, through making grants to local Anglican Church-owned or linked projects.

**Large Grants**

The CSA has opened a further Large Grant round, from September 2023, with Stage 1 Expressions of Interest submitted by 5pm, 30 September 2023. We have allocated approximately £100,000 of funding for large grants and are inviting expressions of interest for projects that meet the CSA funding criteria, with a cost of up to £30,000 over 3 years.

**CSA Funding Criteria**

The CSA supports projects:

1. that focus on tackling the causes and/or effects of poverty;
2. are community-based and address needs facing people in their locality;
3. where beneficiaries reside primarily within the Diocese of Manchester;
4. that enhance the mission of the local Anglican church within the Diocese of Manchester. The following are central to our thinking on awarding grants or commissioning projects. Applications should be clear about how the project:
5. is an expression of local Anglican church mission, or is strongly linked to an Anglican Parish;
6. encourages congregation member involvement and/or learning;
7. relates to the Parish’s Mission Action Plan; and
8. engages with the Five Marks of Mission: -
   * The Proclamation of God
   * The Nurturing of New believers
   * Loving service to those in need
   * Seeking justice
   * Safeguarding the Integrity of Creation
9. that, wherever possible, seek to be transformative and to equip people with the skills and experience to make positive and long-lasting changes to their lives;
10. that provide learning that can be shared with others across the Diocese of Manchester;
11. that demonstrate appropriate partnership working with participants and other local and, where appropriate, national service providers, groups and organisations, particularly those with an expertise related to the project’s work.

Applications are particularly encouraged from Anglican churches and church-linked projects that have not previously received Large Grant funding from the CSA. Current Large Grant holders are not eligible to apply to this round.

Trustees are open to funding new work and innovative ideas; and are willing to consider applications to support ongoing work (previously funded by CSA or other funders) that evidence: ongoing need; robust evaluation of previous work; sustainable infrastructure; project growth and learning; positive outcomes achieved for participants; and assessment of wider impact on the church and local community.

Although we anticipate our Funding Criteria will most likely be met by revenue projects, we may consider capital work where a clear and direct link is shown between the need for the proposed building work and: how this work will support the church to tackle the causes and/or affects of poverty; the church’s Mission Action Plan; and clear plans for the people-work that will be enabled by the building work.

We will accept one Large Grant application per organisation.

**Working Within Health & Safety / Safeguarding Guidelines**

Applicants must demonstrate that they have the capacity and flexibility to deliver the proposed project work within current Health & safety / Safeguarding guidelines.

**Large Grants Application Process**

There are two stages to our large grants application process.

**Stage 1: Written Application – Deadline 5pm, 30 September 2023**

Applicants should complete a large grant ‘Expression of Interest’ using the form below to outline their project proposal. The organisations’ most recent accounts must be submitted with the application. These applications will be short-listed by Trustees.

**Stage 2: Visits to Short-listed Projects** (during October/ November, by arrangement with projects)

The short-listed projects will be visited – either in person or virtually over video-conferencing – by a CSA Trustee(s), in order to meet applicants and those involved in running the projects, to explore the proposal further with them, paying particular attention to: project vision; how the project meets CSA’s funding criteria; the need for, viability and sustainability of the project; robustness of budget, policies and employment practices (if appropriate).

After this, final decisions will be made by Trustees, with the intention that grants will be awarded ready for projects to start in early 2024. Projects must be able to start using the grant within 6 months of award.

CSA will require funded projects to report on grant activities, difference made to participants, learning and expenditure. We also hope funded projects will be willing to share their learning with others in the Diocese.

**Completing the Application Form**

Please complete each question. Type answers in the white boxes next to or under each question. Questions are written in shaded boxes. Boxes will expand as you type.

Many questions have a word limit: you will be assessed on the quality of information you give, not the quantity.

**Please submit your most recent examined accounts with this application**. If you are a new organisation without accounts, please send a projected income and expenditure budget for your first year. Please do not submit any other documents.

Please note that the Trustees may request additional information and this may delay a final decision being made on your application.

**Enquiries and FAQs**

If you have a query, please email Sue Lomas on [csa@manchester.anglica.org](mailto:csa@manchester.anglica.org) , who will forward your query onto the Trustees: we will endeavour to answer your questions as swiftly as we are able.

**LARGE GRANTS EXPRESSION OF INTEREST FORM 2023**

**About Your Church\* / Organisation\***

\*This must be the Church or Organisation responsible for delivering the project, managing the grant and employing any staff, with whom a CSA grant agreement will be made.

|  |  |
| --- | --- |
| **Parish Church\* / Organisation\* Name:** |  |
| **Church / Organisation Main Address & Postcode:** |  |
| **What type of organisation are you?** *(double click on the relevant box, to open a menu and then change the ‘default value’ from ‘unchecked’ to ‘checked’).* | Parish Church  Registered Charity  CIO  Co-operative  Community Group  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please state)* |
| **Registered Charity / CIO number:** |  |
| **Please describe the main purpose of your church / organisation** (100 words max) | |
|  | |

**Main Contact Person for Application**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position in Church / Organisation:** |  |
| **Postal Address:** |  |
| **Email address:** |  |
| **Phone Number:** |  |

**About your project / proposal**

|  |  |
| --- | --- |
| **Name of Project:** |  |
| **Is this an existing project or a new project?** |  |
| **When would you like your project to start?** |  |
| **How muchfunding are you asking CSA for and over how many years?** |  |
| **Project Summary:** Please tell us how your project will tackle the causes and/or effects of poverty?(100 words max) | |
|  | |
| **Vision & Activities:** Please tell us your vision, describe the activities you propose, when your project will run, who will deliver the project, how often will it run and how many people are you likely to work with. Please be specific. (400 words max) | |
|  | |
| **Beneficiaries:** Please tell us who will benefit from this project, what their needs are and how you know this, eg. tell us about the research have you done, consultations have you undertaken with the people who will benefit from your project/proposal. (400 words max) | |
|  | |
| **Difference:** Please tell us what specific differences you hope to make for the people you are working with; how your project will achieve this; and how will you measure and evidence this. (400 words max) | |
|  | |
| **Partnerships:** Please tell us how you will work with other organisations (and which organisations) to enhance the effectiveness of your project/proposal?(200 words max) | |
|  | |
| **Enhancing Anglican Mission:** Please tell us how this project will enhance Anglican mission; the Anglican Parish Church that is responsible for the project/ to which the project is linked; the nature of Anglican congregation involvement; what the Anglican Parish church hopes to learn from this work; and how this project relates to the Parish Church’s Mission Action Plan and the 5 Marks of Mission?(300 words max) | |
|  | |
| **Health & Safety / Safeguarding**: Please tell us how you will manage any current health & safety / safeguarding guidelines, to enable you to continue to safely deliver the proposed project. (300 words max) | |
|  | |

**Funding for your project**

How much will your project cost? *Please list the yearly and total cost of the project in the appropriate columns and only include those elements you wish CSA to fund in the ‘CSA Grant Cost’ column and the amount you are requesting from us. Please insert more rows if you need them.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Element/Activity Description** | **Year 1** | **Year 2** | **Year 3** | **Total** | **Cost to CSA** |
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| **TOTAL** |  |  |  |  |  |

|  |  |
| --- | --- |
| **If the total cost is greater than the amount that would be funded by the grant, where is the additional funding coming from?** | |
|  | |
| **Bank account name, sort code and account number for a BACS payment** *(if successful):* |  |

**Declaration**

**Signatory One**

This must be the person named as your main contact above.

‘*I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application. I understand that I must notify MDCSA of any significant changes to the application and that misleading information can invalidate this application.*

*I understand that you may contact me during assessment. I can confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me*.’

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position in Org:** |  |
| **PRINT Name:** |  | **Date:** |  |

**Signatory Two**

This should be the Vicar/chair of your trustee board or person of similar authority in your organisation. This person must be different to signatory one.

‘*I confirm that this application has been authorised by the PCC/management committee or other governing body*.’

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position in Org:** |  |
| **PRINT Name:** |  | **Date:** |  |

**Submitting Your Application**

Please check all the boxes below to confirm that:

you have attached your most recent accounts (if your project has been established for less than 12 months, please submit a projected income/expenditure for your first year).

you have answered all the questions in this application (please note that missing information may delay a decision being made on your application).

you are authorised to apply for a grant from us on behalf of your organisation.

you understand that if you make any misleading statements or knowingly withhold any information, this could make your application invalid and you could be liable to repay to us any monies granted to you.

if awarded a grant, you understand that the grant must only be spent on the activities/resources outlined in this application; and you agree to complete a report on the grant activities, differences achieved, learning and expenditure.

Please submit completed application forms and your most recent accounts via email to

[**csa@manchester.anglican.org**](mailto:csa@manchester.anglican.org)