

Church and Society Department

Grants Handbook

January 2012

 THE CHURCH
OF ENGLAND

Diocese of Manchester

Diocesan Office, Church House, 90 Deansgate, Manchester, M3 2GH
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CONTENTS

Important Dates for 2012	1.2
Contact Information	1.3
Training Sessions	1.4
Officer Involvement in Pre-application and Application Discussions.....	1.5
Hints and Tips when Making an Approach for Funding	1.6
Charitable Status for PCCs.....	1.7
Child Protection and Manchester Diocese	1.7
Youth Worker Qualifications	1.8
Providing Statistical Evidence.....	1.9
Accessing Neighbourhood Statistics.....	1.13
How to develop a fundraising plan	1.15
FUNDS ADMINISTERED BY THE GRANTS PANEL	
Diocesan Church Building Grants and Loans - Criteria.....	2.1
DAC and Faculty Information.....	2.2
Diocesan Church Building Grants and Loans - Application Form.....	2.3
Church Building Grant Certificate	2.7
Church Building Loan Certificate	2.8
Maintenance of Ministry Fund Criteria	2.9
Maintenance of Ministry Fund Application Form	2.10
Mission Development Fund Small and Main Grants Criteria	2.13
Mission Development Fund Main Grants (of over £1,000) Application Form.....	2.16
Mission Development Fund Small Grants (up to £1,000) Application Form.....	2.22
Mission Development Fund Main Grants Acceptance Form.....	2.25
Support for Clergy and their Families.....	2.27
OTHER FUNDING – Church Related Funds	
Church and Community Fund Criteria.....	3.1
Council for Social Aid - Grant Making Criteria.....	3.2
Council for Social Aid - Application Cover Sheet.....	3.4
The Mustard Seed Programme - Criteria	3.6
Mustard Seed Grant Application Form 2011	3.10
Diocesan Fund for Destitute Refugees - Criteria.....	3.13
Diocesan Fund for Destitute Refugees Application Form.....	3.14
Diocesan Loan Scheme.....	3.16
National Churches Trust.....	3.18
Greater Manchester Churches Preservation Society	3.19
St. Martin in the Fields Grants	3.19
St. Agnes Trust.....	3.19
Other Contacts and Useful Information	
Councils for Voluntary Service (CVSs)	4.1
Local Trusts.....	4.2
Other Sources of Funding for Specifically Christian Activities	4.5
Grants for Church Buildings and Contents.....	4.15
Grants for Individuals.....	4.26
Grants for Community/Social Action Projects	4.45
Feasibility Studies.....	4.46
Charities which help clergy and their families	4.48
Guide to PAYE/NIC for Local Religious Centres (LRC) 2010/11	4.56

Introduction

There are now several sources of grant aid available to Parishes in the Diocese, this has provided an opportunity to develop a more co-ordinated response to the development of parish mission and ministry across the diocese.

It is the responsibility of the Grants Panel to carefully assess all requests for financial assistance made by Parishes. The Panel will seek to ensure that there is an equitable distribution of resources across the diocese. This may mean that preference is given to parishes that have not received funding before. It should also be noted that for Diocesan grants there is an expectation that parishes applying should have paid their share in full. Panel members have a range of experience and knowledge of work in the Diocese and each application will be accompanied by a report from a Diocesan Officer.

The panel will meet quarterly to assess all applications for grants and no grants will be given or offered until this formal assessment of applications has been completed. Grants cannot be given for any work already started or completed. Parishes are advised to allow at least six months for their main applications to be written, accepted and given final approval. Forward planning is therefore crucial and work should be part of a well formulated parish strategy.

The grant sources available are:

- Destitution Fund
- Maintenance of Ministry
- Mission Development Fund Small and Main Grants (MDF)
- Church Building Grants and Loans (CBGL)
- St Martin in the Fields
- St. Agnes Trust

Each fund has specific criteria and will not be available to all Parishes. To help Parishes access the most appropriate fund for their work, this manual contains specific information for each funding source, including criteria; how to apply and a sample of each application form. There are also lists of other trusts and useful web sites. Parishes will normally be expected to provide an element of match funding therefore advice will also be offered about other sources of funding available from Charitable Trusts.

Important Dates

Main Grants —Application Deadlines (for the grants panel following)		
2012	14 th February	15 th May
	21 st August	6 th November

Training takes place during the year. This is advertised in the Clergy mailing, in the Diocesan electronic mailing (you can sign up on the Diocesan Website), and on the Diocesan website. We also have an email list for people who wish to be updated on grants and training issues (please email sueheil@manchester.anglican.org if you would like your details to be added to this list.)

There is a fast track process for small grants of up to £1000. Applications should be sent to the Church and Society Department by the last day of each month.

Church and Community Fund Deadlines 2011:

Deadline for 31st March 2012, 30th June 2012, 30th September. There is an on-line application process via the Church and Community Fund Website - www.ccfund.org.uk/

All applications need to be accompanied by a reference from your Archdeacon - the Archdeacon's reference form can also be downloaded from the CCF website.

English Heritage Grant Dates

Applications are accepted from 1 April up to the closing date of each batch. Any late applications will not be assessed unless there is a real emergency that needs immediate attention.

Grade 1 and 2* Listed Church Buildings

To Archdeacons by 16th June

To English Heritage by 30th June

Grade 2 listed Church Buildings

To Archdeacons by 10th September. To English Heritage by 30th September

Please ensure that all applications are made on the form for the current year and note that the Archdeacons cannot guarantee to countersign applications that are received later than the dates given above.

N.B. Websites such as www.churchcare.co.uk and www.ffhb.org.uk are good sources of information.

Contact Information

Initial Enquiries

Parishes which wish to make an initial enquiry about obtaining funding over £1,000 are advised to make an appointment to attend a Funding Advice Session. These are advertised on the Diocesan website - www.manchester.anglican.org, in the e-news (which you can sign up to through the Diocesan Website and also in the clergy mailing). Appointments can be booked by contacting Simon Ambrose 0161 828 1410 - sambrose@manchester.anglican.org.

To make an initial enquiry about funding under £1,000, please contact:

Sue Heil , Resources Support Officer
Church and Society Department
Church House, 90 Deansgate. M3 2GJ

Email: sueheil@manchester.anglican.org

Tel: 0161 828 1445

The Church and Society Department Office can offer information and further contacts

All the officers listed below work for the Church and Society Department at:

Church House
5th Floor, 90 Deansgate
Manchester
M3 2GJ

Tel: 0161 828 1410 Fax: 0161 828 1485

Dian Leppington, Parish Resources Adviser – for advice on funding and other resources.

Mike France – Church and Community Development Officer - for advice on carrying out an audit and setting up community projects.

Alison Peacock, Mission Planning Officer for advice on maps and statistical information.

Training Sessions:

Introduction to Fundraising and Grantnet

The Dioceses of Manchester and Chester has a subscription to a database called Grantfinder. Grantnet is a version of this database which can be searched by parishes. It and contains information about over 4,000 funders.

We have a rolling programme of sessions and would strongly encourage anyone looking for grant funding to attend one. The sessions cover not only how to use Grantnet, but also all the initial steps that need to be taken before an application for funding can be made and what Diocesan funding is available. There is information about Grantnet on the diocesan website: www.manchester.anglican.org.

Funding Advice Sessions

The Parish Resources Advisor also offers 50minute sessions in which an individual parish can discuss their funding needs.

Other Training

We will be running other training sessions through the year according to demand and need, there is a training leaflet published in the Church and Society Section of the Diocesan Website.

Training Dates

All training is advertised in the Clergy mailing, in the Diocesan electronic mailing (you can sign up on the Diocesan Website), and on the Diocesan website, or contact Sue Heil on 0161 828 1445 sueheil@manchester.anglican.org. We also have an email list for people who wish to be updated on grants and training issues (please email sueheil@manchester.anglican.org if you would like your details to be added to this list.)

Officer Involvement in Pre-application and Application Discussions

Officers are involved in all the distinctive elements of the processes of project development and acquisition of funding. The elements are related but have different functions and the integrity of the process requires this distinctiveness, and appropriate officer involvement, to be recognised.

1) Soliciting and encouragement of applications. This is the entirely appropriate process by which we disseminate information about possible sources of funding and encourage parishes to think creatively about what they can deliver in line with their own, identified mission objectives. This does not mean that any subsequent application will meet funding criteria or be well enough designed for approval. It is an informative and advisory process about the existence of grant funding streams and mechanisms. We are encouraging **'applications' to come in and this is by definition quite separate from either processing or determining the application.**

2) Project planning and development. Officers help Parishes to make projects appropriate, realistic and sustainable and therefore any funding application (to Diocesan or external funding sources) more robust. This helps Parishes improve the chances of a successful application **but it remains an 'application'**. Officers may identify weaknesses in proposals either before or after an application form has been received. They will try to work with the Parishes to eliminate those weaknesses but that may not always be possible. Officer involvement at Stage 1) does not prejudge detailed proposal assessment and officers may still recommend grant, refuse or defer to the Grants Panel. In addition, this recommendation in no way binds the decision of the Panel.

3) Determining Applications. This is an objective analysis of the final application form. There may be an officer recommendation, based on Stage 2), which will be taken into account by the Grants Panel, **but the final decision is in their hands** and they may differ. **Stage 1) Officer involvement is actually not relevant to the final consideration of the application.** If officers were constraining the decisions of the Panel by previous Parish contact then they would be unable to carry out our advisory role mentioned above. **Moreover, it would be entirely inappropriate for grants to be determined in this way.**

Hints and Tips when Making an Approach for Funding

We strongly encourage all parishes thinking of making funding bids to attend a Grantnet Training session - these are advertised in the clergy mailing, on the e-news, or you can sign up to the Grants Contact list by emailing: sueheil@manchester.anglican.org.

When applying for funding, it is helpful to imagine you are the person receiving the application and awarding the grant. Each funder will receive a large number of applications, probably more than they have funds to support. They will also have their own criteria for awarding grants and it is therefore important that you look at their website as these usually contain really useful information about how to make an application which fits their criteria.

Think about why they should pick yours:

Is it easy to read, does it give a good picture of your vision, does it give or enclose all the information they have asked for?

This last is very important. When making an application, do follow the process the funder asks for. Some funders require a simple letter but some have application forms. If they do, they should be used. Ensure you enclose all the supporting information requested otherwise you might fall at the first hurdle. It is also really important that your accounts are well set out and clear, showing where funds are restricted.

When writing a letter, keep it short and to the point. It should be no more than two A4 sides. Some funders ask for only one sheet of A4 so do check. It is best to use a font of at least 10 point to avoid the letter being hard to read. Don't forget to be clear about what you are wanting from the funder; is it money for a piece of equipment or salary of a worker, gift in kind or money toward the total needed?

There are several key pieces of information to include:

- **What is the need?**
Describe how you have identified the need and who will benefit.
- **Who is the group making the approach and what does it do?**
Give a brief description of your organisation and the activities you are engaged in.
- **Why do you need funding?**
Give brief details of the project or activity for which you are seeking funding, the difference it will make and what may happen if it does not go ahead.
- **What is the cost of your project?**
Prepare a budget showing the funds you need, what they are for and what funding, if any, you have already. Remember to be realistic and as accurate as possible.
- **How does your project fit their funding priorities?**
Remember that funders' priorities can change and it is worth contacting a trust before sending a bid to find out what they are currently supporting. When applying by letter, it is often useful to include only an outline in the

letter itself and enclose fuller information in attached documents. In addition, many funders are now looking for information about how you will monitor and evaluate your project, including seeking feedback from users. This demonstrates to funders you are committed to providing quality service and facilities.

- Details matter. Try to find out the correct name and position of the correspondent; do not write to "Dear sir/madam".
- Do not assume the person reading the letter knows your field of work, avoid abbreviations and give names of organisations in full.
- Be clear and specific, especially with numbers. Try to give actual numbers e.g. "Twenty-three senior citizens attend lunch club each week", not "the lunch club for senior citizens is well attended".
- Check you have enclosed everything asked for, including your annual report and accounts.
- Ensure the funder knows whom to contact if they require further information.
- Make sure you stick to any deadline given and allow plenty of time to complete your application.
- Get someone from outside your organisation to read your application before you send it. They will let you know if you are getting your message over loud and clear. The diocesan resources officer can help with this.
- Thank the funder when a donation is made. Relationships are important and you may want to go back for more in the future.

Charitable Status for PCCs

Parishes which have less than £100,000pa in income and do not have their own Charity number the following, which can be mentioned on application forms requesting details of charitable status, applies:

The legal position is that the Church of England as the "established" church is governed by Parliamentary statute.

Each PCC is governed by statute and therefore cannot have a separate constitution. You will be able to find the details on the Parochial Church Council (Powers) Measure 1956 and Church Representation Rules 1969. These websites provide the detail:

<http://www.opsi.gov.uk/uk-church-measures/>

<http://www.opsi.gov.uk/revisedstatutes/uk-church-measures.htm>

It is also the case that PCC's are charities but they are excepted from registration by statute under Section 3(5) of the Charities Act 1993 by the Charities (Exception from Registration and Accounts) Regulations 1963 (S11963 No. 2074).

For National Lottery Applications

PCCs do not require a constitution

Child Protection and Manchester Diocese

For help on training and issues around Child Protection, please contact the Child Protection Adviser, Su Foster, email: sufoster@fsmail.net or phone 01706 540516.

Youth Worker Qualifications

The following qualifications are required as a minimum for a parish or project receiving grants for youth work posts:

For Workers in Supervised Roles:

To hold or either be working towards one of the following youth work qualifications:

- NVQ Level 2/3
- VRQ Level 2/3
- RAMP qualification
- Church College's Certificate in Christian Youth Work
- Equivalent training courses such as Engage (CYM), Genetik (Message Trust), OASIS College Youth Work courses and any others.

These training recommendations are suggested for those youth workers who:

- Work face-to-face with young people in supervised roles
- Are involved in direct work with young people but who also work under their own initiative and have additional responsibility.

For Workers in Non-supervised Roles

To hold or either be working towards one of the following youth work qualifications:

- BA/B.Phil.Ed (inc JNC) in youth and community work
- MA in Youth and Community Work (inc JNC)
- PG Cert/PG Dip in Youth and Community Work
- Pre-graduate diploma such as Church College's Certificate in Christian Youth Work
- An equivalent degree such as Christian Leadership, Informal Education or Community Education.

These training recommendations are suggested for those youth workers who:

- Could range from being a church based youth worker to a senior youth worker involved in the running of a youth project.
- Their role would include high levels of responsibility including management, supervision, overseeing budgets and delivering training.

It is crucial that all parishes and organisations demonstrate in their application and go on to provide a clear management and support structure for the youth worker. This must include regular meetings between the youth worker and their line manager, the provision of a support group/management group and/or non managerial supervision.

The Diocesan Youth Work Officer is able to give support and advice on effective management of youth workers.

Evidence of the management provisions should be shown in all applications for salaried posts.

Providing Statistical Evidence

Details of Parishes which fall within the 1% , 5% and 10% Most Deprived in England

This list is static, so if your parish has been re-organised since this list was produced, or you need any assistance with statistics for your parish, please contact Alison Peacock, Mission Planning Officer - 0161 828 1447, alisonpeacock@manchester.anglican.org.

Local Name	IMD Average rank
TOP 1%	
KIRKHOLT ST THOMAS	7
COLLYHURST : CHURCH OF THE SAVIOUR	9
OLDHAM ST STEPHEN AND ALL MARTYRS	10
OLDHAM ST MARY WITH ST PETER	16
HARPURHEY: CHRIST CHURCH	18
SALFORD ST PAUL WITH CHRIST CHURCH	20
NEWBOLD ST PETER	22
BROUGHTON THE ASCENSION	25
GORTON: ST PHILIP	34
THE GOOD SHEPHERD AND ST BARNABAS EASTLANDS	37
NEWTON HEATH: ALL SAINTS	55
CLAYTON: ST CROSS W ST PAUL	64
ST. LUKE, LONGSIGHT	92
BENCHILL: ST LUKE	100
OPENSHAW: ST CLEMENT	111
BLACKLEY ST PAUL	114

TOP 5%	
BOLTON ST PETER	122
MOSS SIDE: ST JAMES WITH ST CLEMENT	123
BROUGHTON ST CLEMENT W ST MATTHIAS	143
MANCHESTER: THE APOSTLES	147
ROCHDALE ST CHAD ST MARY AND ST EDMUND	149
LANGLEY ALL SAINTS AND MARTYRS	160
MILES PLATTING: ST CUTHBERT	162
GORTON: EMMANUEL	163
MOSTON, LIGHTBOWNE: ST LUKE	169
WEST BOLTON	190
LOWER KERSAL ST AIDAN	194
MOSTON: ST JOHN	204
SALFORD THE SACRED TRINITY	209
CHEETHAM: ST JOHN THE EVANGELIST	210
BROUGHTON ST JAMES	216
WEASTE SEEDLEY AND LANGWORTHY	226
PEEL: ST PAUL	227
NEWALL GREEN: ST FRANCIS OF ASSISI	234
BLACKLEY: ST PETER	244
WERNETH ST THOMAS	252
BURY ST PAUL	259
GLOWICK ST MARK WITH CHRIST CHURCH	261
TONGE MOOR ST AUGUSTINE	264
GORTON ST JAMES WITH ABBEY HEY	268
BLACKLEY: WHITE MOSS: ST MARK	276
BELFIELD : ST ANNE	280
ST. BRIDE, STRETFORD	283
WOODHOUSE PARK: WILLIAM TEMPLE CHURCH	293
DEEPLISH ST LUKE	300
CHADDERTON ST MARK	333
WHALLEY RANGE: ST EDMUND	338
COLDHURST HOLY TRINITY	344
BLACKLEY: HOLY TRINITY	347
WYTHENSHAW: ST MARTIN	396
BIRCH ST AGNES	404
BRIGHTMET ST JAMES	419
LOWER CRUMPSALL ST THOMAS	421
BLACKLEY ST ANDREW	431
ORDSALL AND SALFORD QUAYS	444

PATRICROFT CHRIST CHURCH	446
WITHINGTON: ST CRISPIN	451
HAMER : ALL SAINTS	455
HEYWOOD ST MARGARET AND ST GEORGE HEAP BRIDGE	456
FIVE SAINTS,NEW BURY WITH GREAT LEVER	470
LEVENSHULME: ST MARK	480
BOLTON: ST SIMON AND ST JUDE	487
WYTHENSHAWE LAWTON MOOR: ST MICHAEL & ALL ANGELS	494
MOSS SIDE: CHRIST CHURCH	511
BOLTON: ST PHILIP	512
HOLLINWOOD: ST MARGARET	522
ST.GEORGE, OAKENROD	527
OLDHAM: ST BARNABAS	535
OLDHAM ST JAMES WITH ST AMBROSE	547
PENDLETON AND CLAREMONT	548
ASHTON UNDER LYNE THE GOOD SHEPHERD	556
WESTLEIGH ST PETER	558
FARNWORTH AND KEARSLEY ST JOHN THE EVANGELIST	578
LITTLE HULTON: ST JOHN THE BAPTIST	580
PEEL GREEN ST MICHAEL AND ALL ANGELS & ST CATHERINE	589

TOP 10%	
OLDHAM ST PAUL	616
WYTHENSHAW: ST RICHARD OF CHICHESTER	617
STALYBRIDGE: ST GEORGE	629
HEYWOOD ST JAMES	630
MOSTON: ST MARY	638
ECCLES ST ANDREW	644
RUSHOLME HOLY TRINITY	646
HEYWOOD ST LUKE	652
WARDLE AND SMALLBRIDGE	658
LEVER BRIDGE ST STEPHEN AND ALL MARTYRS	693
CHADDERTON CHRIST CHURCH	717
ST.PETER WITH ST.ANDREW, LEVENSHULME	732
BRUNSWICK: CHRIST CHURCH	741
BURNAGE: ST MARGARET	756
ATHERTON & HINDSFORD	760
WHALLEY RANGE: ST MARGARET	768
PARKFIELD HOLY TRINITY	793
BALDERSTONE ST MARY	808
OLD TRAFFORD: ST JOHN THE EVANGELIST	816
WESTLEIGH ST PAUL	866
TONGE FOLD ST CHAD	876
HURST: ST JOHN THE EVANGELIST	881
CRUMPSALL: ST MATTHEW WITH ST MARY	896
HEATON NORRIS: CHRIST WITH ALL SAINTS	899
CHRIST CHURCH, WEST DIDSBURY AND ST.CHRISTOPHER, WITHINGTON	901
CLIFTON	904
LEESFIELD: ST THOMAS	914
ECCLES ST MARY THE VIRGIN	916
BARDSLEY HOLY TRINITY	997
ROCHDALE ST AIDAN SUDDEN	1000
WINTON ST MARY MAGDALENE	1029
MIDDLETON ST LEONARD	1054
BURY ST JOHN WITH ST MARK	1061
BURY SOUTH EAST	1100
CASTLETON ST MARTIN	1111
RADCLIFFE : ST THOMAS AND ST JOHN	1126
VICTORIA PARK ST JOHN CHRYSOSTOM	1145
HAUGHTON GREEN: ST MARY THE VIRGIN	1177
SALFORD ST PHILIP WITH ST STEPHEN	1188

Accessing Neighbourhood Statistics

The homepage of the Neighbourhood Statistics website is found at the following address:

www.neighbourhood.statistics.gov.uk

Four ways of accessing data from the homepage are presented: by neighbourhood summary; by finding statistics for an area; by creating a custom table, chart or map; and by viewing or downloading data by topic. The strengths and weaknesses of each pathway, together with a summary of the basic steps to follow, are described below.



1. Neighbourhood Summary

If you are a newcomer to Neighbourhood Statistics, this is the simplest option. It nevertheless provides a wide range of facts and figures to get you started.

Entering your postcode and clicking “Search” will take you direct to a summary page showing the LSOA in which the postcode is located. It will also show how this area ranks on the 10 Indices of Deprivation. By clicking on the tabs you will find information on the following topics - people, health, work, education, housing, crime and environment.

2. Find Statistics for an Area

This option allows you to find detailed information on specific areas including Super Output Areas. It is useful if you wish to compare LSOA figures with local authority, regional or national data, to examine trends, or even to generate thematic maps.

Enter your postcode and select “Super Output Area”. Clicking “Search” will identify an LSOA and list topics for which information is available. By clicking on the topic (e.g. Economic Deprivation) you can select a specific dataset (e.g. Benefits Data Working Age Client Group) and this will take you to direct to the small area statistics and comparative data for the local authority, region and England. You may either print or download the table.

3. Creating Custom Tables, Charts and Maps

This option is best suited to experienced users and requires you to register with Neighbourhood Statistics. It allows you, among other options, to construct a custom area from Output Areas. This is particularly useful if you wish to define an area of shared concern, for example an estate straddling a parish boundary.

Entering your postcode will take you direct to a map showing the Output Area within which it is located. You may then click on the map to select this and neighbouring Output Areas to create a custom area which can be stored on the site.

Selecting a topic enables you to create aggregate statistics for your custom area. It is, however, not yet possible to create custom areas from small area geographies other than Output Area, so you may find that only a limited number of datasets (mainly 2001 Census) can be used.

4. View or Download Data by Topic

This option is useful if you wish to examine a specific topic across a number of LSOAs. To make sense of the information on the ground, you will need to have identified relevant LSOAs by label.

To access the data, as with finding statistics for an area, first select the broad topic area (e.g. Crime and Safety) and then the specific data set (e.g. Fire and Rescue Service: All Incidents Attended). You may then choose either to view or download the dataset. In each case, you will need to drill down the geography hierarchy to the most relevant level.

Relating to Parish Boundaries

Small area geographies are not coterminous with parish boundaries. (Do not be confused by the parish geographies you may find on Neighbourhood Statistics as these refer to civil not ecclesiastical parishes.) However, if your interest is in developing a mission initiative in a particular area within your parish, or possibly crossing a parish boundary, this may work to your advantage. You can use LSOAs or other small area geographies to define an area of common concern with potential partners to whom the parish boundary is less important, such as the local council. For example, the parish of St John, Pendlebury, used small area geographies to identify a particular area of need within a relatively affluent area and to secure grant funding.

If finding out the “best fit” between your parish and small area geographies is relevant to your work, the Church and Society Department can provide you with:

- a list of Output Areas allocated to your parish by the Archbishops’ Council Research and Statistics Department
- a map of your parish boundary overlaid with LSOA boundaries

To obtain either or both contact Alison Peacock, Mission Planning Officer (apeacock@manchester.anglican.org). If you have feedback or hints and tips to offer based on your experience of using Neighbourhood Statistics, these are also welcomed.

Many of the local councils have area statistical information on their websites.

Fundraising Plans

Before looking for funding, you will need to develop a fundraising plan. You will need to show that you have thought through your fundraising plans, have a clear budget and know what you are raising funds for and why there is a need. These two simple examples can be applied to any fundraising project:

Example of how to Develop a Plan (1)

St Mary Anytown Building Repair Project Fundraising Plan

The need

The PCC have just received their Quinquennial Inspection Report, which recommends urgent repairs.

- The worship and mission of the church is being compromised:
- Buckets out every Sunday
- The regular ingress of water will lead to dry-rot that will threaten the long-term viability of the church:
- The Mother and Toddler Group has had to close
- The poor condition of the building has had other effects:
- Causes low morale amongst the Church Wardens and congregation
- Reduces the self-esteem of the community
- Is symptomatic of low confidence levels in the neighbourhood
- The semi-derelict building invites a lack of respect which encourages vandalism
- The church looks closed

Aims and Objectives

The Building Repair Project has been formed to address the above issues. It aims to make the church wind and weather-proof such that it becomes warm, comfortable and dry for both worship and community use.

The aim of the project is to:

- Make the building fit for purpose—the “good enough church”
- Work with the parish architect to prioritise the work
- Each phase of the works to be in discrete sections of work that can be realistically funded
- Architect to prepare specifications and drawings and supervise tendering process

Breakdown of lowest tender	
Preliminaries	£3,500
Masonry repairs to Chancery Gable	£5,350
Choir Vestry wall-plate repair	£500
Vestry rainwater goods	£350
South Nave rainwater goods	£500
Chancel Arch inspection	£200
Tower purlin repair	£600
Timber Condition inspection and report	£750
Contingencies	£500
Structural Engineer's design of temporary supports	£1,500
Total	£13,750
Total plus professional fees at 10%	£15,125
Grand Total including VAT at 20%	£18,150

Funding in progress and funding secured				
Funder	Funding Request	Date sent	Response Received	Secured
PCC's existing building restoration fund	£4,500			£4,500
PCC appeal (new monies) Specific events with funding target	£1,777			£2,025
Landfill Tax Credit Scheme	£5,000	8 Oct	25 March	None
National Churches Trust (ICBS)	£10,000	10 Oct	1 April	£8,000
The Allchurches Trust	£1,000	10 Oct	5 April	£1,000
The Duchy of Lancaster Benevolent Fund	£1,000	12 Oct	22 Nov	£500
Local corporate sponsorship	£3,000	13 Oct	12 March	£2,000

Example of how to Develop a Plan (2)

The Abc Group For The Summer Seaside Project Fundraising Plan

The need

The members of the ABC group are parents and children suffering from problems related to social and economic hardship

1.16

Parents typically suffer from:

- Money problems
- Isolation and poor family support networks
- Inadequate communication skills
- Depression

The children typically experience:

- Low self image problems
- A sense of increased responsibility in the family unit
- A low level of respect for their parents
- A poor response to discipline
- A lack of interest in education
- A lack of communication with their parents

Aims & Objectives

The summer project has been formed to address the above issues. It aims to take 20 economically and socially disadvantaged children and their parents to the seaside for one day next summer. The trip will consist of a blend of social and educational activities.

The aim of the day is to:

- Develop and strengthen poor parent / child relationships
- Increase confidence for the children
- Develop peer relationships for children who are experiencing self image problems due to economic hardship
- Offer support to isolated parents and give them an opportunity to meet with others in a similar situation
- Provide a social outing which would otherwise be outside of the parents' financial capability

Breakdown of lowest tender	
Revenue Costs	
Museum entrance	£160
Competition prizes	£60
Travel	£150
Insurance	£60
Spending money (£5 per child)	£100
Contingency	£150
Workshops: pre and post visit	£80
Fundraising costs (telephone, postage, stationery, etc)	£100
Project management / utilities	£140
Total	£1,000

Fundraising Plan

The Fundraising Committee has decided on the following plan to raise the necessary funds:

Travel

Cost: £150.00
 Type of fundraising: In kind
 Responsibility: Peter
 Timescale: Immediate
 Strategy: Approach local coach company for free coach hire

Museum entrance, prizes workshop and project management / utilities

Cost: £440.00
 Type of fundraising: Cash / in kind
 Responsibility: Rachel
 Timescale: Immediate
 Strategy: Approach charitable trusts for monetary funding. Approach local companies for sponsorship and competition prizes in kind

Insurance, spending money, contingency, fundraising costs

Cost: £410
 Type of fundraising: Community fundraising
 Responsibility: Christine and volunteers
 Timescale: October: Harvest Craft Fare / December: Christmas Party/ April: Easter Egg Hunt

Funding in Progress and Funding Secured				
Funder	Funding Request	Date sent	Response Received	Secured
Happy Trust	£200	10 Oct	6 April	None
Nice Trust	£240	10 Oct	1 April	£240
Minibus Company	In Kind (£150)	1 Oct	4 Nov	In Kind (£150)
Good Trust	£300	1 Nov	6 April	£100
Community	£310	Oct/Dec	Oct/Dec	£325
Total Secured				£815

**FUNDS
ADMINISTERED
BY THE GRANTS
PANEL**

Diocesan Church Building Grants and Loans - Criteria

Church Building Grants and Loans are allocated by the diocese, to assist parishes with the cost of building repairs.

Filling in the Application Form

You may find it helpful to look at the section in the Grants Handbook entitled Hints and Tips when Making an Approach for Funding (see page 1.6). If you need any help, please contact the Parish Resources Adviser.

What can it be used for?

Applications for either a loan or grant can be received for assistance with meeting the cost of repairs, restoration and security of the church building.

An application cannot normally be made for assistance with re-ordering, decoration, groundworks, boundary walls or organ restoration. The maximum amount that can be allocated for either an interest-free loan or a grant is £10,000, grants and loans awarded are more likely to be of between £3,000 and £5,000.

What are the Criteria?

- In order that these limited funds may be wisely distributed, any grant award should have the support of the respective Parish, Deanery, Archdeacon and Deanery Pastoral Committee.
- It is also a requirement that, where necessary, there is professional supervision by a qualified architect.
- An award is granted on the understanding that the Faculty application is subsequently successful.
- There is an expectation that parishes applying for grants should have paid their Share in full.
- Loans are interest free and are usually awarded over 2 or 3 years.

External Grant Applications

As monies in the Diocesan Church Building Grants and Loan Fund are limited, there is an expectation that all parishes applying for funding will look for external funding also.

Here are some places you can apply to for external funding:

- English Heritage (if it is a listed church building).
- The National Churches Trust - <http://nationalchurchestrust.org/supporting-you/grants/overview.php>
- Local Councils
- All Churches Trust - <http://www.allchurches.co.uk/>
- The Duchy of Lancaster Fund - email Ian Johnston at ian.johnston@lancashire.gov.uk
- Garfield Weston - <http://www.garfieldweston.org/>
- GM Preservation Society - <http://www.manchesterchurches.btck.co.uk/>

Application Process

Parishes must consult with the appropriate Archdeacon or diocesan officer for legal and technical advice before applying for a grant application.

For help on Faculty Applications:

DAC Secretary

Tel: 0161 828 1419

Email: christinemarshall@manchester.anglican.org

Information to accompany your application form

It is important that the correct attachments are sent with your application form.

Accounts - these should be complete audited accounts which clearly show where monies are restricted or designated. There should be an aggregate page with the accounts. Parishes with over £100,000 in their accounts need to have compliant accounts - this will be checked before grants are awarded. Parishes which need advice about their accounts should contact the Finance department.

Quotations - a minimum of two quotations are needed.

DAC and Faculty Information

There is a very useful section on the Diocesan Website on Faculty Applications and the Diocesan Advisory Committee (<http://www.manchester.anglican.org/diocesan-advisory-committee> - <http://www.manchester.anglican.org/diocesan-advisory-committee>).



**THE CHURCH
OF ENGLAND**

Diocese of Manchester

Diocesan Church Building Grants and Loans - Application Form

For Office Use Only (Please do not write in this box)

Grant number Date application received

Appropriate Documentation attached

Faculty Applied for (date):..... Faculty approved (date).....

Parish Share status

Decision of Grants Panel

Loan approved £ Reply received CBL Ref:.....

Grant approved £

Conditions

Rejected (details)

Date Parish informed

Church Building Grants Certificates sent: Date Returned

Church Building Loan Certificate sent: Date Returned

Payment request to DBF Date.....

Name and address of Parish					
Name of incumbent					
Name and address of applicant (including postcode)					
Telephone:	Email:				
What is your position in the church?					
What is the amount requested from the Diocesan Church Building Grants and Loans account?	<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Loan</td> <td style="border: none; text-align: right;">£</td> </tr> <tr> <td style="border: none;">Grant</td> <td style="border: none; text-align: right;">£</td> </tr> </table>	Loan	£	Grant	£
Loan	£				
Grant	£				

Diocesan Church Building Grant and Loan Application Form

Section 1 - The Proposed Work

Is the Church a listed building?	Yes	No
What works are proposed to the church building?		
Have you been to tender for the work?	Yes	No
Will the work be undertaken and administered by an Architect?	Yes	No
Has the parish applied for a Faculty for this work? <i>(to check whether a Faculty is needed, please contact the Diocesan DAC Secretary)</i>	Yes	No

Section 2 - The Cost of Funding the Work

Cost of proposed work	£
Architects/Professional	£
VAT	£
Is any amount recoverable from insurance?	Yes No
If so, how much?	£
How much is the Parish able to contribute from existing funds?	£
How much is the Parish able to raise from local fundraising?	£
Does and Parish pay its Share in full?	Yes No

(Please enclose a copy of the latest approved annual accounts, together with those of any associated Friends group)

Diocesan Church Building Grant and Loan Application Form

What other grants have been applied for?

(Please indicate whether an application for a grant has been made and if a definite offer has been received. Listed below are some suggested trusts, others are available from the diocesan website and by undertaking a Grantnet search).
 *English Heritage grants are only available for listed buildings.

External Funder	Amount Requested	Amount Awarded (if known)
*English Heritage	£	£
The National Churches Trust	£	£
Local Councils	£	£
All Churches Trust	£	£
The Duchy of Lancaster Fund	£	£
Garfield Weston	£	£
GM Preservation Society	£	£
Other 1	£	£
Other 2	£	£
If loan assistance is requested, what is the maximum annual amount the parish could repay? <i>Loans are interest free and are repayable, usually over 1-3 years. Repayments start 12 months after the loan is drawn down.</i>		£

Section 3 - Declaration

I am aware that this application does not constitute an offer of a grant or loan (all grant and loan decisions are made by the Grants Panel and applicants will be informed of that decision following the meeting).

Signed

Date

In order for your application to be considered, the following items should be attached:

- Latest audited parish accounts and annual report. If the balances in the parish accounts have changed significantly since these were produced, it would be advisable to attach an update or an explanation of these changes.
- Any quotations and a breakdown of costs (three quotations are usually expected, or a minimum of 2).

Your application could be delayed if these documents are not attached, or if any of the information requested on the form has not been completed.

**Please return to: The Parish Resources Adviser,
Church and Society Department, 5th Floor, 90 Deansgate, Manchester M3 2GJ**

Manchester Diocesan Board of Finance
Church Building Grant Certificate

Grant Number:

Parish Name

Object

Amount of Grant £.....

Has Faculty permission been awarded? **YES / NO**

Have any conditions of the grant
(as set out in the offer letter been met? **YES / NO / N/A**

We certify that the above work has been completed to our satisfaction and in accordance with the plans and specifications laid before the Committee

Dated.....

Signed..... (Incumbent)

Signed..... (Secretary Parochial Church Council)

If an Architect was engaged, this portion should also be completed

I certify satisfactory completion of the works

Dated.....

Signed..... (Architect)

Please return, together with copies of invoices for the work to:

Parish Resources Adviser
Church and Society Department
Church House, 90 Deansgate,
Manchester. M3 2GJ

Manchester Diocesan Board of Finance

Church Building Loan Certificate

Loan Number:

We certify that at a meeting of the Church Council of the
parish of:

Held on the following resolution was passed.

THAT this Council accepts the offer of Manchester Diocesan Board of Finance to loan
£..... for years in response to the parochial application
submitted for such loan assistance; and that it undertakes to repay the loan by annual
instalments of not less than £ the first of which to fall due twelve months
after payment of the loan by the Board.

The above mentioned loan must be taken up within twelve months from the date of the
letter accompanying this form, otherwise it will automatically be cancelled,
necessitating a fresh application.

Please return to:

Parish Resources Adviser
Church and Society Department
Church House, 90 Deansgate,
Manchester. M3 2GJ

Chairman of Council

Honorary Secretary of the Council

Date

Maintenance of Ministry Fund Criteria

The Maintenance of Ministry Fund is an amount of money allocated by the diocese for the assistance of parishes in maintaining the ministry of clergy.

Who can apply?

Parish Church Council. There is an expectation that parishes applying for these grants should have paid their Share in full.

What can it be used for?

The office/working expenses of the clergy when it is beyond the means of the parish to provide them.

How to apply?

Contact Dian Leppington at dleppington@manchester.anglican.org or on 0161 828 1445



Diocese of Manchester

Maintenance of Ministry Fund Application Form

For Office Use Only (please do not write in this box)

Grant Number MOM/ /

Date Application Received..... Enclosures attached

Decision:

Approved (amount) £

Conditions

.....

Date Parish Informed..... Conditions met Yes No n/a

BACS requested from finance.....

Rejected (details)

Please complete sections 1, 2 and 5 for small grants and all sections for main grants

You and your organisation

a. Name of Church	
b. Address (including town and postcode)	
c. Name of incumbent	
d. Telephone:	e. Email:
f. Full postcode of the area in which you will be working	
g. Name of contact person	

Maintenance of Ministry Fund - Application Form

h. What is your position in the church?	
i. Your address (if different from above) (including town and postcode).	
j. Telephone:	k. Email:
l. Have you applied for funding from the Diocese before?	Yes <input type="checkbox"/> Don't know <input type="checkbox"/> No <input type="checkbox"/>
m. If yes, under what parish / project name?	
n. Has your parish paid its share in full? There is an expectation that parishes applying should have paid their Share in full.	Yes <input type="checkbox"/> No <input type="checkbox"/>
o. Title of parish or project account into which any funding should be paid.	

2. You and your organisation

Please say why the Parish is unable to meet the working expenses of the clergy

.....

.....

.....

.....

3. Costs

Please provide a breakdown of the costs involved

.....

.....

.....

.....

Total amount

**Amount requested from
Maintenance of Ministry Fund**

.....

p.t.o.

2.11

Maintenance of Ministry Fund - Application Form

I am aware that this application does not constitute an offer of a grant (*all grant decisions are made by the full Grants Panel and applicants will be informed of that decision following the meeting*)

Signed:

Date:

Signature of Diocesan Representative:Date:

This form should be returned to:

Parish Resources Adviser

Church and Society Department

Church House 90 Deansgate,

Manchester. M3 2GJ

dleppington@manchester.anglican.org

Mission Development Fund Small and Main Grants Criteria

What is it?

The Mission Development Fund (MDF) is an amount of money that has been made available to Dioceses by the Church Commissioners. The diocese has allocated this money to support new mission initiatives, including projects for community engagement, evangelism and the adaptation of buildings to develop the mission and ministry of a parish.

The application forms are available to download in Word from the Diocesan Website - Church and Society > Grants - right click and select save as, then save it onto your computer.

Continuation funding is not usually paid from the Mission Development Fund.

How much?

Main MDF grants do not usually exceed £20,000 and are normally lower (over a three year period for revenue grants), and Parishes will be expected to raise 25% of the total amount requested.

Criteria:

- a. Applications to the Mission Development Fund may be made by parishes or for diocesan projects with a mission initiative which is not directly parish based. If your work is not parish based, you need to ask a parish to act as your accountable body and support your application. If a grant is awarded, the accountable body will be answerable to the Grants Panel about the proper use of the funds, in line with your application.
- b. Parishes which seek main grants will need to discuss their application with the Parish Resources Adviser. Applications for main grants will be assessed on a quarterly basis.
- c. Parishes and projects are expected to have carried out a Parish Audit or collected the relevant evidence to support the work before making an application for a grant over £1,000.00. Please contact Mike France, the Church and Community Development Officer for more information - mikefrance@manchester.anglican.org, 0161 828 1475.
- d. Mission Development Funds can only be paid to an Anglican Parish.
- e. Grants will be made to projects where there are clear mission outcomes and the project is **not** within the capacity of current resources of a parish. Parishes are required to submit their previous year accounts when making the application.
- f. All parishes which pay 100% of their Parish Share are able to submit an application. There is an expectation that parishes applying should have paid their Share in full.
- g. The MDF is not available for the general maintenance of buildings but can be considered where buildings are being adapted to support clearly identified mission work as part of a mission project.
- h. Initiatives that involve more than one parish and/or ecumenical partners will be given priority. Ecumenical partners include those churches that are part of Churches Together in Britain and Ireland.

2.13

- i. Where there is partnership working, Mission Development Fund forms must be completed by the Incumbent and a Churchwarden should sign the application form noting the date of the PCC meeting at which the application was discussed and agreed.*
 - j. £20,000 p.a. is allocated to a small grants fund, where each grant is no more than £1,000. Parishes will be expected to raise 25% of the total cost of the project. Decisions re these grants are taken by a sub-group of the Committee and so can be dealt with on a monthly basis. Applications should be submitted by the end of each month for approval in the next month.
 - k. Ongoing monitoring and evaluation will be required depending on the nature of the grant.
 - k. Evidence of the management provisions should be shown in all applications for salaried posts.
 - l. Any youth worker considered for a post for which grant funding is given should have the necessary qualifications as stated in section 1 of this manual (page 1.8).
- * Whilst partnership working is encouraged the appropriateness of partners will be given consideration***

Application Process

There are separate application forms for Small Grants and Main Grants.

How to Apply:

Initial Enquiries

Parishes which wish to make an initial enquiry about obtaining funding over £1,000 are advised to make an appointment to attend a Funding Advice Session. These are advertised on the Diocesan website - www.manchester.anglican.org, in the e-news (which you can sign up to through the Diocesan Website and also in the clergy mailing). Appointments can be booked by contacting Simon Ambrose 0161 828 1410 - sambrose@manchester.anglican.org.

The Parish Resources Adviser will then ensure that the project meets Mission Development Fund criteria. S/he will also guide applicants through the process of submitting a main application form.

The Grants Panel meets four times each year. Deadlines for the receipt of applications are shown at the front of the Grants Handbook. Parishes will be advised on the decision of the grants panel by letter, the decision of the grants panel is final. This does not negate further applications from the Parish in the future.

Filling in the Application Form

You may find it helpful to look at the section in the Grants Handbook entitled Hints and Tips when Making an Approach for Funding (see page 1.6). If you need any further help, please contact the Parish Resources Adviser. Please make sure that you have answered all the questions relevant to your application, if you don't it could mean a long delay in getting a decision.

Attachments

It is important that you attach all of the relevant documents to your application form (as listed at the back of the form). If you do not, it could mean that your application is deferred by the Grants Panel, awaiting further information.

If you are making an application for continuation funding (for a project which has received funding either from here or from elsewhere before) a copy of your evaluation should be attached.

Accounts - these should be complete audited accounts which clearly show where monies are restricted or designated they would need to include a balance sheet. .If there has been a considerable change since the accounts were produced, please send an additional sheet detailing the changes. Parishes which need advice about their accounts should contact the Finance department

Quotations - preferably three quotations and a minimum of 2 are required.

Payment of approved grants:

Small Grants - will be paid by the Diocesan Board of Finance in a single payment usually within 6 weeks of receiving an application (if approved).

Main grants - Revenue grants are paid quarterly via the BACS system into the Parish account. Capital grants are paid upon receipt of invoices as the work is carried out.

Please send the invoice/s for payment to:

The Parish Resources Adviser
Church and Society Department
Church House, 90 Deansgate
Manchester. M3 2GJ

The invoices will be paid as soon as possible after receipt via the Diocesan BACS system to your parish accounts. Where a grant is awarded, a form accepting terms for which the grant is offered should be completed and returned (as above).

Application Form

Mission Development Fund Main Grants (of over £1,000) Application Form

Please refer to the Grants Handbook (www.manchester.anglican.org) for details of the criteria for these grants, which should help you in completing the form.

For Office Use Only (please do not write in this box)	
Grant Number MMDF/...../.....	
Date Application Received.....	Enclosures attached <input type="checkbox"/>
Decision of Grants Panel	
<input type="checkbox"/>	Approved (amount) £
Conditions	
.....	
Date Parish Informed.....	Conditions met Yes No n/a
BACS requested from finance.....	
<input type="checkbox"/>	Rejected (details)

Section 1. You and your organisation

a. Is this application being made on behalf of a parish, or a non-parish based diocesan mission initiative?	Parish <input type="checkbox"/> Non-parish based diocesan initiative <input type="checkbox"/>
b. If it is on behalf of a non-parish based diocesan mission initiative, please give the name of the parish which will act as your accountable body and support your application.	
c. Name and address of Parish/initiative making the application	
d. Name of incumbent of the parish	
e. Name and address of applicant (including town and postcode)	
f. Telephone:	Email:
g. What is your position in the church?	

Mission Development Fund Main Grants - Application Form

h. Has anyone from your parish/initiative attended a Grantnet Training Session?	Yes <input type="checkbox"/> No <input type="checkbox"/>
i. Has your parish paid its share in full? There is an expectation that parishes applying will have paid their Share.	Yes <input type="checkbox"/> No <input type="checkbox"/>
j. Has the parish undertaken a Parish Audit, or has evidence been collected to support the work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
k. Title of parish or parish project account into which any funding should be paid:	

Section 2. Funding the work

a. Total cost of the project for which you are seeking support from the Fund For grants of below £1,000, please complete a Small Fund Application form	£	<i>Show the total cost of the work that you wish this grant to go towards.</i>
b. Amount requested from the Mission Development Fund (a 25% contribution from other sources is usually expected).	£	<i>Show the amount less any other funding you may expect to raise.</i>
c. When do you require the grant?		<i>When do you intend to start the work?</i>

Section 3. About the work

Summarise the purpose of your application. <i>(Please say in two sentences what you wish to do)</i>	<i>State what exactly you wish to spend the money on - ie a kitchen to enable community development work because....., or a sessional youth worker to expand work with young people because....</i>
-----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Why do you want to do this?

What difference do you want to make and how will you achieve this?	<i>How will the work make a difference to your church and community? ie what benefit will a refurbished hall be to those you wish to work with.</i>
--------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------

What will the benefits of the project be?

<p>a. Tell us about the people you are working with and how you know there is a need for the work.</p>	<p><i>Give evidence of the work you have already done and who accesses it. Explain why you feel that the grant money is needed. What difference will it make to the people you are working with or those you wish to work with. Use the results of your parish audit to show evidence of need.</i></p>
<p>b. How will you monitor whether you are achieving this?</p>	<p><i>Tell us how you are going to collect evidence that the above is being achieved.</i></p>

Section 4. Who is involved

<p>a. Who will be undertaking the work and what experience do they have?</p>	<p><i>If the grant is being requested for building work, tell us who will be making a commitment to ensure that the building is used. For a worker, give details of who will be working with them.</i></p>							
<p>b. Give details of your management group and who is on it</p>	<p><i>Who manages the activity that you are applying for a grant towards.</i></p>							
<p>c. How many staff/volunteers will be involved?</p>	<table border="0"> <tr> <td>Full-time paid Staff</td> <td>_____</td> <td rowspan="3"><i>Give details of who will be involved in working with your target group.</i></td> </tr> <tr> <td>Part-time paid staff</td> <td>_____</td> </tr> <tr> <td>Volunteers</td> <td>_____</td> </tr> </table>	Full-time paid Staff	_____	<i>Give details of who will be involved in working with your target group.</i>	Part-time paid staff	_____	Volunteers	_____
Full-time paid Staff	_____	<i>Give details of who will be involved in working with your target group.</i>						
Part-time paid staff	_____							
Volunteers	_____							
<p>d. Are you working with other faith groups, advice agencies or local projects? Please list below:</p>	<p><i>List all of the groups you are working with.</i></p>							

Mission Development Fund Main Grants - Application Form

Section 5. Capital Funding Only (i.e. building alterations or equipment)

Capital Expenditure, please give a breakdown and attach at least two quotations	Total £
Equipment	
Fees	
Other	
Total Capital Expenditure	

Other Funding. Please give the name of the funder and indicate at which stage you are in the application process:	Amount applied for/offered	<i>Parishes are normally expected to apply to external funders to top up a diocesan grant.</i>
1. Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>	£	
2. Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>	£	
3. Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>	£	
4. Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>	£	

If your grant is for Capital Funding, go to Section 9. ➡

Section 6. Revenue Funding Only (for employment of staff)

Please give us details of the project funding

Revenue Expenditure (Where employment is involved, see the Just Employment Handbook on the Diocesan Website)	Year 1	Year 2	Year 3	Total
1 - Salary (including cost of living and salary scale increases)				
2 - National Insurance				
3 - Redundancy Contingency - this is compulsory for any employees in post for over 2 years.				
4 - Pension Payments (these will be compulsory in 2012 and we would recommend a 10% pension where possible)				
Rent				
Telephone, electricity, gas, etc.				
Other costs 1 -				
Other costs 2 -				
Total Revenue Expenditure				

2.19

Mission Development Fund Main Grants - Application Form

Income	Year 1 £	Year 2 £	Year 3 £	Total £
	<i>Show the amount requested or offered</i>			
PCC				
Other funders, please indicate the stage that the application is at				
1 Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>				
2 Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>				
3 Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>				
4 Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>				
5 Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>				
6 Funder _____ Application Made <input type="checkbox"/> Offer Received <input type="checkbox"/>				
Generated by the project				
Total Income				
Funding Shortfall				
Amount sought from this application				

Section 7. Management of the Project

a. Give details of the make-up of the management group and how it will operate.	<i>Who will be on the group, when it will meet etc.</i>
b. What do you envisage the lifetime of the project to be?	<i>Do you see the project continuing after the grant funding runs out?</i>
c. Do you have a funding group to consider ongoing funding? (continuation funding will not necessarily be available from the Mission Development Fund.)	<i>For ongoing projects it is important that future funding is sought.</i>

Section 8. Employment of People (please make sure that you have a copy of the Just Employment Handbook - available from the Diocesan website).

a. Who will line manage the person?	<i>The role of a committed line manager is key to a successful project</i>
b. What experience/skills does this person have in line management?	<i>A manager should either be trained or seek training before the project starts</i>

c. Does the line manager agree to:

- Hold weekly meetings with the person
- Ensure that their pay and conditions are monitored regularly
- Follow employment regulations as set out in the Just Employment handbook

Signature of prospective line-manager.....

(If the line-manager leaves for any reason, the parish is responsible for arranging a new line-manager and notifying the Parish Resources Adviser who the person will be.)

Section 9. Declaration

Applicant
I am aware that this application does not constitute an offer of a grant (*all grant decisions are made by the full Grants Panel and applicants will be informed of that decision following the meeting*).

Signed: _____ **Date:** _____

Where a parish is acting as an accountable body for a mission initiative, they should complete this declaration:
The parish agrees to act as the accountable body for this initiative and will be answerable to the Grants Panel for the proper use of any grant funding, in line with this application.

Signed _____ **Date** _____

(Applications can only be processed when all of the relevant documents have been forwarded)
I enclose the following with this application:

- The latest Audited Parish accounts and Annual Report.
If there has been a considerable change since the accounts were produced, please send an additional sheet detailing the changes. (applications cannot be processed without the latest audited accounts)
- Any quotations and a breakdown of costs
- If the grant is for employment of a person, a job description, terms and conditions and a copy of the contract of employment
- Child protection policy (if applicable)
- If you are applying for continuation funding (for a project which has received funding from here or elsewhere before), a copy of your evaluation should also be attached

Please check that you have answered all the relevant questions as failure to do so may cause a long delay in getting a decision

This form should be returned to:
Parish Resources Adviser, Church & Society Department
Church House, 90 Deansgate, Manchester. M3 2GJ



Application Form

Mission Development Fund Small Grants (up to £1,000)

Please refer to the Grants Handbook (www.manchester.anglican.org) for details of the criteria for these grants which should help you in completing the form.

For Office Use Only (please do not write in this box)	
Grant Number SMDF/...../.....	
Date Application Received.....	Enclosures attached <input type="checkbox"/>
Decision of Grants Panel	
<input type="checkbox"/> Approved (amount) £	
Conditions	
.....	
Date Parish Informed.....	Conditions met Yes No n/a
BACS payment requested from finance.....	
<input type="checkbox"/> Rejected (details)	

Applications to the Mission Development Fund may be made by parishes or for diocesan projects with a mission initiative which is not directly parish based. If your work is not parish based, you need to ask a parish to act as your accountable body and support your application. If a grant is awarded, the accountable body will be answerable to the Grants Panel about the proper use of the funds, in line with your application.

Section 1 You and your organisation (to be completed for small and main grants)

a. Is this application being made on behalf of a non parish based mission initiative or a Parish?	Non-parish based diocesan initiative <input type="checkbox"/> Parish <input type="checkbox"/>
b. If it is on behalf of a non-parish based diocesan mission initiative, please give the name of the parish which will act as your accountable body and support your application.	
c. Name and address of Parish/ initiative making the application	
d. Name of incumbent of the parish	

Mission Development Fund Small Grants - Application Form

e. Name and Address of applicant (including town and postcode):	
f. Telephone:	e. Email
g. What is your position in the church?	
h. Has anyone from your parish/initiative attended a Grantnet Training Session?	Yes <input type="checkbox"/> No <input type="checkbox"/>
i. Has your parish paid its share in full? (There is an expectation that parishes applying, or acting as the accountable body will have paid their Share.	Yes <input type="checkbox"/> No <input type="checkbox"/>
j. Title of parish account into which any funding should be paid:	

Section 2 - Funding the Work

a. Total cost of the project for which you are seeking support from the Fund - up to £1,000. For grants of over £1,000 please fill in a Main Fund Application Form	£	<i>Show the total cost of the work that you wish this grant to go towards</i>
b. Please give an itemised breakdown of costs		<i>List all of the costs associated with the work (ie cost of equipment, publicity etc.) and give a price for each item.</i>
c. Amount requested from the Mission Development Fund (a 25% contribution is usually expected).	£	<i>How much do you wish the grant to be for</i>
d. When do you require the grant?		<i>When will you need the grant money</i>

Section 3 - About the work

Summarise the purpose of your application. <i>(Please say in two sentences what you wish to do)</i>	<i>State what you wish to spend the grant on and why</i>
-----------------------------------------------------------------------------------------------------	----------------------------------------------------------

Why do you want to do this?

<p>What differences do you want to make and how will you achieve this?</p>	<p><i>How will the work make a difference to your church and community? ie how will the work you do affect those you wish to work with</i></p>
----------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

What will the benefits of the project be?

<p>a. Tell us about the people you are working with and how you know there is a need for the work.</p>	<p><i>We would like to know your reasons for applying for this grant and how you know it will make a difference.</i></p>
--------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

Section 4 - Declaration

<p>Applicant I am aware that this application does not constitute an offer of a grant (all grant decisions are made by the full Grants Panel and applicants will be informed of that decision following the meeting).</p>	
<p><i>Signed:</i></p>	<p><i>Date:</i></p>
<p>Where a parish is acting as an accountable body for a mission initiative, they should complete this declaration: <i>The parish agrees to act as the accountable body for this initiative and will be answerable to the Grants Panel for the proper use of any grant funding in line with this application.</i></p>	
<p>Signed:</p>	<p>Date</p>

I enclose the following with this application:

- Up to date Parish Accounts and Annual Report
If there has been a considerable change since the accounts were produced, please send an additional sheet detailing the changes. (applications cannot be processed without the latest audited accounts)
- Any quotations
- Child Protection Policy (if applicable)

This form should be returned to:

Parish Resources Adviser, Church & Society Department
Church House , 90 Deansgate, Manchester. M3 2GJ

Manchester Diocesan Board of Finance

Mission Development Fund Main Grants Acceptance Form

Parish of:

We certify that at a meeting of the Church Council of the parish of

Held on the following resolution was passed.

THAT this Council accepts the offer of Manchester Diocesan Board of Finance to make a grant of £..... in response to the parochial application submitted for such grant assistance; and that it undertakes to use the grant for the following purposes:

.....

To arrange for the grant to be paid:

- Send copies of invoices to the address below for capital projects and purchase of equipment. Grants are paid directly to the parish.
- For employment projects you need to notify the Parish Resources Adviser when the work commences and you will be informed when the payments will be made - usually on a quarterly basis. Please send a copy of the signed contract and notify us of the employees start date.
- Did you need a Faculty for the work **Yes/No**
 - If yes, has one been obtained **Yes/No**
- The conditions of the grant as set out in the **Yes/No** offer letter have been met (please attach details)

In signing this acceptance form, you are committing to abide by the terms and conditions of the grant, as shown overleaf:

Please return to:

Parish Resources Adviser
Church and Society Department
Church House, 90 Deansgate,
Manchester. M3 2GJ

Chairman of Council

Honorary Secretary of the Council

Date _____

2.25

Terms and Conditions of this Grant

1. In accepting this grant, you agree that the funds will be spent only on the items, services or activities as laid out in your application to the Fund. This includes any conditions of the grant listed in your grant offer letter. If circumstances change and you wish to use the funds, or a proportion of the funds, in another way you must contact the Parish Resources Adviser to discuss the situation.
You are required to keep a detailed record of costs allocated to the grant, which we may request at a later date. Please keep copies of all receipts and invoices.

2. If there is any residue of funding because of changes in circumstances, the Parish Resources Officer should be informed and this should be returned to the Diocesan Board of Finance.

Grants obtained for capital projects

3. If the grant is being used for a capital project you should appoint the contractor that you indicated in your application form to carry out the work. If for any reason you do not use that contractor, please contact the Parish Resources Officer and forward your new quotation.

4. Where a capital grant is awarded the parish should be shown to be making every effort to use the facilities or items purchased as notified on the grant application.

Grants obtained for the employment of personnel

5. The Grants Panel would expect any parish in receipt of a grant to employ a person to follow the correct procedures according to employment law. Grants cannot be paid until signed copies of contracts of employment are returned to the Parish Resources Officer. Grants can be withdrawn at any time if a parish is seen to not be following correct procedures.

Should we ask for their disciplinary and Grievance Procedures?

6. In cases where the grant is used to employ people, any change in personnel should be notified to the Parish Resources Officer and grant payments should be suspended whilst the post is being advertised.

The Diocese has the right to withdraw any funding and ask for re-payment if these procedures are not followed to a satisfactory standard.

There is an expectation that parishes in receipt of grants pay their Share in full.

Support for Clergy and their Families

Introduction

There are a number of trust funds administered from our diocesan office, offering financial support to clergy and their families. For example, the Bishop Fraser and Haworth Trust Funds provide assistance with school/university fees and the expenses of their children, but are not restricted solely to these items. Other diocesan funds are also available to clergy who are in financial difficulty or need.

Please see section 6.15 for other (non-diocesan administered) charities which seek to support clergy and their families.

How to Apply

Please write personally to the Diocesan Secretary at Church House or speak with your Bishop/Archdeacon.

Grants are normally awarded in the Spring and Autumn.

OTHER FUNDING –

CHURCH RELATED FUNDS



Church and Community Fund Criteria

The Church and Community Fund has changed its aims and objectives for 2012 and is now receiving applications under these new themes:

Aim:

"The Church and Community Fund aims to grow the Church of England and develop its capacity to engage with the whole community"

Objectives:

By making grants to the national church and local projects the Church and Community Fund will assist the Church of England to:

- Develop its capacity to engage with the whole community through supporting innovative use of resources;
 - Help transform areas of greatest need and opportunity and;
 - Grow spiritually and numerically.
-

Strategic Funding Themes:

The CCF will support projects that:

- Significantly expand the Church's engagement with neighbourhood renewal
- Seek innovative ways of developing established community projects so that they either a) grow existing or b) evolve into new communities of Christian Faith, and;
- Replicate models of successful community engagement across the wider church.

Full details and examples of the types of projects the Fund will support are available on their website: <http://www.ccfund.org.uk>

How to apply

Applications are made electronically via the CCF website and a reference is required from the Archdeacon (the Archdeacon's reference form can be downloaded from the website).

Council for Social Aid - Grant Making Criteria

1. Grants will be made in accordance with the Charity's objectives, which are;
'to further all or any charitable activities that are carried out in connection with the Church of England in the Diocese of Manchester'
and in particular
'to support..... the promotion of temperance, and of higher standards of moral life in the individual, the family and the community; the restoration of the intemperate or delinquent and of those addicted to drugs, alcohol or gambling; ... the relief of distress or suffering arising from delinquency or intemperance or addiction'.
2. The maximum grant awarded to any one project is likely to be no more than £10,000 per year for three years. The average grant is likely to be significantly less than this.
3. Grants will only be given for periods of up to three years.
4. Revenue or/and capital funding can be sought.
5. Applications have to include provision for ongoing monitoring and evaluation.
6. Applications will show how the proposed grant will make a difference to the work envisaged and will include an exit strategy.
7. Grants will only be made to bodies that have adopted and are implementing equal opportunities policies.
8. Applications will only be considered from Church of England Parishes / community led projects connected with the Church of England, within the Diocese of Manchester.

Process of Assessment

- a. All applications are submitted to the Church and Society Department for its comments about their strategic relevance for work in the Diocese.
- b. Applications will then, if appropriate, be submitted to the Trustees for consideration.
- c. The Trustees may require further information including a visit to the applicants.
- d. The decision of the Trustees is final. There is no appeal process.

Your Application

Please complete the following 2-page "Cover Sheet" and then answer the questions in this section of the form as fully as you are able within the word limit and in your own words. Please attach your application information to the cover sheet and submit to Mike France, address below, along with a copy of your accounts.

3.2

- A. What is your project called?**
- B. Your vision.** *(Maximum of 300 words)*
Please summarise your idea for us. How did you find out about the need for your proposal? What difference will you make?
- C. Activities and participants.** *(Maximum of 300 words)*
What activities do you propose? Who will benefit?
- D. How will you know that you have made a difference?** *(Maximum 300 words)*
How will you measure outcomes and benefits to the people participating in the project?
- E. Who will deliver the project?**
e.g. Will you be using existing volunteers/paid staff. What is their background/experience?
- F. Connection to the Church of England in the Diocese of Manchester** *(Maximum 300 words)*
If your organisation is not a C of E church in the Manchester Diocese, please explain which C of E church this project is connected with and the nature of that connection.

Financial information.

Please include a copy of your most recent audited accounts with the application.

Please e-mail or post your completed application to:

Mike France
Church And Community Development Officer
5th Floor, Church House
90, Deansgate
Manchester
M3 2GH

mikefrance@manchester.anglican.org

0161 828 1475

Council for Social Aid - Application Cover Sheet

Council for Social Aid - Application Cover Sheet

About Your Organisation

Name of Organisation	
Address	
Phone Number	
Email	
Website	

About the Contact Person

Name of Contact Person	
Role of Contact Person	
Correspondence Address	
Contact Phone Number	
Contact Email	

Summary of Project Information

Name of Project		
Area of Manchester where project will take place		

	Year 1	Year 2	Year 3	Total
Grant Requested	£	£	£	£
Estimated Start Date	Estimated End Date			

Is your organisation a Parish Church within the Church of England Manchester Diocese?	Yes	No
If no, which Cof E church are you working in connection with?		

Please ensure you explain the nature of this connection in Section G.

Does your project involve employing staff?	Yes	No
--------------------------------------------	-----	----

Council for Social Aid - Application Cover Sheet

Does your project involve significant capital expenditure?	Yes	No
------------------------------------------------------------	-----	----

About Your Organisations' Structure

Please answer the following questions. They are designed to help the Trustees understand your organisations' ability to oversee and deliver the project successfully and to assess what level of support your organisation may or may not need in order to do this. Staff in the Diocesan Church and Society Department can offer support in these areas.

Is your organisation a Registered Charity?	Yes	No
If yes, what is its Registration Number?		

Is your organisation a Company Limited by Guarantee?	Yes	No
If yes, what is its Company Registration No?		

Does your organisation....

	Yes	No
have safeguarding policies and procedures in place relevant to your organisation and its work?		
review these policies annually?		
have good practice guidelines for the recruitment and training of staff, including volunteers and follow it?		
have and follow a health and safety policy?		
have and work towards Equal Opportunity Guidelines?		
have appropriate public liability insurance?		
have employers liability insurance?		
have annually audited / checked accounts? <i>(If yes, please remember to include these with your application.)</i>		
commit to provide training appropriate to activity for staff and volunteers?		
commit to meet any requirements for levels of qualification of staff?		
commit to establishing a Management Group / Steering Committee to oversee this project (separate to the PPC, if a church), if there is not already one in place?		

Thank you for taking the time to complete this. Please attach these two sheets as the front cover to your application.

3.5



CUF Ref No:

The Mustard Seed Grant Programme

aims to:

‘Provide grants to enable churches and faith-based organisations, working in very deprived communities, to engage in social action through supporting them to initiate or develop community work. This will then enable groups to either undertake larger pieces of work or significantly improve the existing provision.’

Grant requests up to £5,000 will be considered. This is a rolling programme and there are no deadline dates.

Examples of projects Church Urban Fund may consider for funding:

- Initiating new work
- Community Audits/Consultations
- Needs assessments
- Pilot projects
- Start-up equipment
- Improving Existing Projects
- Trustee/staff/volunteer training
- Quality Assurance (e.g. PQASSO, Investing in Volunteers – where appropriate for the size/type of organisation)

Grant Criteria

1. The project must be directly tackling the effects of profound poverty and should be working in the 10% most deprived areas in England. Church Urban Fund uses the most up-to-date and appropriate Government issued statistics to assist in assessing all applications. You may access an overview for your area by visiting www.neighbourhood.statistics.gov.uk.
2. If the organisation or project is serving a target group that is deemed to be intrinsically disadvantaged, but not working in the 10% most deprived areas in England, the project may still be eligible. Target groups include, but are not restricted to: homeless people, people with drug and alcohol problems, refugees and asylum seekers, people working in the sex industry etc
3. The project needs to be based in the local community and to have local community involvement in identifying needs, initiating responses and running the project
4. The project must be open to all regardless of faith, ethnic origin, disability, gender, age or sexual orientation, except where there is an expressly identifiable need (such as a gender specific homeless project or counselling/ support service)
5. Projects are not required to be Anglican but there should be a strong link between the project and a faith group

6. The project must have charitable purposes (charitable purposes are defined by the Charity Commission and more details can be found at www.charity-commission.gov.uk)

What can grants be given for?

Mustard Seed Grants can pay for specific activities but not for on-going revenue expenditure, existing salary costs, deficit funding, or retrospective spending. Capital projects are considered low priority unless directly linked to starting up a new project.

It is expected that work supported under the Mustard Seed Programme will grow into more substantive or developed activities.

The grant requested should typically represent at least a third of the total funding required. For capital requests, this total should be the total of the work undertaken, regardless of how it is presented as a grant proposal (e.g. a kitchen refurbishment totalling £10,000 to enable a specific project to start may be considered, however a kitchen refurbishment of £10,000 as part of an overall building project of £100,000 will not be considered).

Grants should be claimed or part-claimed within six months and fully spent within 12 months of approval.

Priority will be given to:

1. Projects based within areas where there are the greatest levels of deprivation in England
2. Projects identified by Dioceses as being key to the reduction of deprivation in their area
3. Projects which, by their nature, are limited in the funds they can access and therefore are in particular need of Church Urban Fund support
4. Projects where Church Urban Fund support will make the greatest impact

Church involvement and mission

Church Urban Fund believes that church involvement can range from a project being wholly church-owned to being one in which a church gives active support. Ideally, projects are part of the church's outreach to local people and represent a commitment to mission and evangelism. Support should involve active and demonstrable promotion, fundraising and/or volunteering by the local church community. A church's level of involvement needs to be more than simply being the landlord or having a church member on the management committee.

In carrying out its commitment to the teaching of Christ to 'love your neighbour as yourself', Church Urban Fund recognises the importance of forming partnerships with local voluntary groups, statutory organisations and with ecumenical and inter-faith projects. The organisation welcomes applications from minority ethnic groups and from other faith groups and encourages such groups to apply.

What Church Urban Fund Mustard Seed programme does NOT fund

1. Projects outside England

3.7

2. Individuals
3. Projects not directly tackling profound poverty or specific issues caused by poverty
4. Projects without church or faith links
5. Organisations with an annual turnover of over £150,000, or with significant reserves (Church Urban Fund recognises that operational reserves are appropriate for well-managed organisations but they should not normally exceed twenty-six weeks of annual running costs)
6. Existing salary costs, except where there is a significant increase in hours in order to expand an existing project or begin new work
7. Ongoing revenue costs (core costs)
8. Repeated activities (such as an annual summer camp or regular training sessions)
9. Work that has already been completed or started (retrospective funding) or to fund deficits or loans
10. Campaigning and fundraising activity
11. Revenue and capital funding for national voluntary/ community organisations and public and private sector organisations
12. Activities open only to church members
13. Evangelistic activity not part of a response to poverty
14. Clergy stipends including Church Army posts
15. General repairs and refurbishment, internal re-ordering of churches for worship, church maintenance or DDA (Disability Discrimination Act) compliance
16. General appeals

Other Programmes

From time to time other grant programmes may be available. Please visit our website for up to date information on all our programmes.

Grant Conditions

Church Urban Fund standard grant conditions are available at www.cuf.org.uk/act/cuf-funding. These constitute the basic agreement between Church Urban Fund and its grantees, but please be aware that additional conditions may be attached as required. These will always be stated at the time a funding offer is made.

How to apply for a Mustard Seed grant

Applying for a Mustard Seed Grant is simple. Church Urban Fund wants to hear from churches and faith-based groups (linked with any faith) that want to turn their ideas into action. Please visit www.cuf.org.uk/act/cuf-funding for full details, and for up to date information about our financial support.

Standard application procedure – overview

1. Review whether your project fits in with our criteria.
2. If yes, contact your local Link Officer. Discuss your proposal, and if appropriate you will be offered an application form

3. Complete your application form and return this (with a budget outline and your latest accounts) to you Link Officer
4. Your application will be reviewed locally before being forwarded to Church Urban Fund offices for final assessment

Standard application procedure – in detail

1. Before you apply, please ensure that you fit our criteria, as detailed in pages 4-5 of this document. If you have questions about the process or the criteria, please contact CUF directly on 020 7898 1647, or by emailing resources@cuf.org.uk, clearly stating the postcode of your project, and that of the area you work in, if different.
2. If your project meets the criteria for a Mustard Seed grant, please contact your local Link Officer (details found on ww.cuf.org.uk/about/contact/regional-contacts). If appropriate, they will provide you with an application form. If you would prefer, you can submit the information in an alternative format (e.g. a letter). If you choose to apply without making use of the standard form, please ensure that all questions asked in the form are fully answered.
3. Once complete, all applications must be submitted to the respective Link Officer in the first instance (NOT to Church Urban Fund Head Office). There is a Link Officer based in every Anglican Diocese in England. They can help provide guidance on the application for projects within the area. Projects do not have to be Anglican but there needs to be a strong link between the project and a faith group and the project needs to be endorsed by the Anglican Diocese (this is normally done by the Link Officer).
4. Church Urban Fund will undertake the assessment of applications, and may request further information from those setting up the project – this may be face to face, by telephone, by letter or email. The aim in these conversations is to assist in effectively describing the project and to help ensure that the issues involved in the project have been thought through. Church Urban Fund will endeavour to assess your application and communicate a decision within one month (31 days) of receiving the proposal to our central offices. Ensuring you have included all relevant details and documents will avoid extra delays.

The Mustard Seed programme is supported by the J Paul Getty Jnr Charitable Trust



CUF Ref No:

Mustard Seed Application Form 2012

1. About the applicant organisation

Name of church or organisation:			
Organisation address (including town and postcode)			
Charity number (if applicable)			
Phone:		Organisation email:	
Fax:		Website:	
Please detail how many staff/ volunteers your organisation has		Number of full-time paid staff:	
		Number of part-time staff:	
		Number of volunteers:	

2. About you

Your name (including title)			
Your position in the organisation:			
Your contact address, if different from above (including town and postcode)			
Phone:		Your email:	
Fax:		Website:	

3. About your proposal

Have you applied to CUF before?	Yes / No / Don't know		
If yes, under what name:			
Please quote CUF reference number:			
Full postcode of the area in which you will be working			
Deprivation identifier, i.e. overall government IMD rank, domain rank or type of marginalised group *	IMD 2010 Rank:		
	OR Domain name + rank:		
	OR Marginalised group:		
Summarise the purpose of your proposal in no more than 25 words.			
Please detail costs associated with	Total cost of project	£	

Church Urban Fund Mustard Seed Programme

the project for which you are applying	Amount requested	£
	Amount already raised:	£
Is your organisation funded by (or applying to) J Paul Getty Jnr Charitable Trust? If so, please give details.		
J Paul Getty Jnr Charitable Trust makes a contribution to the Mustard Seed Programme. This information is for our auditing purposes and will not necessarily affect your eligibility for a Mustard Seed grant.		

4. About your faith basis

If a church, are you connected to a specific denomination or network:	
Average congregation size:	
Describe your faith basis, or if you are a church, how this proposal fits into the diocesan strategy and information on any ecumenical or interfaith partnerships:	

About the need and why/ how you intend to tackle it

a) What issues are to be addressed by the project and when will it happen? <i>(i.e. What? Why? When?)</i>	
b) How will this project enable you to carry out larger/more developed projects in the future? Do you have funding plans and project costs for these future projects? <i>(i.e. What difference will this make?)</i>	
c) Who will be undertaking the work, what experience do they have and how will the project be managed? <i>(i.e. Who and How?)</i>	

Church Urban Fund Mustard Seed Programme

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Required documents

Please indicate that you have included the following	Latest Annual Report and <i>audited</i> accounts	
	Breakdown of expenditure	
	Copies of written quotes or estimates (if applicable)	

Declaration

I am authorised to act on behalf of the aforementioned organisation in relation to this application, and to the best of my knowledge all information given is a truthful representation of facts

Signature of applicant:	Date:
Signature of Link Officer:	Date:

Diocesan Fund for Destitute Refugees - Criteria

Refugee Community Organisation grants

Who is this for?

This fund is only for destitute asylum seekers. This means people with no home and no money such as those turned down under section 55 or who have been refused section 4 ('hard case') support.

Who can apply?

Only refugee community organisations with a constitution and a bank account can apply. The money will be paid into the organisation's bank account, and they can then pay it either to the destitute asylum seeker or to the person responsible for the house where he or she is living.

How much can I apply for?

You can apply for £50 for each destitute asylum seeker

How many applications can I make?

You can apply for up to 3 people in each round (there will be a round every month so long as money is available). It may not be possible to fund every application.

How do I apply?

Please complete one form for each person. Each form must be signed by:

- The chair of the refugee community organisation
- The destitute asylum seeker
- The person responsible for the house where the destitute asylum seeker is temporarily living

Where can I get forms from?

You can get forms from:
Fund for Destitute Refugees,
Church and Society Department,
90 Deansgate,
Manchester. M3 2GJ

Tel: 0161 828 1410

Email: sambrose@manchester.anglican.org

Diocesan Fund for Destitute Refugees Application Form

Manchester Diocesan Board of Finance. Charity no. 249424

Refugee Community Organisation form

(Please fill in 1 form per person. No more than 3 forms can be sent in from any organisation in each round. Each form must be signed by the homeless asylum seeker (section b), the person responsible for the house where this person is going to live (section c) and the chair of the refugee community organisation sending in this application (section d)

a) Name of refugee community organisation

Name of chair

Address of chair.....

Telephone Number

Email Address

Name of organisation bank account

b) Who will this money support?

Name of homeless asylum seeker

NASS number.....

Date of Birth.....

Signature.....

c) Address where support is to be provided

.....

.....

Name of adult responsible for this address

Signature

p.t.o.

Diocesan Fund for Destitute Refugees - Application Form

d) As chair of this refugee community organisation I agree that the person named in b) is homeless and has no other means of support, and that all money received will all go to support this person.

Signed

Date

Please return to:

Fund for Destitute Refugees,
Board for Ministry & Society,
Church House, 90 Deansgate,
Manchester. M3 2GJ

sambrose@manchester.anglican.org

0161 828 1410

(The section below is for destitution fund use only – please do not mark!)

Amount Approved:

Signed on behalf of panel (2 signatures needed)

.....

Date.....

Diocesan Loan Scheme

The Diocesan Loan Scheme is an amount of money made available from the Central Board of Finance to assist parishes with the cost of buildings and building repairs.

CCLA Investment Management Limited - The CBF Church of England Funds

Terms and Conditions for Loans to Diocesan Boards of Finance from the CBF Church of England Deposit Fund under the Church Funds Investment Measure, 1958.

Eligible Borrowers - The Central Board of Finance of the Church of England (the Central Board) is permitted to authorise loans out of the Deposit Fund to any Diocesan authority under Section 2l(1)(f) of the Schedule to the Church Funds Investment Measure, 1958 (as amended). A loan cannot therefore be made directly to a Parish but a loan can be made to a Diocese borrowing on behalf of a Parish. To comply with the Companies Act 1985, all loans made to a Diocese must be shown in the accounts of the Diocese even though this may be matched by a loan of a similar amount to a parish.

Maximum Life - Loans will normally be provided for a maximum of 5 years' duration and will be repayable by equal annual instalments.

Lending Limit

Individual diocesan loans are subject to a satisfactory review of the applicant Diocese current statutory accounts. Collectively, the sum available for loans is limited to 2% of the current level of deposits in the Deposit Fund.

Rate of Interest

The rate of interest will be revised annually by the Central Board. It will be related to the rate which the Deposit Fund could obtain on a one year money market deposit, or, if it is higher, the daily deposit rate paid by the Deposit Fund on its current deposits plus a small margin in the rate for administrative expenses.

Notification of Rate of Interest

The rate of interest will be fixed when the loan is first advanced to apply until the following 31 December. Thereafter, each year the rate will be revised to apply from 1 January. The revised rate will be based on rates ruling as at the previous 30 November.

Interest Payment Dates

Interest is calculated on the basis of the number of days in each half year and is payable in arrears on 30 June and 31 December.

Repayments

Annual repayments of capital will be due on 30 June or 31 December each year. For loans made before 30 June in any year the first such repayment will be due on 30 June of the following year; for loans made after 30 June, the first capital repayment will be due on 31 December of the following year.

Additional Capital Repayments

Additional capital repayments will only be applied on 30 June or 31 December. Loan repayment timetables will not be adjusted where additional capital sums are paid; the loan will merely be discharged more quickly. Interest calculations will be adjusted to reflect the decrease in capital outstanding.

Punctuality of Payments on Due Dates

As these loans are made to Diocesan authorities, the Central Board looks to the Dioceses for punctual payment of interest and capital on the due dates regardless of whether the Diocese has received payment from the Parish. One invoice per Diocese will be issued listing all capital and interest sums due. A payment advice slip will accompany each invoice and this should be returned with the cheque. If payment is to be made by BACS, the payment advice must still be forwarded to this office. Cheques/BACS payments should not include additional sums of money e.g. for investment in the Funds. Interest will be charged where capital repayments are more than one month overdue.

Formal Undertaking From Diocesan Board Of Finance

No security will be required for any loans to a Diocese made from the Deposit Fund, but the Diocese will be required to give a formal undertaking by a Resolution of the Diocesan Board of Finance in the following terms:

"That the [] Board of Finance undertakes to repay to the Central Board of Finance of the Church of England the sum of £[] lent by the Central Board of Finance out of the Deposit Fund set up under the Church Funds Investment Measure, 1958 by [] equal annual instalments of £[] commencing on

[] and in the meantime to pay interest on 30 June and 31 December each Year on the balance outstanding at the beginning of the period at a rate of [] % per annum or such other rates as may be notified by the Central Board of Finance in December each year. Provided always that the [] Board of Finance may elect to repay the balance of the capital and interest outstanding on 31 December or 30 June in any year".

Applications

The amount and duration of a loan should be reasonable in relation to the total assets, income and commitments of the Diocesan authority. To enable CCLA, on behalf of the Central Board, to assess a loan application the following information is required on the occasion of each application.

- a) The amount required
- b) The purposes for which the loan is required
- c) The period of the loan
- d) The date the loan is required
- e) A copy of the latest published accounts of the Diocesan authority if not previously submitted.
- f) Once a loan has been approved it will be available for one year. If, at the end of that year, the loan has not been taken up, a new loan application would be required. The Central Board reserves the right to refuse any application for a loan from the Deposit Fund.

Application Process - please apply to: Head of Finance, Church House, 90 Deansgate Manchester M3 2GH. Phone: 0161 828 1423

**National Churches Trust
(was Historic Churches Preservation Trust)**

Repairs Grants Programme - Offers grants of £10,000 and above for urgent and essential structural repair projects. Projects must have an estimated cost of at least £50,000 including VAT and fees to qualify. The Trust's main priority in 2012 is repairs to roofs and rainwater goods. There are a number of grants of £40,000 and above available.

The National Churches Trust accepts applications from listed and unlisted churches, of any age, as long as they are open for regular public worship.

Structural Repairs Means - Essential works required to the fabric of the building. In 2012 roof repairs and any associated repairs eg. to rainwater goods or surrounding stonework to keep the building wind and watertight, will be given a higher priority than other works.

Grants are not given towards boundary walls, clocks, bells and monuments, heating, lighting or general re-ordering. Church halls and other buildings outside the church itself are not eligible. The estimated total cost of any repair project must be at least £50,000 (including fees and VAT) to qualify.

Community Grants Programme - awards grants of £5,000 to £25,000 towards projects that enable access and wider use of places of worship. In 2012 the trust is particularly interested in new toilets and catering facilities within the actual church building, but these may form part of a larger project.

- Applicants must be able to demonstrate a need and local demand for the facilities.
- Projects must have an estimated cost of at least £25,000.
- The programme does not contribute towards the cost of re-ordering. It does not cover lighting, heating or media systems.
- Relevant permissions must be in place prior to applying under the Community Grant Programme.
- The cost of the project must be at least £25,000 (including fees and any VAT).

Only one application can be made to one of the above programmes at any one time - All projects must be overseen by an architect or chartered surveyor who is AABC, RIBA, ARB or RICS accredited

When to apply - To be considered in any calendar year, you must apply between 1st January and 1st September. Decisions on grants will be made in May and November. An initial enquiry has to be submitted using the Trust's online form on their website - <http://nationalchurchestrust.org/supporting-you/grants/online-application/pre-application-form.php>

Contact details - The National Churches Trust (was Historic Churches Preservation Trust), 31 Newbury Street, London EC1A 7HU.

Phone: 0207 600 6090 **Fax:** 0207 796 2442 **Email:** info@historicchurches.org.uk

Greater Manchester Churches Preservation Society

Grants of £2,500 towards the cost of repairs to make the building weather-tight (ie. roofs, gutters). For repairs costing up to £50,000. Improvement works are not eligible. Also £500 grants for clocks, organs, gates and walls, lychgates, stained glass etc. Both grants are conditional upon the parish becoming a member of GMCPS for a minimum of 5 year (£25 annual donation). See website www.manchesterchurches.btck.co.uk

St. Martin in the Fields Grants

Since 2002, we have received money from St. Martin's in the Fields, London, to help people in need. Money is normally received annually and the amount paid depends on the success of the Christmas Appeal. Funds are normally available from April - December each year.

What it can be used for:

The money can be used in a variety of ways at the discretion of the officer responsible and the fund manager at St. Martin's, it is for people in dire need.

What it cannot be used for:

Course fees, holidays, respite breaks and school or church trips, school uniforms, childcare expenses or toys, books and play equipment, structural and landscaping renovations, televisions, video and audio equipment, TV licence fees, medical treatments and prescription charges, administrative charges, court fines and professional fees, IT equipment or software.

Who it can be used for:

The people who have been helped range from individuals and families suffering the effects of illness; bereavement; unemployment and homelessness through to newly arrived refugees and asylum seekers living in our parishes.

How to apply:

Send a letter or email sueheil@manchester.anglican.org with a résumé of what the application is for (we also need the names of the people you are applying for). If the application is successful, we will arrange for payment to be made via the Diocesan BACS system directly to the parish..

The average grant is £150 and can be processed within 7 – 10 days. We do not require receipts, however payment can only be made through the Parish bank account and to help people who live in the Manchester Diocese.

St. Agnes Trust

This trust fund is to benefit women and children who are in need. The money can be used in a similar way to the St. Martin's Grants and is administered in the same way.

If you know someone who can be helped with either of these funds, and would like to apply contact: Sue Heil (Resources Support Officer)

Tel: 0161 828 1445 **email:** sueheil@manchester.anglican.org

OTHER CONTACTS AND USEFUL INFORMATION

Councils for Voluntary Service (CVSs)

These are other contacts that may be able to help applicants with grants for various projects. The services include information, training, development work and representation.

Bolton CVS

The Bolton Hub, Bold Street, Bolton. BL1 1LS

Tel: 01204 546010. Email: mail@boltoncvs.org.uk (Information)

Website: www.boltoncvs.org.uk

To find voluntary groups in Bolton go to

<http://www.bolton.gov.uk/website/pages/Voluntaryorganisations.aspx>

Burnley, Pendle and Rossendale Shuttleworth Building

62 - 64 Yorkshire Street, Burnley, BB1 3BT

Tel: 01282 433740 Website: <http://www.bprcvs.co.uk>

Bury Third Sector Development Agency

Unit 23, Bury Business Centre, Kay Street, Bury. BL9 6BU

Tel: 0161 797 1968 Email: info@b3sda.org.uk Website: www.b3sda.org.uk

Novas Scarman Group, Manchester (Formerly The Scarman Trust)

424-426 Manchester Royal Exchange, Manchester, M2 7FE

Tel: 0161 839 2613 Email: support.manchester@thescarmantrust.org

Voluntary Action Oldham

Unit 12, Manchester Chambers, Oldham OL1 1LF.

Tel: 0161 633 6222. Email: development@vaoldham.org.uk

Website: www.vaoldham.org.uk

CVS Rochdale

Partnership House, Sparrow Hill, Rochdale OL16 1PX.

Tel: 01706 631291. Email: funding@cvsr.org.uk Website: www.cvsr.org.uk

Salford CVS

5 Irwell Place, Eccles, Manchester M30 0FN.

Tel: 0161 787 7795 ext 214. Email: office@salfordcvs.co.uk

Website: www.salfordcvs.co.uk

Tameside Third Sector Coalition

Suite 1, St Michael's Court, Stamford Street, Ashton-u-Lyne OL6 6XN.

Tel: 0161 339 4985. Email: info@t3sc.org Website: www.t3sc.org

Voluntary Community Action Trafford

Park House, 73 Northenden Road, Sale M33 2DG. Tel: 0161 973 5741.

Email: funding@VCAT.fsnet.co.uk Website: www.vcattrafford.org

Trafford Council For Voluntary Service

Cadman House, Wharf Road, Sale, Cheshire M33 2AF. Tel: 0161 976 2448

Fax: 0161 976 2433. Email: enquiries@traffordcvs.org.uk Website:

www.salecommunityweb.co.uk/cvs.htm

Wigan and Leigh CVS

93 Church Street, Leigh WN7 1AZ. Tel: 01942 514234. Email: info@cvswl.org

Website: www.cvswl.org

Local Trusts

We have lists of trusts in categories within the Church and Society Department which link to individual trust websites. These are updated regularly. If you wish to receive this information, please contact Sue Heil on 0161 828 1445 (sueheil@manchester.anglican.org) and request the list you are interested in.

The categories are:

- Disabled access and toilets
- Buildings
- Children and Youth
- Christian purposes
- Community purposes
- Elderly
- Environment
- General
- Health
- Individuals

Possible funders of small parish projects.

The Community Foundation of Greater Manchester

1st Floor, Beswick House, Beswick Row, Manchester M4 4LA

Tel: 0161 214 0940 Grants Hotline: 0161 214 0951

www.communityfoundation.co.uk

Application packs available from Julie Langford, (various funds).

The Greater Manchester Police Community Charity

Greater Manchester Police Headquarters,

Chester House, Boyer Street, Manchester, M16 0RE

Tel: 0161 856 2211

Applications in writing to Valerie Watson, (small grants to community groups).

Greggs Foundation, Regional Grants

Greggs Foundation, Fernwood House, Clayton Road, Jesmond, Newcastle

Upon Tyne, NE2 1TL See full details on their website.

<http://www.greggsfoundation.org.uk/regionalgrants>

The D C Trust

81 King Street, Manchester M2 4ST

Applications in writing to the trustees, (a small trust for the relief of poverty in Manchester).

The Manchester Guardian Society Charitable Trust

Cobbetts, Ship Canal House, King Street, Manchester M2 4WB

Application forms available from Miss K A Graham (funds smaller charities with capital projects).

The Lord Mayor of Manchester's Charity Appeal Trust

Lord Mayor's Office, Town Hall, Albert Square, Manchester

Email: lord.mayor's.office@notes.manchester.gov for an application form.

Grants of up to £500 for local charities.

The Edward C Oldham Settlement

Lower Firwood, Leycester Road, Knutsford, Cheshire, WA16 8GR

Written applications, with full accounts to P.G. Livesey, Trustee. (small grants from £100).

The George James Pennington Bequest

The Charity Service Ltd, Gaddum House, 6 Great Jackson Street, Manchester M15 4AX

Applications in writing to: The Secretary, (small grants of less than £500 for residents who are in need, through age, sickness or infirmity).

The Swinton Charitable Trust

2 Trevor Road, Swinton, Greater Manchester M27 0YH

Applications in writing to: The Correspondent, A J Edden (small grants).

The Hoover Foundation

Pentrebach, Merthyr Tydfil, Mid Glamorgan CF48 4T

Applications in writing to: Mrs Marion Heaffey, (small grants for Bolton charities).

The Provincial Insurance Company Trust for Bolton

6 Lennox Gardens, Bolton BL3 4NH

Applications in writing to the Trustees, (small grants for Bolton charities).

The Sir James & Lady Scott Trust

Suite 3, Sand Aire House, New Road, Kendal, Cumbria LA9 4UJ

Application forms available from C Batten, The Secretary, (health & welfare charities in the Bolton area).

France's Charity

Stephensons Solicitors, 24 Lord Street, Leigh, Lancashire, WN7 1AB

Application in writing to Mrs O E Williams, The Secretary, (small grants available for community groups in Leigh who support older people).

The Oldham Charity Carnival Trust

2 Bridgefield Crescent, Springhead, Oldham OL4 4PD

Application in writing to the Chair, Alan Craig, 18 Gordon Avenue, Oldham OL4 1QA. Funds are distributed annually after the carnival to Oldham charities).

The Norman Barnes Fund

P O Box 15, The Town Hall, Rochdale, Lancs. OL16 1AB

Application forms available from Rachel McEwan, (concerned with the welfare of older people in Rochdale).

The Booth Charities

Midwood Hall, 1 Eccles Old Road, Salford, Manchester M6 7DE

Applications in writing to Mrs L J Needham, Chief Executive (a substantial trust with a wide range of interests, benefiting Salford residents).

The Albert Proctor Charitable Trust - Applications in writing to: The Trust Manager, Royal Bank of Scotland, Eden Lakeside, Chester Business Park, Wrexham Road, Chester. CH4 9QT. Small Grants for churches and church related charities).

The Clifford Howarth Charity Settlement (for Rossendale only).

Applications in writing to: James Howarth, Lambert Howarth, Healey Royd Works, Healey Royd Road, Burnley. BB11 2HL.

Florence's Charitable Trust (for Rossendale only). Applications in writing to: R. Barker, Secretary to Trustees, Florence's Charitable Trust, E Suttons & Sons, PO Box 2, Riverside, Bacup. OL13 0DT

The Stoller Charitable Trust - Applications in writing by February, May, August or November to: Alison M Ford, Secretary, PO Box 164, Manchester M24 1XA. Tel 0161 653 3849, email Alison.sct@tiscali.co.uk

Other Sources of Funding for Specifically Christian Activities

The Barnabas Trust

Where funding can be given - UK and Overseas. Overseas Projects are supported only if they are personally known by the trustees.

Who can benefit – Organisations and individuals benefiting Christians and Evangelists.

What is funded – Christian evangelical projects – overtly evangelical, not social, unless for a particular evangelical input. The trust will consider funding Christian theological education and outreach; missionaries and evangelicals; and Anglican and Free Church bodies.

What is not funded - The trust is no longer able to help with building, refurbishment or equipment for any church, since to be of any value grants need to be large. On-going revenue costs such as salaries are not supported.

Type of grant – One-off for one year or less, for project funding.

Range of grants - £250 - £5,000

Sample Grants – In 200-01: £90,000 to SGM International; £12,000 to Shaftesbury Society; £8,000 to Princess Alice Hospital; £6,000 each to Medical Missionary News and Yeldall Manor; £5,000 each to Bethany Children's Trust, International Fellowship of Evangelical Students and Message to Schools Trust; £4,000 to Redcliffe College; and £3,000 each to Operation Mobilisation and Latin Link.

Finances – Year 2001-02 Income £185.914 Grants £338.094 Assets £3,729.082

Trustees – K C Griffiths, Chair: D S Helden; N Brown.

How to apply – In writing to the correspondent, giving as much details as possible, and enclosing a copy of the latest audited accounts, if applicable. The trust states: 'Much of the available funds generated by this trust are allocated to existing donees. The trustees are willing to consider new applications, providing they refer to a project which is overtly evangelical in nature.' If in doubt about whether to submit an application, please telephone the secretary to the trust for guidance. The trustees meet four times a year, or more often as required, and applications will be put before the next available meeting.

Who to apply to – Mrs Doris Edwards, Secretary, 63 Wolsey Drive, Walton-on-Thames, Surrey KT12 3BB Tel: 01932 220622

The Alexis Trust

Where funding can be given - UK and Overseas

Who can benefit – Individuals and organisations

What is funded – Support for a variety of causes, principally Christian.

What is not funded – No grants for building appeals, or to individuals for education.

Type of grant – One-off, project and some recurring costs will be considered.

Finances – Year 2001-02 Income £35,000 Grants £35,000

Other Sources of Funding for Specifically Christian Activities

Trustees - Prof. D W Vere; C P Harwood; Mrs E M Harwood; Mrs V Vere.

How to apply – In writing to the correspondent, although the trust states that most of the funds are regularly committed.

Who to apply to – Prof D W Vere, Trustee, 14 Broadfield Way, Buckhurst Hill, Essex IG9 5AG

The Sydney Black Charitable Trust

Where funding can be given – UK

Who can benefit – Evangelical Christianity, social welfare, young people, older people and people who are disabled.

What is funded – For the latest year the report stated that support is given to youth organisations, religious, medical and other institutions, such as those helping people who are disadvantaged.

Type of grant – One-off grants for core support, equipment and vehicles.

Sample grants – Endeavour (£18,000); Others were at £144,000; grants between £125 and £200 were made to approx 700 institutions.

Finances – Year 2002-03 Income £106,097 Grants £161.854 Assets £2,801.820

Trustees – Mrs J D Crabtree; Mrs H J Dickenson; S J Crabtree; P M Crabtree

Other information – In 2001 the Edna Black Charitable Trust and The Cyril Black Charitable Trust were incorporated into this trust.

How to apply – Applications, made in writing to the correspondent, will be considered by the appropriate trust.

Who to apply to - M B Pilcher, Secretary, 6 Leopold Road, London. SW19 7BD
Tel: 020 8947 1041

The Englefield Charitable Trust

Where funding can be given – Worldwide, with a special interest in Berkshire.

Who can benefit - **Charitable organisations**

What is funded - Particularly charities working in the field of: infrastructure development; religion; residential facilities and services; arts, culture and recreation; health; conservation; education and training; and various community facilities and serves.

What is not funded – Individual applications for study or travel are not supported.

Type of grant – Buildings, capital, interest-free loans, research, running costs, salaries and start-up costs. Funding of one year or less will be considered.

Range of grants - £250 - £30,000. Average grants range £1,000 - £5,000.

Sample grants - £30,000 to St Mary's Minster; £20,000 to Newbury Spring Festival; £11,000 each to Spire Trust and Chelsea Physic Garden; £10,000 each to Douglas Martin Trust and The Willink School; £5,000 each to Hamble Court Refurbishment, Game Conservancy Trust. Newbury and District Agricultural Society and Parish of All Saints – Workingham; £2,300 to Voluntary Action

4.6

Other Sources of Funding for Specifically Christian Activities

Centre; £1,000 to St Lukes Hospital for the Clergy; £500 Spaklers; £450 Reading Adult & Community College; £250 St Bartholomew's Parents Association.

Finances – Year 2002-03 Income £366,075 Grants £349,186 Assets £7,730,621

Trustees - Sir William Benyon; James Shelley; Lady Elizabeth Benyon; Richard H R Benyon; Mrs Catherine Haig.

Other Information - Finances: funds are being withheld in addition to the figure for grants, as match funding for applications for National Lottery and other grants.

How to apply – In writing to the correspondent stating the purpose for which the money is to be used and accompanied by the latest accounts. All applicants should have charitable status. Applications are considered in March and September. Only applications going before the trustees will be acknowledged.

Who to apply to – A S Reid, Secretary to the Trustees, Englefield Estate Office, Theale, Reading RG7 5DU Tel: 0118 930 2504 Fax 0228 932 3748

e-mail: benyon@englefields.co.uk

The Griffith UK Foundation

Where funding can be given – UK and Overseas, with a preference for Derbyshire.

Who can benefit – Christian organisations.

What is funded – Religious, charitable and educational purposes, with a preference for Christian witness in a variety of forms, especially creative and innovative endeavours which advance the Holy Catholic Church.

Sample Grants – In 1998 – 99: £9,3000 to Raynes Park Methodist Church; £6,800 to New Testament Church of God; £4,600 Chapel Hill Retreat Centre; £3,000 to Springboard; £1,400 to Disabled Midland Games; £1,000 to Derby Hospital; £500 to Children's Asthmatic Trust; £300 to Stonebroom Playgroup; £100 to Basford Community; £50 each to Eastwood Amateur Boxing and First Crich Brownies.

Finances – Year 2001-02 Income £34,813 Grants £40,307

Trustees – D L Griffith; B G Dinsmore; J Maslick; C C Hodson.

Other information – The trust receives its income from Griffith Laboratories Ltd and Griffith Micro Science Ltd through Gift Aid. The Chair and finance manager of the former company are both trustees of the trust.

How to apply – In writing to the correspondent.

Who to apply to – J I Beswick, Griffith Laboratories Ltd, Cotes Park Estate, Somercotes, Alfreton, Derbyshire. DE55 4NN

The Jerusalem Trust -

Where funding can be given - UK, developing countries

Who can benefit - Christian evangelism and relief work overseas, particularly for indigenous training and support and production of appropriate literature and resource materials for Christians in Anglophone Africa, central and eastern Europe, and the former Soviet Union; Christian Media, particularly supporting training and networking projects for Christians working professionally in all areas of the media and for those considering media careers; Christian Education, particularly the development of Christian school curriculum resource materials for RE and other subjects, support and training of Christian teachers of all subjects and lay training Christian art, focused mainly on a small number of pro-active commissions of works of art for places of worship; Christian evangelism and social responsibility work at home, particularly Christian projects which develop new ways of working with children and young people and projects which promote Christian marriage and family life. Also church planting and evangelistic projects and those which undertake Christian work with prisoners, ex-prisoners and their families.

What is not funded - Trustees do not normally make grants towards building or repair work for churches. Grants are not normally made to individuals.

Sample Grants - £250,000 to Jerusalem Productions, £105,000 to Church Pastoral Aid Society towards the Children's Evangelism Initiative; £100,000 to BBC Reading Fellowship towards the second phase of Foundations21, a major internet-based programme to promote adult Christian discipleship; £70,000 to Feltham Prison Chaplaincy towards the cost of a new community chaplaincy project in south and west London; £75,000 to Church Mission Society; £45,000 to European Evangelical Alliance; £20,000 to Prison Fellowship Scotland towards a field officer for the Sycamore project; £10,000 to Churches Advisory Council for Local Broadcasting towards its annual conference.

Finances - Year 2003 Income £2,707,000 Grants £2,724,000 Assets £63,376,000

Trustees - Sir Timothy Sainsbury, Lady Susan Sainsbury, Dr V E Hartley Booth; Canon Gordon Bridger.

Other Information - The trust is one of the Sainsbury Family Charitable Trusts which share a common administration. An application to one is taken as an application to all.

How to apply - Proposals are generally invited by the trustees or initiated at their request. Unsolicited applications are not encouraged and are unlikely to be successful.

Who to apply to - Michael Pattison, Director, Allington House, 1st Floor, 150 Victoria Street, London SW1E 5AE Tel 020 7410 0330 Fax 020 7410 0332 e-mail info@sfct.org.uk.

Matthew Hodder Charitable Trust

Where funding can be given – Worldwide

Who can benefit – Organisations and individuals.

What is funded – The trust's charitable concern is with: book publishing; literacy and literature; reading; the book trade (including provision of books); arts education (including music); Christian endeavour.

What is not funded – Health (unless reading related); social welfare; environment, politics.

Type of grant – One-off only

Range of grants – Typically £250 - £500

Finances – Year 2003 – 04 Income £28,409 Grants £29,959 Assets £747,841

Trustees – Philip Attenborough; Mark Hodder-Williams; Roger Spurling; Timothy Ford; Anthony Brown.

How to apply – In writing to the correspondent.

Who to apply to – P J Attenborough, Trustee, Coldhanger, Seal Chart, Nr Sevenoaks, Kent TN15 0EJ Tel: 01732 761516

Nathan Charitable Trust

Where funding can be given – UK and Overseas

Who can benefit – Christian organisations

What is funded – Christian charitable purposes

Sample grants - £50,000 each to Open Doors and Operation Mobilisation; £20,000 each to Bridges for Peace, Care, Leprosy Mission and Mission Aviation Fellowship; £10,000 each to Carrot Tops; £6,000 to Riding Lights; £5,000 each to Christian Friends of Isreal and Christian Outreach.

Finances – Year 2001-02 Income **£82,297** Grants **£221,343**

Trustees – T R Worth; Mrs P J Worth; G A Jones.

How to apply – In writing to the correspondent including a SAE, although please note, most of the trust's funds are already fully allocated.

Who to apply to – T R Worth, Trustee, The Copse, Shevioc, Torpoint, Cornwall PL11 3EL

The New Durlston Trust

Where funding can be given – UK and developing countries

Who can benefit – Christian organisations/individuals

What is funded – General charitable purposes

What is not funded – No grants for works other than for Christian-based work. Overseas grants are only given through UK-based charities.

Type of grant – Usually one-off, for core costs, capital or project funding.

Range of grants - £100 - £500

Sample grants - £5,000 to the Triangle; £2,500 to Gateway Charity; £1,000 each to Caring for Life and Handsworth International Mission; £500 each to Beacon

Other Sources of Funding for Specifically Christian Activities

Centre Trust, Bible Society, Breakout Trust, Elam Ministries, Highlands and Islands Youth for Christ and Project Denqke.

Finances – Year 2002-03 Income £26,128 Grants £30,600 Assets £118,736

Trustees – Nigel Austin Hewitt Pool; Alister John Mogford; Alexandra Louise Mayne.

Other information – The grant total includes at least £1,000 to individuals.

How to apply – In writing to the correspondent.

Who to apply – N A H Pool, Trustee, 95 Fleet Road, Fleet, Hampshire. GU51 3PJ Tel: 01252 620444 Fax 01252 622292

The Payne Charitable Trust

Where funding can be given – UK and overseas

Who can benefit – Missionaries, churches, and people engaged in the propagation of the Christian gospel.

What is funded – To support religious and charitable objects. The main area of interest is the support of evangelical Christians in the promotion and proclamation of the Christian gospel.

What is not funded – No grants for repairs to church buildings or towards education.

Type of grant – One-off grants and loans; capital support

Sample grants - £6,000 to Crusaders; £4,000 to College Lane Mission for work in Kenya; £3,500 to Marilyn Christian Centre – Poland; £2,600 to Andrew League Trust; £2,300 to SASRA; £2,000 to Youth for Christ; £1,500 to Officers Christian Union; £1,000 each to Evangelical Alliance and Heart Cry for Wales; £500 each to OAC West Midlands, Tough Talk and Walk through the Bible.

Finances - Year 2002-03 Income £91,124 Grants £26,375 Assets £630,551

Trustees – John Payne, Eric Payne

Other information – Due to the large number of applications, some considerable time can elapse before communication can be sent.

How to apply - In writing to the correspondent. Applications should be submitted between 1 January and 21 March only, for grants made from the following 1 May. The trustees regret that they cannot support many of the deserving organisations which apply for a grant. Due to the large number of applications, some considerable time can elapse before communication can be sent.

Who to apply to – J Payne, Trustee, Copthorne House, The Broadway, Abergele LL22 7DD Tel: 01745 825779 Fax 01745 8333161 e-mail: jpayne99@aol.com

The Sir Cliff Richard Charitable Trust

Where funding can be given – UK

Who can benefit – Registered charities only, benefiting a broad spectrum, including: children, adults and young people; Baptists, Methodists, Anglicans and Evangelicals; people who are disabled or have a medical condition.

Other Sources of Funding for Specifically Christian Activities

What is funded – Smaller, grass-roots projects are often preferred, for general charitable purposes that reflect the support, Christian commitment and interest of Sir Cliff Richard, including: special schools, special needs education and vocational training; community centres, village halls, playgrounds and playschemes; care in the community and community transport; respite care and care for carers; cancer, MS and neurological research; Christian education and outreach; missionaries and evangelicals; and animal homes and welfare.

What is not funded – Applications for the construction, restoration or purchase of buildings are not normally considered. Grants to individuals are limited to those in the above categories, and children and bona fide students within the UK in connection with education in music. Further grants to charities or individuals will normally be considered once every three years.

Type of grant – Usually single cash payments, although more than one will be considered depending on the circumstances once every three years.

Range of grants – Individuals: £100 - £500; organisations £50 - £1,000

Sample grants - £30,823 to University of Edinburgh for the Simpson Memorial Hospital for Neo-Natal Research; £2,000 to BACO

Finances – Year 2002-03 Income £27,021 Grants £33,823 Assets £625,266

Trustees - Mrs S D Caird; Miss M J Verney; E R Verney; A W Layton; Dr I Laing; S P Weil; G Caird

How to apply – Charities should send comprehensive details including a statement of the previous two years' accounts. Individuals apply in writing with an sae to the correspondent for an application form. Because of the number of grants received, failure to supply an sae could result in an application failing. Trustees meet three times a year usually March, July and November) to consider applications. The list of applications is closed six weeks before the date of each meeting, and any applications received after the closing date are carried forward. This entry was not confirmed by the trust, but was correct according to information on file at the Charity Commission.

Who to apply to – Jayne Buchanan, P O Box 19375, London W4 2GH

The Rock Solid Trust

Where funding can be given – Worldwide

Who can benefit – Christian charitable organisations

What is funded – The advancement of Christian religion; the maintenance, restoration and repair of the fabric of Christian church; the education and training of individuals; relief or need.

Range of grants - £1,000 - £93,000

Sample of grants - £93,00 in three grants to Hope Community Church; £50,000 each to Alpha International and Emmaus House; £10,000 each to Beacon Centre Project and Christ Church School; £1,000 to Highfield Church.

Finances – Year 2001 Income £947,577 Grants £214,409 Assets £842,490

Trustees – J D W Pocock; A J Pocock; T P Wicks; T G Bretell

Other Sources of Funding for Specifically Christian Activities

Other information - £18,000 was given to organisations

How to apply – In writing to the correspondent

Who to apply to – J D W Pocock, Trustee, 7 Belgrave Place, Clifton, Bristol B58 3DD

The Souter Charitable Trust

Where funding can be given – UK, but with a preference for Scotland; overseas

Who can benefit – Grants are given to a variety of human suffering, particularly those with a Christian emphasis. Through these organisations, support may be given to people of all ages; people who are in care, fostered or adopted; Christians; evangelists; carers; people disadvantaged by poverty; refugees; or victims of famine, man-made or natural disasters or war.

What is funded – Relief of human suffering, particularly projects with a Christian emphasis.

What is not funded – Building projects, personal education grants and expeditions are not supported.

Type of grant – One-off and recurring grants.

Range of grants – Typically £200 - £500

Sample grants - £360,000 to Alpha International; £95,000 to Church of the Nazarene; £65,000 to Operation Mobilisation; £50,000 to Sargent Cancer Care; £32,000 to Scripture Union Scotland.

Finances – Year 2002-03 Grants £1,100,000

Trustees – Brian Souter; Betty Souter; Mrs Ann Allen

How to apply – In writing to the correspondent. Please keep applications brief and no more than two sides of A4 paper: if appropriate, please send audited accounts, but do not send brochures, business plans, videos and so on. The trust states that it will request more information if necessary. The trustees meet at least every two months, and all applications will be acknowledged in due course, whether successful or not. A stamped addressed envelope would be appreciated. Subsequent applications should not be made within a year of the initial submission.

Who to apply to – Ramsay Gillies, Secretary, PO Box 7412, Perth PH1 5YX Tel: 01738 634745 Fax 01738 636662

Skipton Building Society Charitable Foundation

Where funding can be given – England and Wales

Who can benefit – Charitable organisations, schools and other organisations

What is funded – General charitable organisations

Sample grants - £25,000 to schools in Craven for laptop computer costs; £2,500 to Glasgow City Mission; £1,400 to Harvest Trust; £1,300 to Braille Chess Association; £1,000 each to Carr-Gomm Society and YMCA Plymouth.

Finances – Year 2001 Grants £25,000 Assets £40,000

Other Sources of Funding for Specifically Christian Activities

Trustees – Christopher Lynch, Chair; Diana Chambers; Lord Hartington; Richard Twigg; Sarah Strickland

How to apply – In writing to the correspondent.

Who to apply to – John W Dawson, Secretary, The Bailey, Skipton, North Yorkshire BD23 1DN Tel: 01756 705000 Fax 01756 705743 e-mail:

john.dawson@skipton.co.uk

The Henry Smith Charity

Where funding can be given – UK. *Specific local programmes in east and west Sussex, Hampshire, Kent, Gloucestershire, Leicestershire, Suffolk and Surrey.*

Who can benefit - *Charitable organisations.*

What is funded – Grants are given in the categories of: community service; hospitals and medical care; hospices and palliative care; medical research; physical, mental and multiple disability; older people; young people; drugs and alcohol projects; community service; counselling; family support services; homelessness; homeless people; rehabilitation of offenders; refugees; and general in Merseyside.

What is not funded – No grants to: individuals; charities applying on behalf of individuals; arts or educational projects, except those specifically for the rehabilitation and/or training of people with disabilities; leisure or recreational activities, except those specifically and solely for the rehabilitation and/or training of people with disabilities, or those in areas of considerable disadvantage, or trips to the country for disadvantaged children; environmental projects; projects which promote a particular point of view, or a particular organisation; church projects or community centres except those in areas of considerable disadvantage, where those served are primarily those in special need of help (such as older people, those prone to drug or alcohol abuse or the homeless), and where the staff involved in the project have proper professional qualifications; capital appeals for places of worship; youth clubs, except those situated in areas of considerable disadvantage; playgrounds, except where a substantial element of need is involved, such as children who are disabled or disadvantaged; local council projects; NHS hospitals and NHS Trust hospitals for operational or building costs; umbrella or grantmaking organisation; universities and colleges, and grant maintained, private or local education authority schools or their parent-teachers associations, except if those schools are for students with disabilities; appeals for general financial support which resemble ‘a shopping list’ and are unfocused; core costs under £10,000 per annum (except in the case of small grants in the traditional counties); training of professionals; overseas projects; expeditions of overseas travel; campaigning, advocacy organisations or citizens advice projects; and animal welfare.

Type of grant – One-off, recurring capital and core costs.

Range of grants – For special list and general list; £5,000 - £500,000, often more; for small grants programme: £500 - £10,000

4.13

Other Sources of Funding for Specifically Christian Activities

Sample grants - £250,000 to Hull Community Church towards the cost of a new building to house a wide range of community projects and services for people who are disadvantaged; £200,000 to the Mary Hare School for the Deaf towards the development of a performing arts conference and education centre for deaf people; £200,000 to the University of Oxford for a new magnetoencephalographic facility to develop neuro imaging to analyse brain activity in children with autistic spectrum disorders; £180,000 over three years to School-Home Support Service UK to help it roll out its work in supporting school children and their families across London and five regional centres; £150,000 over three years to Guy's and St Thomas's NHS Trust towards the research costs of a multi-disciplinary project on vascular damage and systemic inflammation (a condition responsible for the death of many critically ill patients who have the potential for making a full recovery if successfully treated); £150,000 over three years to the Hospice of the Valleys (South Wales) as a continuation grant towards its core costs in supporting patients with terminal illnesses in their homes, their carers and loved ones by offering cancer care, terminal care and bereavement support groups.

Finances – Year 2003 Income £23,403,000 Grants £19,227,000 Assets £572,095,000

Trustees – Julian Sheffield, Chair; Mrs A E Allen; Lord Egremont; Countess of Euston; Mrs C Godman Law; Marilyn J Gallyer; J D Hambro; Lord Hamilton of Dalzell; T D Holland-Martin; Sir John James; G E Lee-Steere; M Lowther; T J Millington-Drake; Mark Newton; Ronnie Norman; P W Smallbridge; P W Urquhart; Mrs Diana Barran.

Publications – Henry Smith's Charities – A Brief Introduction; guidelines for applicants.

Other Information – The trust runs a small grants programme for organisations with an income of under £250,000 in the areas of preference above.

How to apply – In writing to the correspondent. For small grants on no more than two sides of A4 with accounts at any time for a decision within two weeks. For standard grants, on no more than four sides of A4 for consideration in March, June, September or December. The charity welcomes telephone enquiries about its guidelines.

Who to apply to – Richard Hopgood, Director, 5 Chancery Lane, Clifford's Inn, London EC4A 1BU Tel: 020 7320 6884 Fax 020 7320 3842

Website www.henrysmithcharity.org.uk

This information has been taken from the Directory of Social Change where further information is available.

Grants for Church Buildings and Contents

Grant Making Body	Purpose of Grant	Caveats	Size of Grant (Where known)	Contact Information
The Church of England "Church Care" web pages contain useful information about arranging grants for buildings and contents (including organs, clocks etc), together with a list of funders. Go to www.churchcare.co.uk.				
Alan Evans Memorial Trust	For the permanent preservation of buildings and lands of historic or aesthetic significance for the benefit of the community	No "updating" grants (i.e. installation of modern facilities)	Medium-sized	The Alan Evans Memorial Trust C/o Coutts and Co. Trustee Department, 440 Strand, London. WC2R 0QS Phone: 020 7753 1000 Website: www.ffhb.org.uk
Allchurches Trust	Support of churches and charitable bodies preserving UK heritage		Up to £5,000	Beaufort House Brunswick Road Gloucester GL1 1JZ Phone: 01452 336370 Email: ATL@eigmail.com Website: www.allchurches.co.uk
Architectural Heritage Fund	The AHF offers grants of up to 75% of the cost of an initial options appraisal of a project likely to qualify for an AHF loan.	Listed buildings of Architectural importance	Up to £5,000	Alhambra House, 27-31 Charing Cross Road, London. WC2H 0AU Phone: 020 7925 0199 Email: ahf@ahfund.org.uk Website: www.ahfund.org.uk
Arts Council of England	Restoration of instruments not of heritage importance, new organs, rebuilding of organs. Also provides grants of up to £100,000 for projects which can include refurbishment and improvements to facilities and buildings.	High level or partnership funding is encouraged	Up to £100,000	The Arts Council of England (North West Area) Manchester House 22 Bridge Street Manchester M3 3AB Phone: 0845 300 6200 www.artscouncil.org.uk

Grants for Buildings and Contents

Bernard Sunley Charitable Foundation	Includes religious buildings of historic or architectural interest.	Already heavily committee so poor chances of success	No limit	Mr. J. A. Rimington, Director, The Bernard Sunley Charitable Foundation, 20 Berkeley Square, London, W1J 6LH Phone: 020 7408 2198 www.ffhb.org.uk
Barron Bell Fund	Repairs to bells. Applicants will need to have raised 50% of costs prior to application.			I H Walrond Esq, 71 Lower Green Road Pembury, Tunbridge Wells, Kent TN2 4EB
Business in the Community- Local Investment Fund	Launched in 2005, this is a partnership between Business in the Community, the Office of the Deputy Prime Minister and the private sector.	Loans available.		
Charles Hayward Foundation	Organs			The Charles Hayward Foundation, Hayward House, 45 Harrington Gardens. London SW7 4JU
Church of England; Cathedrals Fabric Commission for England- English Cathedrals Repair Fund	Grants for the repair of Cathedrals			
Church of England; Cathedrals Fabric Commission for England- Cathedral Amenities Fund	Grants made towards the capital costs of projects to preserve and improve the visual amenities of Cathedrals.			
The Clothworkers' Foundation	Offers grants for the preservation of buildings of historic or architectural interest, under its Heritage and Environment category of charitable giving.			

Grants for Buildings and Contents

Conservation Foundation	Enhancing the built and natural environment through parish Pump Priming Awards			1 Kensington Gore, London tel: +44 (0) 20 7591 3111 email info@conservationfoundation.co.uk Website: www.conservationfoundation.co.uk
Council for the Care of Churches	Maintaining church buildings, contents and churchyards	Fabric grants only to grade 1 listed	£1,000 typically	Andrew Argyrakis, Conservation Officer, The Council for the Care of Churches, Church House, Great Smith Street, Westminster, London SW1P 3NZ Phone: 020 7898 1885 Email: andrew.argyakis@c-of-e.org.uk Website: www.churchcare.co.uk
Craignish Trust	The trust supports anything which might be of interest to the Trustees.	Although trust has a Scottish bias, projects are not exclusively Scottish	Gives out £20,000 a year in grants	The Craignish Trust c/o Messers Geoghegan & Co. 6 St Colme St Edinburgh EH3 6AD
The D L A Piper Rudnick Gray Cary Charitable Trust	A general charitable trust which also supports the repair and restoration of historic buildings	Applications not accepted from individuals, are assessed four times a year and should be made in writing	Usually one-off donations	G J Smallman 1 St Paul's Place Sheffield S1 2JX 0114 267 5594
David Knightly Trust	"Pride of Place" award for voluntary groups working to enhance the built environment for the benefit of the community as a whole.	Applicants should have secured necessary planning permission.	Usually £500 - £3,000	Miss Gillian Binks, Administrator The David Knightly Trust "Pride of Place Awards", Ireland Cottage, Bettws y Crwyn, Craven Arms, Shropshire. SY7 8PH Phone 01588 640216 Email: gillbinks@tesco.net Website: fffb.org.uk
Dept for Culture, Media and Sport- Listed Places of Worship Grant Scheme	The scheme returns the full amount of VAT incurred on eligible repairs to listed buildings used as places of worship.	Eligible buildings must be used for religious worship at least 6 times per year.	Minimum value of each application should be £1,000	Listed Places of Worship Grant Scheme PO Box 609 Newport NP10 8QD 0845 601 5945

Grants for Buildings and Contents

Dept of the Environment, Food and Rural Affairs (DEFRA) with English Heritage-Aggregate Levy Sustainability	Subject to certain eligibility criteria, historic buildings are able to benefit from the Government's policies designed principally to promote a sustainable rural environment. For the repair and conservation of demonstrated historic and archaeological importance.	Aimed at projects in areas which have been affected by aggregate (sand, gravel and crushed rock) extraction.		ALSF Team Defra Area 3B Nobel House 17 Smith Square London, SW1P 3JR www.defra.gov.uk
Duchy of Lancaster	General			Greater Manchester Lieutenancy Office, Byrom House, Quay Street, Manchester M3 3JD Phone: 0161 834 0490 Web: http://www.manchesterlieutenancy.org
English Heritage Lottery Funds	Public places of worship	Grade I, II* and II only	Big	English Heritage (North West), Suites 3.3 & 3.4 Canada House, 3 Chepstow Street, Manchester M1 5FW Email: northwest@english-heritage.org.uk Phone 0161 242 1400 Website: www.english-heritage.org.uk/grants
English Heritage-Grants for Historic Buildings, Monuments and Designed Landscapes	Scheme covers grants for the repair and conservation of some of England's most significant historic buildings, monuments and designed landscapes.	Grants are primarily offered towards repairs or other work required within two years to prevent loss or damage to important architectural, archaeological or landscape features. Listed buildings only.	Variable	As above
English Heritage/Wolfson Foundation- War Memorials Trust/Grants for War Memorials	Provides grants for the repair and conservation of free-standing war memorials in England. For urgent repairs, reinstatement of lost features, cleaning and work to improve legibility of eroded inscriptions.	Applications are processed by the War Memorials Trust and grants and payments are made by English Heritage. Not for new work.	Up to £10,000	The Conservation Officer, War Memorials Trust 4 Lower Belgrave Street London SW1W 0LA www.warmemorials.org 0207 881 0862

Grants for Buildings and Contents

Esmee Fairbairn Foundation	Create contemporary use for historically/architecturally significant buildings/public access/community development	Emphasise arts/heritage aspect	No limit	Esmée Fairbairn Foundation 11 Park Place London SW1A 1LP Tel: 020 7297 4700 Email: info@esmefairbairn.org.uk www.esmefairbairn.org.uk
Francis Coales Charitable Foundation	Funds the conservation of monuments, tombs, hatchments, memorial brasses etc and other related purposes.	Bucks, Beds, Northants, Herts preferred for buildings and contents, no geographical restrictions for monuments	£500 - £5,000	Mr T H Parker, Administrator. The Bays, Hillcote, Bleadon Hill, Weston-Super-Mare, S24 9JS Phone 01934 814009 E-mail fccf45@hotmail.com
G C Gibson Trust	Religious buildings of historic or architectural interest	Apply in writing. Awards made annually, in December.	£2,000 - £5,000	Karen Griffin, G C Gibson Trust C/o Deloitte & Touche, Blenheim House, Fitzalan Court, Newport Road, Cardiff. CF2 1TS Telephone: 029 2048 1111 Website: www.ffhb.org.uk
Garfield Weston Foundation	Includes grants for church restorations and reordering		£2,000 and smaller	Garfield Weston Foundation Weston Centre, 10 Grosvenor Street, London. W1K 4QY Phone: 020 7399 6565 Website: www.garfieldweston.org
Glaziers' Trust	Preservation of Stained Glass	Only for Glass Leading, saddle bars and fixings	Avg £1,000	David Eking, Clerk to the Worshipful Company of Glaziers, The Glaziers' Trust, Glaziers' Hall, Montague Close, London. SE1 9DD Phone 020 7403 6652 Website: Ffhb.org.uk
Gordon Fraser Charitable Trust	Has a wide range of general charitable purposes, including historic buildings.	Applications from anywhere in the UK are considered but Scottish projects are given priority.	Normally around £1000	Mrs. M A Moss Holmhurst, 24 Westerton Drive Bridge of Allan FK9 4QL

Grants for Buildings and Contents

Helen Isabella McMorran Charitable Trust	Preservation or conservation of religious buildings of historic/architectural interest.	Fund tends to be oversubscribed and trustees tend to favour applications for specific purposes, events or projects.	£500 - £2,000	The H I McMorran Charitable Trust C/o the Manager - Charities, Natwest Private Banking, 153 Preston Road, Brighton East Sussex. BN1 6BD Website: www.ffhb.org.uk Phone 01273 545063/4
Heritage Lottery Fund	For projects which conserve and enhance our diverse heritage, or encourage communities to identify, look after and celebrate their heritage.	Not for projects without a heritage focus	£5,000 to over £50,000	Heritage Lottery Fund (North West Region) 9 th Floor, 82 King Street, Manchester M2 4QWQ Phone: 0161 831 0850 Email: rebeccam@hlf.org.uk Website: www.hlf.org.uk
Idlewild Trust	Preservation of religious and other buildings or historic and architectural significance	Unlikely to support projects of only local interest	£1,000 - £3,000 - max £5,000	1A Taylors Yard, 67 Alderbrook Road, London SW12 8AD Phone: 020 8772 3155 between 10am & 4pm Tuesdays or Wednesdays email idlewildtrust@lineone.net Website: www.idlewildtrust.org.uk
Incorporated Church Building Society	Assistance with church fabric repairs – will build new Anglican churches	Churches under 100 years old	£3,000 average	National Churches Trust (was Historic Churches Preservation Trust) 31 Newbury Street, London EC1A 7HU Tel: 207 600 6090 e-mail: info@historicchurches.org.uk Website: www.historicchurches.org.uk
The Ironmongers' Company	Gives grants to iron projects. Support is given primarily for the conservation of historic ironwork, the creation of new decorative iron or steel work.	Applications should be made in writing.	Up to £5000	The Ironmongers' Company Ironmongers' Hall Shaftesbury Place, Barbican London EC2Y 8AA www.ironhall.co.uk

Grants for Buildings and Contents

Jill Franklin Trust	Makes grants towards the restoration of churches of architectural importance.	Not for improvements, restoration only.	Normally no more than £500	Norman Franklin, Jill Franklin Trust Flat 5, 17-19 Elsworthy Road London NW3 3DS 0207 722 4543 jft@jill-franklin-trust.org.uk www.jill-franklin-trust.org.uk
Kathleen Hannay Memorial Trust	Religious causes favoured including buildings, community work, evangelism		£800 - £25,000	Trust Manager, Kathleen Hannay Trust, Ely House, 37 Dover Street, London W1S 4NJ Phone: 020 7409 5685
Landfill Tax Credit Scheme	Landfill operators can re-direct, up to 20% of their tax liability in any year to fund environmental improvement – including projects to restore buildings for religious worship situated within 10 miles of a landfill site.	Grantor usually requires 10% “cashback” from another source – 10 miles radius has been reduced recently in some areas	Can be large	Entrust, Acre House, Town Hall Square, Sale, Cheshire M33 7WZ webmaster@ltcs.org.uk www.ltcs.org.uk
Lankelly Chase Foundation	Grade 1 rural parish churches/almshouses/historic buildings	Emphasis on “rural” and “community” use and support	Up to £3,000	2 The Court, High Street, Harwell, Didcot, Oxfordshire. OX11 0EY Phone: 01235 820044 Website: www.lankellychase.org.uk
Leche Trust	Historic buildings and contents (inc. organs, church furniture and monuments)	Preference for Georgian period	£1500 average	Mrs L. Lawson, The Leche Trust, 84 Cicada Road, London SW18 2NZ Phone: 020 8870 6233 Email: Lawsonlouisa@aol.com Website: Ffhb.org.uk
Lesley David Trust	Restoration and preservation of historic buildings and nature reserves			Mrs. Lesley Lewis 38 Whitelands House, Cheltenham Terrace London SW3 4QY Tel: 0171 730 6030
Local Authorities	Historic Buildings Grants. Many Local Authorities operate a small fund to assist in repair and renovation of historic buildings	Almost always limited to external work to listed buildings		Conservation Officer of your Local Authority

Grants for Buildings and Contents

Lord Barnby's Foundation	Preservation of buildings of historic and architectural interest (Cathedrals only.)	Religious buildings must be cathedrals.	Up to £5000	Lord Barnby's Foundation, C/o Saffery Champness , Lion House, Red Lion Street, London. WC1R 4GB Phone: 020 7481 4000
Manifold Charitable Trust	Will consider grant-aiding the preservation of any building of historic/architectural interest, there is also a specific fund for the use of bells.	Requests from churches for fabric repairs to be made to NCT. No grants for "improvements" In writing only	£1000 – 9000 normally	The Manifold Charitable Trust Address Shottesbrooke House, White Waltham, Maidenhead, SL6 3SW www.ffhb.org.uk
Mercers' Charitable Foundation	Preservation of buildings of architectural or historic interest. Will consider giving grants for the restoration or conservation of buildings of Grade I and II* listed buildings and other buildings of particular importance.	Rarely gives grants to individual churches. Applicants must be registered charities or UK charities exempt under the 1995 Charities Act.	£1000 - 4000	Mercers' Hall, Ironmonger Lane, London, EC2V 8HE Phone: 020 7776 7235 Email: mail@mercers.co.uk www.mercers.co.uk
Mobile Telephone Aerial Installation	Church Towers in certain areas under C of E deal with Quintel. Depending on their location, parish churches may be in a position to earn rental income for allowing their towers to be used as locations for mobile telephone aerals.	Not a grant scheme as such, no limitations as regards the purposes to which the rental money be put.	£5-6000 pa	For further information: Archbishops' Council's Telecommunications Office, FREEPOST (SCE15335, London SW1P 3YY Email ACTO@c-of-e.org.uk Phone 020 7898 1425/1434 http://www.aerials.cofe.anglican.org/
National Churches Trust (was Historic Churches Preservation Trust)	Structural repair to churches more than 100 years old, grants and interest free loans. Also to improve the provision of facilities, including disabled access.	No re-ordering, bells, organs, furnishings etc.	£3,000 avg	National Churches Trust (was Historic Churches Preservation Trust) 31 Newbury Street, London EC1A 7HU Tel: 020 7600 6090 e-mail: info@historicchurches.org.uk Website: www.historicchurches.org.uk
National Heritage Memorial Fund	Grants for restoration of organs of outstanding historic interest and national importance. It is funded by the National Lottery			National Heritage Memorial Fund 7 Holbein Place London. SW1W 8NR Phone 0207 591 6042

Grants for Buildings and Contents

ON Organ Fund	Small grants for the care and maintenance of main pipe organs in places of worship.	The fund should not be approached until a Faculty has been obtained and at least half of the amount needed has been raised.		The O N Organ Fund, C/o Alan Thurlow, 2 St. Richard's Walk, Cathedral Close, Chichester, West Sussex. P019 1QA
Pilgrim Trust	Historic buildings; important to surrounding environment	Do not contribute to match funding for Heritage Lottery Grants	£1000-50000	The Pilgrim Trust, Cowley House 9 Little College Street, London. SW1P 3SH Phone 020 7222 4723 E-mail georgina.nayler@thepilgrimtrust.org.uk www.thepilgrimtrust.org.uk
Pilling Trust	Particularly interested in churches that maintain an active choral tradition. They will consider new organs and electronic instruments.			The Pilling Trust, c/o Waterworths, Chartered Accountants, Central Buildings, Richmond Terrace, Blackburn BB1 7AP

Grants for Buildings and Contents

Railway Heritage Trust	Provides grants for the conservation, restoration and enhancement of historic buildings, bridges and viaducts in all parts of the railway network, working in partnership with local authorities and other railway companies.	Eligible applicants: tenants of railway-owned premises	10-40% of grant eligible repair or restoration costs (excludes professional fees and project management costs)	Richard Horne, Company Secretary or Jim Cornell, Executive Director Railway Heritage Trust, 40 Melton Street, London NW1 2EE 0207 557 8090/89 rht@networkrail.co.uk
Sainsbury Family Charitable Trusts	Some of the Sainsbury Family Trusts fund the repair and rehabilitation of historic buildings.	Normally the trust seeks out projects. Unsolicited applications are only occasionally accepted. Eligibility criteria: organisations with charitable status and religious establishments only. Applications by letter.	The amount varies from trust to trust but some are 'limitless'.	Michael Pattison CBE Sainsbury Family Charitable Trust Allington House, 1st Floor, 150 Victoria Street, London. SW1E 5AE Phone: 020 7410 0330 Website: www.ffhb.org.uk
William Adlington Cadbury Charitable Trust	Organ restoration, conservation and protection projects	Mainly in the West Midlands		The William Adlington Cadbury Charitable Trust 2 College Walk, Selly Oak, Birmingham B29 6LQ Website: www.wa-cadbury.org.uk
Wolfson Foundation	For Fabric Repair Grants. For Grade 1 and 2* built before 1850	Where match funding has already been raised or pledged		8 Queen Anne Street, London, W1G 9LD Website: www.wolfson.org.uk
Woodroffe Benton Foundation	Will give grants of up to £2000 for the preservation of buildings, both religious and secular of national historic or architectural interest.	Not normally for projects of local interest only.	Up to £2000	Alan F. King, Administrator The Woodroffe Benton Foundation 16 Fernleigh Court, Harrow, Middlesex. HA2 6NA Phone: 020 8421 4120 Email: alan.king3@which.net Website: www.ffhb.org.uk

Grants for Buildings and Contents

World Monuments Fund in Britain	Conservation of buildings of recognised artistic quality in an architectural context	Only projects of pre-eminent (inter)national importance	large	World Monument Fund in Britain 2 Grosvenor Gardens, London. SW1W 0DH Phone: 020 7730 5344 Email: david@wmf.org.uk Website: www.wmf.org.uk
Worshipful Company of Skinners- The Skinners' Company Lady Neville Charity	Provides grants that will make a clear and significant contribution to grassroots charitable organisations working to "conserve and restore their landmarks, landscape, traditions and culture."	Small (with less than 4 members of staff) registered charities or not-for-profit organisations.	One-off grants of between £500-£1000	The Worshipful Company of Skinners Skinners' Hall, 8 Dowgate Hill London EC4R 2SP charitiesadmin@skinners.org.uk www.skinnershall.co.uk

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Aldridge Charitable Trust	For young people who are physically or mentally disabled and in need. One off grants.	By form. Applications can be submitted directly by the individual or through a third party such as a social worker.	£100 - £2000	Edward Aldridge, Silca House, 3234 Eagle Wharf Road, London N1 7EB Tel: 020 7324 3414
ASPIRE	For people with spinal chord injuries and other disabilities. One off grants for specialist equipment, eg. wheelchairs or computers.	By form. Submitted by the individual or through a third party such as a carer, parent or medical professional		Kim Boughton, ASPIRE National Training Centre, Wood Lane, Stanmore, Middlesex. HA7 4AP Tel: 020 8954 5759. Website: www.aspire.org.uk
The Barnes Samaritan Charity	People living in Greater Manchester who are convalescing, have a severe/incurable disease, or are disabled or infirm, and are living in their own homes. Applicants must be able to demonstrate an ongoing, rather than temporary, shortage of income.	By form. Applications can be submitted directly by the individual or through a third party such as a social worker, Citizens Advice or other welfare agency.		John Bardsley, Secretary, Cassons, Bow Chambers, 3 rd Floor, 8, Tib Lane, Manchester, M2 4JB Tel: 0161 832 3074
The James Bayne Charitable Trust	People in need who live in Greater Manchester. Students and ex-offenders are not considered. One off grants for items such as electric scooter, stairlift, a freezer, etc. Not for numerous household items.	Applications in writing through a social worker, Citizens Advice, other welfare agency or third party.	£50 to £500	Michael Garrett, CLB, 14 Wood Street, Bolton, BL1 1DZ. Tel: 01204 551100
The Betterware Foundation	Assistance for people in need in the UK	Apply in writing	£100-£500	Iain Williamson, The Betterware Foundation, Wood Hall Lane, Shenley, Herts., WD7 9AA Tel: 01923 289999

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Percy Bilton Charity	To assist adults and children suffering from a disability or mental or physical illness requiring treatment.	Applications must be made by a health visitor, social worker or Local Authority, not a GP. In writing on headed paper. Give name, age, address and status of applicant with details of dependent children and full income and expenditure details, also details of other charities and trusts applied to.	£50-£200	Mrs W.A. Fuller The Percy Bilton Charity Bilton House, 7 Culmington Road, Ealing, London W13 9NB Tel: 020 8578 2829
Bircham Dyson Bell Charitable Trust – The Crossley Fund	Single women, including widows, aged 50 and over who are in need	Applications made with the assistance of welfare organisations or third parties such as vicars.	Grants of £3 per week towards rent	Miss H Abbey, Bircham Dyson Bell, 50 Broadway, Westminster, London, SW1H 0BL Tel: 020 7227 7000
The Birchington Convalescent Benefit Fund	One off grants - convalescent holidays for sick children	By a third party e.g. doctor, social worker or hospital staff. Details of the sponsor of the application, type of illness or surgery financial status and type and cost of holiday needed.	£200	Revd David Phillips, Church Society, Dean Wace House, 16 Rosslyn Road, Watford. WD18 ONY Tel: 01923 235111 Web: www.churchsociety.org
J T Blair Charity	People over 65 who live in Manchester and Salford and are in need.	Application form. Applicants need to be assessed by a social worker.	Weekly pension of up to £5	Shirley Adams, Gaddum Centre, Gaddum House, 6 Great Jackson Street, Manchester. M15 4AX Tel: 0161 834 6069 Email: sma@gaddumcentre.co.uk Website: www.gaddumcentre.co.uk

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Bolton & District Nursing Association	People who are sick, convalescing, disabled or infirm and live in the area of Bolton Metropolitan Borough Council. One-off grants for items and services such as medical and disability equipment, and convalescence.	Application form submitted by the individual or through a social worker, health visitor, Citizens Advice or other welfare agency.	£50 to £200	Mrs M Watkins, Bolton Guild of Help (Inc.), Scott House, 27 Silverwell Street, Bolton, BL1 1PP. Tel: 01204 524858
The Bolton Poor Protection Society	People in need who live in the former county borough of Bolton. One-off grants for emergencies and all kinds of need.			Mrs M Watkins, Bolton Guild of Help (Inc.), Scott House, 27 Silverwell Street, Bolton, BL1 1PP. Tel: 01204 524858
The Booth Charities	Regular allowances towards electricity and one-off grants for people who are retired, over 60, on a basic pension and living in the city of Salford.			
The Lawrence Brownlow Charity	People (usually older people) in need who live in the ancient townships of Tonge, Haulgh and Darcy Lever in Bolton. One-off grants for a variety of purposes including household bills, living costs and help in the home.	Applications in writing submitted by the individual or through a social worker, or welfare agency.		R Hill, 24 Exford Drive, Bolton, BL2 6TB Tel: 01204 524823
British/Scottish Gas Energy Trust	Customers of British or Scottish gas can apply for help with arrears.	By application form		British Gas Energy Trust, PO Box 42 Peterborough PE3 8XH Tel: 01733 334344 or online at: 222.britishgasenergytrust.org.uk/grants

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Bury Relief-in-Sickness Fund	People who live in the metropolitan borough of Bury and who are sick, convalescent, disabled or infirm. One-off grants for convalescence and necessities in the home which are not available from other sources.	In writing through a third party such as a social worker.	Up to £300	Mrs J P Fraser, Secretary, 245 Brandlesholme Road, Bury, Lancashire, BL8 1DH 0161 764 4947.
The Buttle Trust	Children and young people under 21 who are either (i) looked after by adoptive parents; (ii) cared for by family members or friends; (iii) living with single parents or (iv) estranged or orphaned and living independently. One off grants towards clothes, bedding, essential furniture and household equipment	Applications in writing via a statutory or voluntary organisation that can assess the needs of the child and that administer a grant on behalf of the trust.		The Director, The Buttle Trust, Audley House, 13 Palace Street, London, SW1E 5HX Tel: 020 7828 4724
The Caudwell Charity	People under 18 who are sick, have specialised medical requirements or have been the victims of abuse or trauma; for equipment, therapy treatment and dying wishes.	By application form		The Trustees, Minton Hollins, Shelton Old Road, Stoke-on-Trent, Staffordshire, ST4 7RY Tel: 0845 300 1348 www.caudwellcharitabletrust.com
Margaret Champney Rest and Holiday Fund	To assist carers, particularly those caring for a severely disabled relative, who need a break away from the person they are caring for.	Applications in writing through a social worker or Citizens Advice, etc.	£75 and £250	Mrs G Galvan, General Manager, The Gate House, 9 Burkitt Road, Woodbridge, Suffolk, IP12 4JJ Tel: 01394 388746
The Charity of Arthur Vernon Davies for the Poor	One-off grants for people in need who are resident in Crompton or Shaw. Not towards Council Tax or other public funds.	By application form		Rifat Riaz, PO Box 33, Civic Centre, West Street, Oldham, OL1 1UL. Tel: 0161 911 3834

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Children Today charitable trust	Grants to provide vital, life-changing specialist equipment.	By application form	Up to £1,000	A Dodd, The Moorings, Rowton Bridge, Christleton, Chester, CH3 7AE Tel: 01244 335622 www.children-today.org.uk
Clevedon Convalescent Fund	For people recovering from surgery or in need of a break due to illness or trauma. For holidays etc.	Applications via a Social Worker		Mrs Celia Witts, 4 Kenn Road, Clevedon BS21 5EL
The J I Colville Charitable Trust	Assists disadvantaged young people.	Applications in writing	£50 to £250	M S Lee-Browne, Solicitor, Wilmot & Co. Solicitors, High Street, Fairford, Gloucestershire, GL7 4AE Tel: 01285 712102
CommunicAbility The John Powell (UK) Trust	For people who are disabled and have communication problems towards equipment to enable communication.	By application form. Applications through or supported by a professional adviser and proof provided that funding not available through statutory sources. Telephone enquiries not welcome.		Bo Beolens, Director, 18 St. Mildreds Road, Cliftonville, Margate, Kent. CT9 2LT www.communicability.org
Counsel and Care for the Elderly	For people over 60 who have savings of under £2,000 (£3,000 for couples). Applications will only be considered when there is no statutory funding available.	By application form submitted by the individual or through a social worker, Citizens Advice or other third party.		Advice Work Department, Twyman House, 16 Bonny Street, London, NW1 9PG. www.counselandcare.org.uk
The Crusaid Hardship Fund	People with HIV/Aids, who face difficulty or extra expenditure because of their HIV status. One-off grants for items or services not reasonably afforded on current income. See website for details	Application form by a social worker, welfare rights worker, health adviser.	Around £40 but up to £350	Steven Inman, Hardship Director, 73 Collier Street, London. N1 9BE Email: office@crusaid.org.uk Website: www.crusaid.org.uk
The Denton Relief in Sickness Charity 4.30	People who are sick, convalescent, disabled or infirm and live in the parish of Denton. Grants to provide a medical need not available from the NHS.	Applications in writing.		Mrs Mary Goodliffe, 11 Moorfield Avenue, Manchester, M34 7TF.

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Dibs Charitable Trust	For the relief of immediate distress. Not for education, overseas travel, holidays, clothing, funeral expenses or group activities.	Applications in writing through a local social services department or Citizens Advice.	£25 - £250	Trustee Department, Coutts & Co., 440 Strand, London, WC2R 0QS Tel: 020 7753 1000
Ebb and Flow Charitable Trust	Assists pre-school children who are in need.	By application form submitted by the parent or guardian.	£200 to £400	Mrs M A Bickmore, 28 Northmoor Road, Oxford, OX2 6UR Tel: 0185 513100
Family Fund Trust	To reduce stress experience by families with severely disabled children under 16. Grants for washing machines, bedding, essential furnishing, leisure equipment etc.	By application form, contact address shown		The Information Office, Family Fund, 4 Alpha Court, Monks Cross Drive York YO32 9WN Tel: 0845 130 4542
Family Welfare Association	Assistance for families and individuals on low incomes for clothing, fuel bills and household needs. Does not include council tax or rent arrears, loans, fines or funeral expenses.	Through the association's application form via a professional person (e.g. social worker) or voluntary agency. An sae marked 'GRANTS' should be sent to the address shown. Application forms can also be downloaded from: www.fwa.org.uk		Grants Manager, 501/505 Kingsland Road, Dalston, London, E8 4AU Tel: 020 7254 6251 Website: www.fwa.org.uk
The Farrell Charitable Trust	Assistance for those who have physical or mental health problems, people who are older and those on low incomes.	Apply in writing		Mrs P K Farrell, The Farrell Charitable Trust, Tredinnick, 6 Beaumont Court, Skeyne Drive, Pulborough, West Sussex, RH20 2BA Tel: 01798 872131
Elizabeth Finn Trust	British or Irish people from a professional or similar background or connection, and their dependents. Grants towards daily living expenses, also car expenses, household items, repairs and adaptations, specialist equipment & help with nursing and care costs.	By the trust's application form to be submitted by the individual or through a third party such as a social worker, or through a voluntary organisation or other welfare agency.		Mrs M E Yates, Director of Casework, 1 Derry Street, London, W8 5HY Tel: 020 7396 6700

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Equipment for Independent Living	One-off grants towards disability equipment enabling people to obtain mobility, independence and earning power.	Through a social worker, citizens advice or other welfare agency.	£100 - £1000	June Sutherland, Honorary Secretary, 10 Pembroke Walk, London. W8 6PQ
Fox Memorial Trust	For disability/motability equipment and occasionally contributions to the cost of holidays for respite care	In writing by the individual social worker, Citizens Advice or other welfare agency. Outline circumstances, how much already raised and from whom and other relevant information. Enclose an sae		Fiona Le Masurier, Crambe House, Crambe, York. Tel: 01653 619368
Friends of the Elderly	People in need who are over retirement age, on a low income and have no more than £3,000 savings for essential equipment and property repairs/adaptations. No grants for funerals, telephone bills or council tax.	Application form by the individual or through a third party such as a social worker, Citizens Advice, or through a voluntary organisation or other welfare agency.	£50 - £500	Welfare and Grantgiving Manager, 40-42 Ebury Street, London, 020 7730 8263 www.fote.org.uk
The Dr Garrett Memorial Trust	Grants towards the cost of convalescence or holidays for individual families and groups who in Manchester.	Application form completed by a sponsor from a recognised social and/or health agency.		Shirley Adams, Gaddum Centre, Gaddum House, 6 Great Jackson Street, Manchester. M15 4AX Tel: 0161 834 6069 Email: sma@gaddumcentre.co.uk Website: www.gaddumcentre.co.uk
RL Glasspool Charity Trust	Grants for household equipment, furniture, kitchen items, cookers, fridges, bedding and clothing. Not for loans or debts.	In writing by a third party who can administer any grant given. Include names, addresses and ages of applicants and children, full details of income and expenditure, details of family history and estimated costs of requirements.		RL Glasspool Charity Trust Saxon House, 2 nd Floor, 182 Hope Street, Walthamsow, London. E17 4QH. Tel: 020 8520 4354
Glebe Charitable Trust	Assistance for children and young people up to 25 years with a disability.	Apply in writing giving full details of family situation, income, expenditure and requirements.		The Glebe Charitable Trust PO Box 38078, Wimbledon DO, London, SW19 Tel: 020 7405 1234

4.32

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
George House Trust	Grants for people living with HIV living in the northwest, to help with essential items such as household bills and clothing.	Application form		The Honorary Secretary, 77 Ardwick Green North, Manchester, M12 6FX. Tel: 0161 274 4499 www.gh.org.uk
Grut Charitable Trust	To alleviate the effects of illness and poverty	In writing from a third party should include details of applicant's social circumstances, income and expenditure. Successful applicants will be notified within eight weeks.	£50 - £100	The Secretary, The Grut Charitable Trust, Batten Solicitors, Mansion House, Princess Street, Yeovil, BA20 1EP Tel: 01935 846000
Gurunanak	To assist people in financial need (one off grants according to need)	Applications in writing		J S Kohli, Trustee, 12 Sherborne Street, Manchester, M3 1JS
Happy Days Children's Charity	To assist children and young people aged 3 to 17 years who are disadvantaged and have special needs. One off grants for family holidays in the UK.	Application form submitted by the applicant or a social worker or Citizens Advice or other welfare charity.	£25 to £1,000	Miss Claire Simpson, Clody House, 90-100, Collingdon Street, Luton, LU1 1RX Tel: 01582 755999 www.happydayscharity.org
N & P Hartley Memorial Trust	For people who are disabled, older or terminally ill. Recent grants: grants towards specialist equipment etc.	In writing, preferably through a social worker, Citizens Advice, or other welfare agency. Twice yearly meetings.		J E Kirman, Trustee c/o Monkgate House, 44 Monkgate, York. YO61 3AL Tel: 01904 341201 Email: j.kirman@garbutt_elliott.co.uk
The Heinz, Anna and Carol Kroch Foundation	For people who are elderly, have a chronic illness or have fled domestic situations and are in financial hardship. No grants for education, holidays or extensions.	Applications in writing through a social worker, Citizens Advice, or other welfare agency.		Mrs Heather Astle, PO Box 5, Bentham, Lancaster, LA2 7XA. Tel: 01524 263001

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Heywood Relief-in-Need Trust Fund	One-off grants for people who live in the former municipal borough of Heywood, particularly to help with fuel arrears, clothing and furniture, as well as towards baby clothing for single parents.	Applications form supported by a social worker, health visitor or other professional.	£50 to £400	Moira Whitehead, Rochdale Metropolitan Borough Council PO Box 70, Town Hall, Rochdale, OL16 1YD Tel: 01706 864713
Home Warmth for the Aged	Grants for people of pensionable age, at risk from the cold in winter, who have no resources other than their state pension/ income support and have savings of less than £3,000.	Application form submitted by a social worker, doctor or health worker, etc.	£45 - £280	W J Berentemfel, 19, Towers Wood, South Darenth, Kent, DA4 9BQ Tel: 01322 863836
Housing the Homeless Central Fund	Small grants for household items given to families and individuals who are homeless and experiencing housing problems;	Application forms can be obtained only by a Social Worker who must send a SAE.		The Clerk to the Trustees, Housing the Homeless Central Fund, 2 Evershed House, Old Castle Street, London. E1 7NU
Hunt & Almshouse Charities	Assists needs of single, older women in receipt of a state pension, or a disabled adult in receipt of state benefits. For essential household items and mobility equipment	By application form to be submitted through a Citizens Advice or other welfare agency.	Up to £500	Charities Administrator, Skinners' Hall, 8 Dowgate Hill, London, EC4R 2SP Tel: 020 7213 0532
The Mayor of Tameside's Distress Fund	One-off grants for people who live in the borough of Tameside and are struggling to afford the basic necessities of life.	Application form through a social worker or similar third party.	Up to £200	Ms Nazma Islam, Tameside MBC, Corporate Services Unit, Council Offices, Wellington Road, Aston Under Lyne, OL6 6DL Tel: 0161 342 3562
The Michael & Shirley Hunt Charitable Trust	Assists relatives and dependents of prisoners for welfare needs and for travel expenses for prisoners on care leaves.	Applications in writing		Mrs D Jenkins, Trustee, Ansty House, Henfield Road, Small Dole, West Sussex, BN5 9XH Tel: 01903 817116
The Sarah Lees Relief Trust	One-off grants to people who are sick, convalescent, disabled or inform and resident in Oldham.	Applications in writing through a social worker, Citizens Advice or other recognised welfare agency.		Mrs Julia Mercer, Moorlands, 6, The Park, Grasscroft, Odham, OL4 4ES

4.34

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
P & M Lovell Charitable Settlement	Assistance for people in need	Applications in writing	£100- £250	c/o Mike Haynes, KPMG, 100 Temple Street, Bristol, BS1 6AG
William Johnston Trust Fund	To assist people in need; preference given to older people	Applications in writing		Tony Baylis, Rathbones, Port of Liverpool Building, Liverpool, L3 1NW Tel: 0151 236 6666
The Louisa Alice Kay Fund	People in need who live in the area of Bolton Metropolitan Borough Council. One-off grants for emergencies and need, mostly for replacing household equipment and furniture.	Application form by the individual or family member or through a third party such as a social worker, Citizens Advice, or through a voluntary organisation or other welfare agency.	£50 - £190	Mrs M Watkins, Bolton Guild of Help (Inc.), Scott House, 27 Silverwell Street, Bolton, BL1 1PP. Tel: 01204 524858
The League of the Helping Hand	People who are mentally or physically disabled and in financial need. For essential items e.g. cookers, washing machines, specialist furniture, shoes and clothing and holiday breaks for carers.	By application form through a social worker, carers' support centre, Citizens Advice, or other welfare body. An sae must be enclosed. Supportive letters are not required with the forms.		Moira Parrott, 'Little Finches'. Wheatsheaf Road, Henfield, West Sussex. BN5 9AT Tel: 01273 493551 Email: secretary@lhh.org.uk Web: www.lhh.org.uk
Lifeline 4 Kids	Assists children and young people under the age of 19 who have disabilities. Cash grants are not given but specific items are purchased on behalf of the individual.	Applications forms can be made directly by the individual or via social worker/medical staff and must be backed up with medical recommendations.	£1,000 - £2,000	The Trustee, 215 West End Lane, London, NW6 1XJ Tel: 020 7794 1661 www.lifeline4kids.org
The Lifespan Trust	Individuals over 50 years of age to relieve sickness or disability and to assist people in life-affirming activities, e.g. training, health aids, social activities or holidays.	Application form submitted by the individual or third party.		D W Steele, Secretary, c/o ARP/O50, Windsor House, 1270 London Road, London, SW16 4HD Tel: 020 7828 0500 www.lifespan-trust.org.uk

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
Mary Strand Charitable Trust	People in need due to poverty, sickness or old age.	Applications in writing, usually by priests, charities or welfare agencies on behalf of the applicant.		Mary Concannon, Gabriel Communications Ltd., First Floor, St James Buildings, Oxford Street, Manchester, M1 6fp.
The McKenna Charitable Trust	Assistance to people in need in England and Wales	Applications in writing		The Trustees, c/o Buzzacott, 12, New Fetter Lane, London, EC4A 1AG Tel: 020 7556 1200
Manchester District Nursing Institution Fund	People with health related needs living in the cities of Manchester and Salford and in the borough of Trafford.	Application form completed by a sponsor from a registered social and/or health agency.		Shirley Adams, Gaddum Centre, Gaddum House, 6 Great Jackson Street, Manchester M15 4AX Tel: 0161 834 6069 Email sma@gaddumcentre.co.uk Website: www.gaddumcentre.co.uk
Manchester Relief-in-Need Charity and Manchester Children's Relief-in-Need Charity	People who live in the city of Manchester and who are over 25 (Relief in Need) or under 25 (Children's Relief in Need). One off grants for emergencies, equipment for the home, clothing, home repairs, aids/appliances and other general necessities. Cheques are made to the supplier	By form. Completed by a sponsor from a recognised social or health related agency.		Shirley Adams, Gaddum Centre, Gaddum House, 6 Great Jackson Street, Manchester M15 4AX Tel: 0161 834 6069 Email sma@gaddumcentre.co.uk Website: www.gaddumcentre.co.uk

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Mellor Fund	People who are sick or in need and live in Radcliffe, Whitefield or Unsworth. One-off grants towards fuel, food and clothing, domestic necessities, medical needs and recuperative breaks, etc.	Applications submitted by the individual or through a Citizens Advice or other welfare agency or a relative.		W H Mapp, 48 Ashbourne Grove, Whitefield, Manchester, M45 7WL Tel: 0161 766 2770
Middleton Relief-in-Need Trust Fund	One-off grants for people in need who live in the former borough of Middleton, for emergencies, e.g. travel expenses to live in hospital, fuel bills, tv licence fees, arrears, holidays for disadvantaged families, and general household necessities.	Applications form through a social worker, health visitor, victim support scheme or Citizens Advice.		Peter Thompson, Rochdale Metropolitan Borough Council PO Box 70, Town Hall, Rochdale, OL16 1YD Tel: 01706 864715
Morden College	Assistance for people in need who are aged over 50, from a professional or managerial background, who have retired from paid employment either on medical grounds or because they have reached the statutory retirement age; towards household items, holidays and convalescence.	Application form to be submitted by the individual or through a third party.	£200 and £1,000	Clerk to the Trustees, 19 St German's Place, Blackheath, London, SE3 0PW Tel: 020 8293 4887
Motability	People in receipt of higher rate component of DLA; War Pensioners' Mobility Supplement; or a government vehicle, trike or mini. Grants to meet basic mobility needs	By the organisation's application form to be submitted by the individual or through their appointee, or via a social worker, Citizens Advice or other voluntary organisation/welfare agency.		Grants Directorate, Goodman House, Station Approach, Harlow, Essex, CM20 2ET Tel: 01279 632000
The Mycro Trust	Support given to older people and those in need due to sickness.	This trust states that it does not respond to unsolicited applications as the funds are already allocated.		Dr J Goodall, Melton, Burrington Drive, Trentham Stoke-on-Trent, Staffs., ST4 8SP Tel: 017482 659304

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
National Association for the Care & Resettlement of Offenders (NACRO)	One-off grants of about £50 to ex-offenders and their partners and families.	Applications directly by the individual or through the Probation Service, social services, Citizens Advice or other registered charity.		Jane Crumpton-Taylor, 169 Clapham Road, London, SW9 0PU. Tel: 020 7840 6431
The National Benevolent Institution	People who are over 50 and of a professional background. Those under pensionable age must be in receipt of the higher rate of the care component of DLA. Applicants should be claiming full state benefits and have savings of less than £3,000.	Application form submitted by the individual or a third party such as a social worker,	Recurrent grants of up to £10 per week	Chris Hill, Peter Herve House, The Chipping, Tetbury, Gloucestershire, GL8 8ET Tel: 01666 505500
Newby Trust Ltd.	Assists people with welfare or medical needs	Applications in writing through social services, NHS Trusts, or registered charities.		The Secretary, Newby Trust Ltd., Hill Farm, Froxfield, Petersfield, Hampshire. GU32 1BQ Tel: 01730 827557
The Nurses' Benefit Fund	Nurses or any other person formerly in the employment of Rochdale District Nursing Association and any retired or disabled nurse in the borough of Oldham.	Applications in writing.		Miss Susan M Stoney, Clerk, Jackson Brierley Hudson Stoney, The Old Parsonage, 2 St Mary's Gate, Rochdale, OL16 1AP Tel: 01706 644187/647094
The Oldham Distress Fund	One-off grants to people in need who live in the borough of Oldham for household items, services or facilities that will reduce need.	Application form		The Administrator, Chief Executive's Department, PO Box 33, Civic Centre, West Street, Oldham, OL1 1UL Tel: 0161 911 3000

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Oldham United Charities	One-off grants to people in need who live in the borough of Oldham usually towards medical needs.		£50 or over	B McKown, c/o Mills McKown, 85 Union Street, Oldham, OL1 1PF Tel: 0161 624 9977
The Osborne Charitable Trust	Assists people in need	By form. Applications can be submitted directly by the individual or through a third party such as a social worker.		Jet Eaton, 57, Osborne Villas, Hove, East Sussex, BN3 2RA
The James Parrott Charity	People in need who live in the boroughs of Manchester and Salford	Applications should be processed through the Gaddum Centre, Manchester		Gaddum Centre, 6 Great Jackson Street, Manchester, M15 4AX
Pearson's Holiday Fund	Financial assistance for holidays and/or respite activities for disadvantaged children between 4 and 16 years old.	In writing enclosing an s.a.e. submitted by an appropriate third party, e.g. social worker, health worker, doctor, teacher or minister.	Up to £75	The General Secretary, PO Box 3017, South Croydon, Surrey, CR2 9PN Tel: 020 8657 3053 www.pearsonholidayfund.org
The Pratt Charity	Women over 60 who live in or near Manchester and have done so for a period of at least 5 years; towards education, health and the relief of poverty, distress and sickness.	Applications in writing via a social worker.		Shirley Adams, Gaddum Centre, Gaddum House, 6 Great Jackson Street, Manchester M15 4AX Tel: 0161 834 6069 Email sma@gaddumcentre.co.uk Website: www.gaddumcentre.co.uk
Princess Royal Trust for Carers	Assists unpaid carers in the UK. One off grants towards domestic items or driving lessons.	Applications should be made through a local Princess Royal Trust for Carers Centre	Up to £400	The Clerk, 142, Minories, London, EC3N 1LB Tel: 020 7480 7788 www.carers.org

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Ramsbottom Aid-in-Sickness Fund	People in need who are sick, convalescent, disabled or infirm and who live within the boundary of the Ramsbottom Urban District Council. Grants for heating, food, telephone stamps, convalescence holidays, support of family (if the applicant is hospitalised) and clothing.	Application form through a social worker, Citizens Advice, a welfare agency or a member of the trustees or committee.		J P Dunne, Butcher and Barlow, 26 Bank Street. Bury, BL9 0DL Tel: 0161 764 4062
The Rhodesians Worldwide Assistance Fund	Grants for short-term needs of people formerly resident in Zimbabwe prior to 1980, and their dependents.	Application form submitted by the applicant, close relative or charity.		John O'Brien, Squirrel Lodge, The Mount, Highclere, Newbury, Berks., RG2 9RA Tel: 01635 254101
The Rochdale Aid-in-Sickness Fund	People in need who are sick, convalescent, disabled or infirm and who live in Rochdale. Grants for medical equipment and items which will make life more comfortable.	Applications through a social worker, Citizens Advice or other welfare agency or other third party such as a doctor.	£50 to £1,000	Clerk, Jackson Brierley Hudson Stoney, The Old Parsonage, 2 St Mary's Gate, Rochdale, OL16 1AP. Tel: 01706 644187/647094
Rochdale United Charity	People in need who live in the former county borough of Rochdale, Castleton, Wardle, Littleborough, Todmorden and Saddleworth. The charity consist of 3 funds: the United Charity is a general charity for people in need, the Ladies' Charity is for women, particularly those who are pregnant or have recently given birth; and the Harold Shawcross Fund is for those who are sick, ailing or those whose means are small.	Application form submitted by a social worker, health visitor, GP, Citizens Advice or other welfare agency.	One-off grants ranging from £50 to £200	Peter Thompson, Rochdale Metropolitan Borough Council PO Box 70, Town Hall, Rochdale, OL16 1YD Tel: 01706 864715

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Royal United Kingdom Beneficent Association	People in need and people who are older or infirm who come from a professional background. Must be over 60, or over 40 and permanently unable to work through disability.	Applications in writing submitted by the individual or through a social worker, Citizens Advice, other welfare agency or other third party.		Care Officer, 6 Avonmore Road, London, W14 8RL Tel: 020 7605 4201 www.rukba.org.uk
The Royton Sick & Needy Fund	People in need who live in the district of Royton. Grants towards special food, medicine, medical appliances, fuel, etc.	Application Form		Oldham Metropolitan Borough Council, Civic Centre, Room 422, PO Box 196, West Street, Oldham, OL1 1QT Tel: 0161 911 4945
St Jude's Trust	Assists people in need through disability or disadvantage	Applications in writing		The Trustees, Arnold Fooks Chadwick, 15 Bolton Street, Piccadilly, London, W1J 8AR
St Vincent de Paul Society	Assists people in need. Small one-off grants towards food, clothing, fuel bills or small holiday grants. There are no grants available for education.	Applications in writing can be submitted directly by the individual or through a third party such as advice centres or probation services.		Administration Manager, 14 Blandford Street, London, W1U 4DR
Salvation Army	Assists people in need	In writing to the divisional director for business administration at the North West regional office. All applications must be supported by a caseworker's report from a social agency, welfare organisation, hospital or medical practice. Information about the applicant's social and financial background must be included in the report.		Mrs Lynn Nenn, 101, Newington Causeway, London, SE1 6BN Tel: 020 7367 4783 www.salvationarmy.org.uk
Mrs Doreen Stanford Charitable Trust	Grants for equipment relating to sickness or disability for people who are disabled, deaf or blind and in need. Also for children whose families are in financial need.	Applications via a charity.	£500 and £1,500	Mrs G M Borrner, Secretary, 26 The Mead, Beckenham, Kent, BR3 5PE Tel: 020 8650 3368

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Sure Foundation	Assists Christians seeking to share their faith in the UK or overseas and people needing a new start in employment, such as ex-offenders.	In writing directly from the individual.		The Trustees, Hobbs Green Farm, Odell, Bedfordshire, MK43 7AB
Tancred's Charity for Pensioners	Men aged 50 or over who are UK citizens and clergy of the Church of England or Church in Wales or officers in the armed forces.	Applications in writing.	Annual pensions of £1,600 a year.	Andrew Hugh Penny, Clerk,
Paul Stevenson Memorial Fund	Financial assistance for people who have served at least 2 years in prison and are near the end of their sentence or have been recently released.	Application form submitted by a probation officer, prison education officer or voluntary associate.	Up to £100	
Talisman's Charitable Trust	For elderly, infirm and children in need. Preference given for people with a disability.	Applications in writing stating how much is wanted and for what. Give as much information as possible about present circumstances. Successful applicants will be notified within 2 weeks.	£100 - £300	Philip Roderick Denman, Talisman's Charitable Trust, 36 Upper Cheyne Row, London. SW3 5JJ Tel: 020 7823 3432
The Lloyd Thomas Charity for Women & Girls	Grants towards the cost of a holiday. Only in exceptional circumstances can a person be considered if they have had a holiday within the past 4 years.	In writing through a social worker or welfare agency requesting a form.	Up to £130 for women and £65 for girls.	John McDonald, 2 nd Floor Rear, Family Holiday Association, 16 Mortimer Street, London, W1T 3JL Tel: 020 7436 3304 www.fhaonline.org.uk
The Universal Beneficent Society	People over 70. Beneficiaries are usually housebound and living alone.	Application form submitted through a Citizens Advice or social worker,		Michael McGrath, 6 Avonmore Road, London, W14 8RL www.u-b-s.org.uk

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Vardy Foundation	Assists people in need	Applications in writing		Sir Peter Vardy, Chair of the Trustees, Houghton House, Emperor Way, Doxford International Business Park, Sunderland, SR3 3XR Tel: 0191 516 3636
The Vegetarian Charity	Grants given to vegetarians and vegans under 26.	Applications can be made on behalf of children		Roger Giles, The Vegetarian Charity, 14 Winters Lane, Ottery St. Mary, Devon EX11 1AR. Tel: 01404 813387
The Victoria Convalescent Trust	Grants for people in medical need of convalescence, recuperative and respite care in England and Wales.			
Bruce Wake Charity	People who are disabled. One off grants for holidays and disabled equipment (predominantly wheelchair users)	In writing	Around £2,000	Mrs P. Wake, BWCT, Ayston, Rutland LE15 9AE
Edward Wilde Foundation	Assists people in need	Applications in writing		E Wilde, Durfold Cottage, Dearleap Road, Westcott, Dorking, Surrey, RH4 3LE
Francis Winham Foundation	One-off grants for older people living in England in a time of crisis or for needs such as medical care, equipment, house repairs and improvements, and respite for carers.	Applications in writing through Citizens Advice or other welfare agency.		Mrs J Winham, 41 Langton Street, London, SW10 0JL Tel: 020 7795 1261
Wireless for the Bedridden	Radios and television provided for people who are confined to their bed and housebound and older people, who are in financial need.	Application forms should be submitted through a social worker, Citizens Advice or other welfare agency.		John Parker, Secretary, 159a High Street, Hornchurch, Essex, RM11 3YB Tel: 01708 621101
S C Witting Trust	Grants for individuals in need who are under 15 or over 60 years old. Not for debts or loans.	Applications in writing through a social worker, Citizens Advice or other welfare agency.	Around £100	The Trustees, c/o Administrator, Friends House, 173 Euston Road, London, NW1 2BJ Tel: 020 7663 1082

4.43

Grants for Individuals

Grant Making Body	Purpose of Grant	How to Apply	Size of Grant (if known)	Contact Information
The Roger Pilkington Young Trust	People who are of British birth whose income has been reduced through no fault of their own, but prior to application was enough for them to live in a 'reasonable degree of comfort'. Applicants must be over 60 unless their income has been reduced as a result of illness or accident.	Application form		P B Miles, Trustee, Everys Solicitors, 104 High Street, Sidmouth, Devon, EX10 8EF Tel: 01395 578189
Zimbabwe Rhodesia Relief Fund	Assists Zimbabwe Rhodesians who are living worldwide who are distressed or sick. Grants are not given for educational purposes or travel.	Applications in writing should be made by someone known to the charity and include proof of past or present Zimbabwean citizenship.	£70 to £300	W Denis Walker, Secretary, PO Box 5307, Bishop's Stortford, Hertfordshire, CM23 3DZ Tel: 01279 466111

Grants for Community/Social Action Projects

There are a large number of these funds available. Please contact the Parish Resources Adviser for information and advice.

Feasibility Studies

Feasibility Study, definition¹:

An analysis to determine if a course of action is possible within the terms of reference of the project. Work carried out on a proposed project, or alternatives, to provide a basis for deciding whether or not to proceed.

Why commission a Feasibility Study?

To understand the technical capability of the building to accommodate the needs of the community.

When might a Feasibility Study be conducted?

The PCC should first conduct a Parish Audit to identify the needs of the community (the Feasibility Study does not replace the Parish Audit). The needs are likely to be varied depending on context, e.g.

- Parent and toddler group
- Concert venue
- Teenagers drop-in coffee bar
- Senior citizen luncheon club
- Karate club
- Community offices

The PCC may seek to serve any of the identified needs as part of its overall mission, but will need professional advice as to how they may be achieved architecturally within the building.

- What adaptation is possible?
- Does the building lend itself to access for all?
- Where can new facilities be sited?
- If not, how could physical barriers, e.g. flights of steps, be overcome?

What should a Feasibility Study achieve?

It will identify alternative solutions that might meet the needs of the community, which have been identified by the PCC's Parish Audit. It will determine how effectively each solution is likely to satisfy those requirements. Each solution might be scored to allow comparison and ranking.

How to proceed?

¹ APM Body of Knowledge, Fifth Edition. Association for Project Management, 2006

The PCC will need professional advice and should prepare a brief to define their expectations. This should state:

The closing date for tenders

Completion date for the Feasibility Study.

The findings of the Parish Audit.

Particular local issues that must be considered.

Who can help?

Send the brief to the parish architect and two others inviting them to tender. The Incumbent/churchwardens/PCC may wish to interview those that submit a bid before appointing the professional advisor to conduct the Feasibility Study.

Once the Feasibility Study is underway, the PCC/congregation/ electoral roll members should still expect to be involved. The professional advisor may refer to them in the role of facilitator and write-up the findings.

The Historic Church Buildings Officer post is currently vacant. Please contact the Church and Society Administrative Office - Simon Ambrose, 0161 828 1410, sambrose@manchester.anglican.org.

Charities which help clergy and their families

This list of charities is an attempt to summarise some of the principal sources of grants and funds for clergy and their families. Our Bishops and diocesan staff have access to other local funds (see section 2.12). National charities listed here can also be helpful, and may be worth contacting for specific assistance.

Additional Curates Society

Gordon Browning House, 8 Spitfire Road, Birmingham B24 9PB – 0121 382 5533 (email info@additionalcurates.co.uk)

Giving grants to parishes to help pay costs of curates and encouraging vocations.

Website: Curate grant application -

www.additionalcurates.co.uk/grantcurates.html

Placement grant applications

www.additionalcurates.co.uk/grantplacements.html

All Saints Educational Trust

Website: www.aset.org.uk

The All Saints Educational Trust makes personal grant awards to teachers, intending teachers and students in religious studies, home economics and related areas. Priority is given to imaginative church-based projects in further or higher education.

Board of Mission Trust Funds

c/o Administrator, Board of Mission, Church House, Great Smith Street, London SW1P 3NZ

Small grants are made from Trust Funds to members of the Church of England towards the cost of a variety of projects, including periods of sabbatical leave, for the study of mission or mission issues. The closing date for applications each year is 16 November (for projects beginning during the following year).

Broken Rights

www.brokenrites.org/Welcome.html

Broken Rights is a national, independent association of divorced and separated wives of Anglican Clergy, ministers and Church Army Officers. It is a source of support and Practical help to spouses of clergy who are separated or divorced.

Buttle Trust

Audley House, 13 Palace Street, London SW1E 5HS – 020 7828 7311 – buttlehq@buttle.dircon.co.uk. www.buttleuk.org/pages/grant-programmes.html

Child support grants – for an item or service which is critical to the well being of the child.

School fees grants – to help meet the costs of schooling for children with acute needs that cannot in practice be met with the state education system or where there is a strong need for the child to be found a place in a boarding school.

Grants for students and trainees – to provide assistance with the acquisition of academic, trade, professional or vocational qualifications to young people facing severe social, emotional or health problems.

Christians against Poverty

01274 760720 – www.capuk.org

Christians Against Poverty is a national debt counselling charity, with a network of 36 local centres offering debt counselling, practical services and financial education.

Church of England Pensions Board

www.churchofengland.org/clergy-office-holders/pensions-and-housing/housing.aspx

Pension fund set up to assist retired clergy - the fund also offers grants and loans in times of financial need.

Cleaver Ordination Candidates' Fund

www.cleaver.org.uk

The Cleaver Ordination Candidates Fund exists for the support and encouragement of Anglican ordinands committed to an orthodox understanding of the catholic priesthood and to urge the importance of continuing sound theological learning amongst the clergy.

The Fund offers:

- Book grants for ordinands in each year of formal pre-ordination training.
- Grants to clergy for postgraduate study
- Book grants, library subscriptions etc for clergy ordained for ten years or more, to encourage continuing theological study.
- Grants to clergy for sabbatical projects involving research and writing

Crosse's Charity

Clerk to the Trustees: Mr C P Kitto, 20 Saint John Street, Lichfield, Staffs. WS13 6PD – 01543 262491.

Provides small annuities for widows of clergymen of the Church of England.

Preference given to those, who from age, ill-health, accident or infirmity are unable to maintain themselves by their own exertions.

Ecclesiastical Ministry Bursary Awards

<http://www.ecclesiastical.com/churchmatters/foryouandyourparish/clergy/mba/index.aspx?>

For a wide range of sabbatical projects and plans. Applications for 2012 Ministry Bursary Awards will be open from 10th January to 30th September 2011.

Eggbeer Trust

Mr Andrew Herniman, Howden Court, Tiverton, Devon EX16 5PB or email mail@andrew-herniman.com

The Trust was established to provide free holidays for 'Ministers of Religion and Missionaries and their families of any colour and of any Christian Creed Denomination.

The Caravan is available for holidays between March and October each year. The Caravan enjoys views over Dartmoor and comprises six berths. For further enquiries and an application form please contact the booking's secretary, sending a stamped addressed envelope to

English Clergy Association

Holiday grant applications are made to the Almoner: the Reverend G. Richard W. Hall, MA, LLB. The Rectory, 12 Beech Road, Salford, Bristol BS31 3BE richardhall@blueyonder.co.uk

www.clergyassoc.co.uk/content/holidaygrants.html

Holiday grants are made, in many cases of a sufficient size to make a significantly helpful contribution to clergy (and their families) enjoyment of human life.

Elizabeth Finn Trust (formerly DGAA)

1 Derry St, London W8 5HY, 020 7396 6700 www.elizabethfinntrust.org.uk

The Elizabeth Finn Trust relieves need and distress among British and Irish people, and members of their immediate family, from a wide range of occupations and backgrounds. No account is taken of religious denomination, political opinion, age or place of residence. Need and distress may encompass difficulties associated with old age, infirmity, disability, social isolation or financial need.

People helped fall into two groups: those who live at home and have capital worth no more than £16,000, excluding the value of their property, and those who need help with fees for a residential or nursing care home and have capital worth no more than £12,250.

English Clergy Association

Almoner: The Revd J. Charles Stallard MA, Greengates, Cae Melyn, Aberystwyth SY23 2HA 01970 624269 – www.clergyassoc.co.uk

Holiday grants are given, in many cases of a sufficient size to make a significantly helpful contribution to clergy (and their family's) enjoyment of human life.

European Bursary Trust

Contact the Revd Ian Holdcroft, the Vicarage, 780 Whitchurch Lane, Whitchurch, Bristol BS14 0EU

Grants for travel to study a church and country within Europe. Apply before 31 December for the following year.

Family Welfare Association

*501-505 Kingsland Road, Dalston London E8 4AU – 020 7254 6251 –
www.fwa.org.uk.*

Since 1869, FWA has provided support to some of the poorest families in the country. It provides grants as well as social work support to people of all ages, working with them to help them solve their own problems. This charity is not specifically church-related.

Fellowship of the Maple Leaf

Write to the Secretary, Prebendary David Sceats, Nether Dalgleish, Ettrick, Selkirk, Scotland TD7 5HZ or email d-sceats@sky.com. www.mapleleaf.org.uk

The Fellowship of the Maple Leaf (FML) exists to promote links between the Church in Canada and the United Kingdom by furthering mutual learning in our engagement with each others' cultures.

To achieve this, FML award sabbatical bursaries to clergy, ordinands and lay people for study and sharing of experiences, either by an extended placement (minimum of three months) or a short term placement (maximum of three months).

The Trustees met twice a year in March and September. Applications for grants may be made at any time; arrangements are in place for allocating grants in the periods between Trustees' meetings where this is appropriate.

Foundation of Edward Storey

*Storey's House, Mount Pleasant, Cambridge CB3 0BZ – 01223 364405.
info@edwardstorey.org.uk. Website www.edwardstorey.org.uk*

The clergy widow branch gives financial help and limited accommodation for women who are:

- Widows of clergymen of the Church of England
- Dependants of clergymen of the Church of England
- Women Deacons and Deaconesses of the Church of England
- Missionaries of the Church of England

Other women closely involved in the work of the Church of England.

Frances Ashton's Charity

Georgina Fowle Tel: 07775 717 606 Email francesashton@hotmail.co.uk

Help for serving and retired members of the clergy of the Church of England as well as widow(er)s of clergy. The Frances Ashton Charity will consider a grant for almost any purpose which is causing financial hardship. For example it could help with: The cost of a new pair of glasses, a respite care break for a disabled family dependent, the cost of a family holiday, the cost of repairing a broken boiler. Particular priorities include unforeseeable emergencies, medical or care needs for the applicant or their dependents. In some cases the trustees may be able to help at any point during the

year. Completed applications are required by 1 June for the annual distribution in September.

Friends of the Clergy/Sons of the Clergy

www.friendsoftheclergy.org.uk (web site gives information about both charities) 020 7799 3696 enquiries@clergycharities.org.uk

Some of the areas of help are set out below, these are a guide and by no means exhaustive. The Registrar/Secretary and staff will gladly discuss any particular case to see whether and, if so, how we may be able to help with any problem. We can help with: Bereavement expenses, cars for the disabled, child maintenance, clothing, counselling, debts, education, financial management courses, heating expenses, holidays, house repairs and decoration, medical expenses, nursing home fees, ordinands, removals and resettlement, retirement housing, sabbaticals.

If you feel you are eligible for consideration, please write or email with the necessary details and request an application form. Please provide an address to which the form should be sent as applications are not necessarily sent out electronically.

Henry Smith's Charity

The Henry Smith Charity, 6th Floor, 65 Leadenhall St, London EC3A 2A, 020 7264 4970 – www.henrysmithcharity.org.uk/kindred-and-clergy.html

The Poor Clergy Fund - this part of the fund is "for the relief and maintenance of Godly Preachers and for the better furtherance or promotion of knowledge and religion." The fund has two strands:

- **Individuals 'for the relief of Godly Preachers'** Funds are set aside annually for each diocese of the Church of England to assist needy clergy. There are specific guidelines against which Diocesan Bishops may recommend individual clergy for a grant. Grants are only made to ordained clergy of the Church of England. The Poor Clergy Fund is not open to applications from individual clergy; all applications must be received from a Diocesan Bishop.
- **Projects 'for the better furtherance or promotion of knowledge and religion'** The remainder of the Poor Clergy Fund budget not used for grants to individuals is known as the Surplus of the Poor Clergy Fund. The Surplus is used to fund projects. These can be projects which support the care of clergy, or projects which promote Christianity (whether through education, evangelism or pastoral outreach) including, in particular, projects which address the spiritual needs of young people; projects which strengthen rural ministry; and projects which enhance the Christian understanding of, and engagement with, other faiths.

The Trustees endeavour to fund a broad range of both established and innovative work. Trustees are also keen to maximise the impact of their grant making and therefore are interested in projects with a potential for wider impact/replication and projects which have the consent of the Diocese/or the involvement of the wider local and/or religious community.

Independent Age (formerly RUKBA)

The Director, 6 Avonmore Road, London W14 8BR – 020 7605 4200 – www.independentage.org.uk.

The main aim is to help older people (aged 60 and above) on low incomes to live with dignity and peace of mind by providing: a regular extra income, grants for emergencies, equipment to aid independence, the support and friendship of our volunteers, nursing and residential care and help with fees. Priority is given to those who have helped others. This charity is not specifically church-related.

Josephine Butler Memorial Trust

www.josephinebutler.org.uk/the-trust/

When deciding on awards to individuals, the Trustees are looking to support study that links Christian faith and practical social action. As a general rule, the Trust does not make grants towards personal maintenance costs, but only tuition or related study expenses, and therefore support is not usually available for those studying first degrees.

As a guide, grants to individuals are usually no more than £500. Completed application forms together with the requested supporting information should be received by the Secretary to the Trustees by 31st March.

Grants are usually awarded at the Trust's Grants Meeting in May.

Lawrence Atwell's Charity

www.skinnershall.co.uk/lawrence_atwell-charity.htm

The Charity assists young people who come from a low-income background to become qualified or equipped to work in their chosen career.

Mothers' Union

Mary Sumner House, 24 Tufton Street, London SW1P 3RB – 020 7222 5533 – www.themothersunion.org. Email mu@themothersunion.org

The Get Away From It All Holidays (AFIA) provide breaks, from a day-trip to a week long holiday, for families that otherwise would not have a chance to have that special time together.

Newton's Trust

Chapter Office, 19a The Close, Lichfield WS13 7LD – 01543 306104 – enquiries@lichfield-cathedral.org.

Newton's Trust is established to provide financial assistance to widows or unmarried daughters of deceased clergymen and to divorced or separated wives of clergymen of the Church of England. Applications are considered by the grants committee appointed by the Trustees, and one-time cash grants are made at their discretion.

Philip Usher Memorial Fund

For full details write to the Secretary, Philip Usher Memorial Fund, c/o The Old Deanery, Dean's Court, London, EC4 3AA Telephone 020 7248 6233 or email janet.laws@btopenworld.com

Scholarships and travel grants for study abroad of the Eastern Orthodox Church. The amount of the scholarship will depend on the country which the scholar visits and the duration of his/her stay. Applicants must be either ordained ministers, or accepted candidates for ordination.

The holder of the scholarship will be required to spend between 6 and 18 months abroad in the study of the faith and practice of an Orthodox Church. Priority will be given to applicants under 36 years old. (Smaller grants are also available for shorter periods of Orthodox study if resources are available)

Provost Howard Fund

Write: The Precentor, Coventry Cathedral, 1 Hill Top, Coventry CV1 5AB

This fund gives awards for theological study for understanding and promoting ecumenism and for practical projects on reconciliation and international understanding. Applicants must demonstrate the substantial involvement of other churches. The deadline for applications is June.

Pyncombe Charity

Contact Mrs Rita Butterworth (Secretary), Wingletye, Lawford, Crowcombe, Taunton, Somerset TA4 4AL Telephone 01984 618388 or email joeandrita@waitrose.com

Income of about £10,000 applied to assist needy serving clergymen in financial difficulties due to illness or other special circumstances within the family. Applications to be made through the diocesan bishop.

Queen Victoria Clergy Fund

Assisting (through the dioceses) Church of England clergy in financial need. Contact the Parish Resources Advisor for further information.

Revd Dr George Richards' Charity

Contact Dr P D Simmons, 98 Thomas More House, Barbican, London EC2Y 8BU or telephone 020 7588 5583. An application form needs to be completed and the Trustees meet in June and November.

Applications for grants are considered from clergy of the Church of England who are in need of assistance through sickness or infirmity and have become incapable of performing their clerical duties, thereby forcing them to take early retirement. Widows, widowers and other dependants of such clergy can also seek assistance.

Rustat Trust

The Dean's Secretary, Jesus College, Cambridge CB5 8BL. Telephone 01223 339699 or email k.conway@jesus.cam.ac.uk

The Trustees give assistance to needy clergy whose children are being educated in maintained schools. Although any deserving cases will be considered, they would particularly like to help clergy below the status of incumbent with children at school. Applications have to be approved and signed by the diocesan authorities, and should include a financial statement and details of children's ages and schools.

The Trustees are also able to provide bursaries for clergy children who gain a place to study at Jesus College. The intention is to attract good applicants from clergy families, and to supplement the successful candidates' maintenance awards, reducing the need to take out student loans.

Society for the Assistance of Ladies in Reduced Circumstances

Lancaster House, 25 Hornyhold Road, Malvern, Worcestershire WR14 1QQ – 0800 587 4696 – www.salrc.org/guide_to_grants.htm

The Society assists women domiciled and habitually resident in the United Kingdom, who are living alone and in genuine need, irrespective of age or social status. Often they are elderly ladies who require help towards their day-to-day living expenses. The Society is also able to assist women in financial difficulties for other reasons, perhaps due to sickness, unemployment, divorce or separation.

Society for the Relief of Poor Clergymen

c/o CPAS, Athena Drive, Tachbrook Park, Warwick CV34 6NG – 01926 458458 – srpc@cpas.org.uk

Founded 1788 to aid evangelical ministers and their dependants in times of financial distress due to sickness, bereavement or other difficulties.

Society of Mary and Martha

www.sheldon.uk.com/

This charity's primary objective is to support people in Christian ministry and/or their spouses, especially at times of stress, crisis, burnout or breakdown. This national, specialist work is set within a broadly based retreat and education framework.

SPCK – The Richards Trust

www.spck.org.uk/the-richards-trust/index/

The Richards trust is a fund administered by SPCK, with the purpose of assisting ordinands in financial need. It is a contingency fund to help ordinands who fall into financial difficulty during the course of their training.

St Aidan's College Charity

<http://aocm.org.uk/st-aidans-college-charity/>

Grants toward living expenses, books, placement expenses and unforeseen circumstances. *c/o* Chester Diocesan Board of Finance, Church House, Lower Lane, Aldford, Chester CH3 6HP

St Andrew's Trust Awards

www.standrewstrust.org/awards.html

Awards are open to both priests and laity. Scholarships are awarded annually and may contribute to the whole or part of the following:
Education Fees, Examination Fees, Accommodation, Living Allowances, Books, Visas, Travel

St Boniface Trust

www.stbonifacetrust.org.uk/index.html

The Trust is a small charity established to advance the Christian Religion in accordance with the principles of the Anglican faith in all parts of the world, especially for the provision of education and training of clergy and lay people by the award of scholarships and maintenance allowance or any purpose concerning their spiritual or temporal welfare.

The Trust is governed by St Boniface Council and its trustees meet 4 times a year.

St Deiniol's Library

www.st-deiniols.com/courses/

Discounts to clergy and students as well as sabbatical rates and a limited number of scholarships and bursaries for those who wish to research, read or write at St Deiniol's.

St George's Trust

Secretary: Mrs Carol Fen, 7 Brookside, Hornchurch RM11 7RR.

Make grants for purposes that encourage the Anglican Communion. Trustees are keen to support sabbatical studies and in some cases gap year students wanting to work overseas. Trustees meet in March and September.

St Luke's College Foundation

www.st-lukes-foundation.org.uk/

The Foundation's object is the advancement of further and higher education in Religious Education and Theology.

Grants are awarded to individuals for research and taught postgraduate qualifications in these fields and to eligible organisations for related initiatives and facilities. Date for applications is 1st May for grants for the following academic year.

St Luke's Healthcare for the Clergy

www.stlukeshealthcare.org.uk/Home.aspx

Telephone 0207 898 1700 or email admin@stlukeshealthcare.org.uk

For over 100 years, St Luke's has prided itself in providing free healthcare to the Clergy of the Anglican Communion, active and retired, stipendiary and non stipendiary, their spouses, widows/widowers and any dependent children. We also care for members of recognised monastic and conventual orders, active and retired Deaconesses, active and retired overseas missionaries and Clergy as well as Theological students and those licensed by a Bishop.

Tranquillity House

The Grant Secretary: Mrs Ridgeway, Tranquillity House Trustees, 9 Merrivale View Road, Dousland, Yelverton, Devon PL20 6NS.

The Tranquillity House Trust is a grant-making charity whose particular function is to assist towards the cost of holidays for clergy, and in the making of awards it is required to have particular regard to those clergy who are for any reason in need. Nominations are made by the Bishop.

Winston Churchill Memorial Trust

<http://www.wcmt.org.uk>

Would experience overseas enhance your effectiveness in your career or field of interest? Could this bring real benefits and positive change to your community, the UK and yourself?

If the answer is 'yes', check your eligibility, look at examples of previous projects, and register to receive an email alert when applications re-open. Grants cover return and internal travel, daily living and insurance.

Women's Continuing Ministerial Education Trust

Download application form, notes etc. from www.cofe-ministry.org.uk/ under Ministry > Ministerial Education and Development > Continuing Ministerial Development > Women's Ministerial Education Trust.

The Women's Continuing Ministerial Education Trust (WCMET), combines three Trusts formerly known as the Central Deaconess House Trust Fund, the St Andrews House Fund and the Church of England Deaconess Fund.

The object of the WCMET is to further the Continuing Ministerial Education of women in the Church of England and the Scottish Episcopal Church by means of grants to ordained women, female Accredited Lay Workers (including Church Army sisters) religious sisters (Lay or Ordained) who, in the opinion of the Trustee, are in need of financial assistance.

Individuals should apply by filling in an application form. The application should be endorsed by the Diocesan CMD Officer or Dean of Women's Ministry. Please refer to the letter to endorsing officers and notes of guidance for further information.

It is also important to note that all successful applicants should complete and return the WCMET completion form at the end of each project (or academic year) for which funding has been received.

Working Families Tax Credit

Telephone 0845 609 5000 for the paperwork, which is not too complex to complete. There is the need to re-apply every six months.

A clergy family with two children and a small second income may fall within the threshold.

**JESUS COLLEGE
CAMBRIDGE
CB5 8BL
RUSTAT GRANTS AT SCHOOLS**

- A. The primary object of the Trust, founded by Tobias Rustat in the reign of King Charles II, is to provide Scholarships and Exhibitions at Jesus College for the children of clergy ordained according to the rites of the Church of England, preference being given *ceteris paribus* to those who are orphans.

The College also has power to apply any surplus funds in making grants to assist such children while they are:-

- (a) members of the College *in statu pupillari*; or
- (b) at school.

- B. In making grants for children who are at school, the College has regard to the following considerations:-

- (i) the amount of any surplus in the Fund after the other objects have been satisfied; and
- (ii) the merits of each application, in the light of all relevant circumstances.

- C. In making grants under B. the primary intentions are:-

- (i) to make grants to assist the children of especially needy parents;
- (ii) to offer financial assistance in the cases of urgent and unforeseen need (e.g. when the child's education is imperilled by the death, illness, unemployment or bankruptcy of one of the parents);
- (iii) to offer financial assistance where for some special reason (e.g. physical or mental handicap) a child would clearly benefit from an education which is not provided free, but no preference shall otherwise be given to the making of grants towards school fees rather than the support of a child while at a local authority or maintained school. In making grants under (ii) above, no preference will be given to any type of school nor to making grants towards school fees rather than the maintenance of a child. Grants under (i) may be given for any educational purpose, including the provision of school uniform, school meals and transport costs where these are not met, or met fully, by the Local Education Authority. It is expected that grants under (i) will normally be given to assist children attending maintained schools.

- D. Applications for grants should be addressed to: **Kate Conway, Dean's Secretary, Jesus College, Cambridge. CB5 8BL.** THEY SHOULD BE ACCOMPANIED BY FULL DETAILS OF THE FINANCIAL CIRCUMSTANCES AND COMMITMENTS OF THOSE RESPONSIBLE FOR THE CHILD'S MAINTENANCE, THE NAMES AND AGES OF THE CHILDREN FOR WHOM SUPPORT IS REQUESTED, THE NAME AND TYPE OF SCHOOLS THEY ATTEND. SUPPORT FROM THE DIOCESE AND, IF NECESSARY, ANY INFORMATION BELIEVED TO CONSTITUTE A SPECIAL CLAIM FOR CONSIDERATION. This information will, of course, be treated as strictly confidential. GRANTS WILL NOT BE SENT OUT BY THE COLLEGE UNTIL THE END OF JANUARY 2011. **The closing date for applications is 1 December 2011.**

JESUS COLLEGE

CAMBRIDGE
CB5 8BL

APPLICATION FOR A GRANT FROM THE RUSTAT TRUST

NAME.....

PAROCHIAL POSITION.....
(where appropriate)

ADDRESS.....

.....

.....

DETAILS OF CHILDREN: Please note that children included for consideration must be under 19 years of age on 1 July of the year in which the application is made.

(Please include all school age children)

Name of child	Date of birth		Type of school attended (Independent or maintained)

FINANCIAL DETAILS

(a) STIPEND.....

(b) WIFE'S/HUSBAND'S
SALARY.....

(c) SAVINGS.....

IMPORTANT: please obtain diocesan stamp overleaf, applications will not be considered without the support of your diocesan authority. The section marked 'Financial Details' should also be completed, and special needs/ relevant details if appropriate. →

4.58

- 2 -

SPECIAL NEEDS/ ANY OTHER RELEVANT DETAILS – PLEASE LIST BELOW:-

(Special needs, or essential details should be included each year, previous applications are not referred to. Please state all information on this form, not in an accompanying letter.)

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DIOCESAN STAMP TO BE OBTAINED BELOW ON YEAR OF APPLICATION.

(Please do not put name of person to contact, all applications will need to be endorsed by the diocese, including cases where a previous application has been accepted.)

Form to be returned to:
Kate Conway
Dean's Secretary
Jesus College
Cambridge CB5 8BL
Before 1st December 2011

GUIDE TO PAYE/NIC FOR LOCAL RELIGIOUS CENTRES (LRC) 2010/11

For the latest information, please check:

<http://www.hmrc.gov.uk/manuals/pommanual/PAYE23030.htm>

This guide tells you what to do in respect of payments to an employee.

1. Payments below the tax and National Insurance threshold:

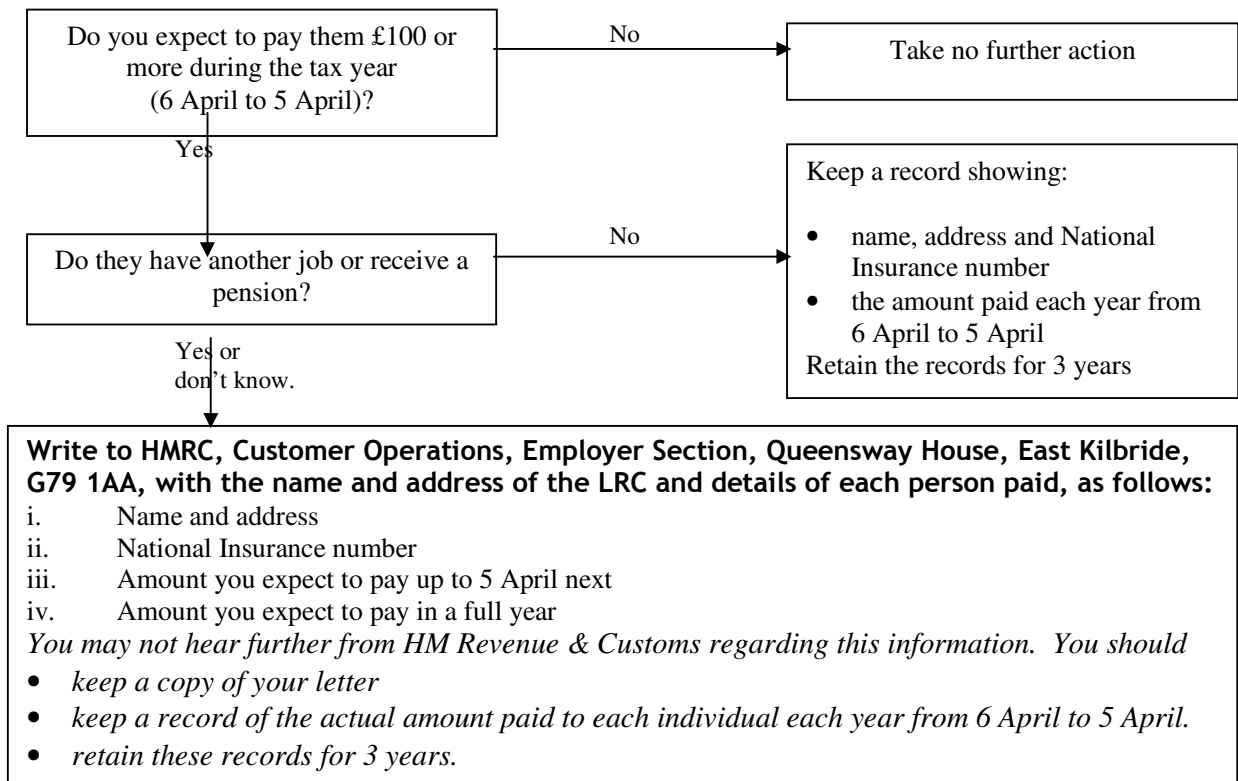
Earnings Threshold for National Insurance Contributions (NIC) and Income Tax - Pay As You Earn (PAYE): £110.00 per week or £476.00 per month

- a Go to 3A and 3B below for action required in respect of employees paid below the threshold
- b Do not make any deductions from the payments (unless instructed to do so by HMRC resulting from action in 'a' above).

2 If you will pay anyone at or above the threshold, telephone the New Employer Helpline on 0845 60 70 143.

You will then be provided with information for the operation of PAYE/NIC.

3 A Income Tax: For employees only paid below the threshold, and for whom you have had no other instructions from the HMRC office, use this flow chart to decide what action to take for each person paid:



3b National Insurance Contributions: For employees paid from £97 to £110.00 weekly or £421 to £476.00 monthly no NIC is payable but you will need to return these amounts to HMRC. Contact the New Employer Helpline on 0845 60 70 143 for information on the action required.

4. No tax charge will arise in respect of a payment

To compensate, without profit, someone who incurs expenses which are allowable as tax deductions, when working for the LRC that reimburses, without profit, the cost of travel to and from the LRC, provided this is the only payment made.

The cost of travel to and from the LRC is not an allowable expense, if it is paid along with a fee, etc, for work that is done there. A payment made to compensate for travel to or from the LRC must therefore, be included with other payments when arriving at the amount to report to the tax office, or deduct tax/NIC from, under the PAYE system.

5. Employment status of, for example, church organists

If you pay someone a sum at or above the National Insurance Contributions and PAYE threshold

and

you are in doubt about whether that person is an employee (they may claim to be self employed)

contact the HMRC office for the area where the LRC is located, and ask the Nominated Status Inspector for a decision on whether PAYE is applicable.