

## Frequently Asked Questions

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**Q - How do we find out what Diocesan Grants are available?**

A - The Grants Handbook, which is available on the Diocesan website ([www.manchester.anglican.org](http://www.manchester.anglican.org)) gives details of all Diocesan Grants, criteria and application forms.

**Q - We have never applied for a grant before, where do we start?**

A - We offer a range of training sessions - An Introduction to Fundraising, Identifying needs, and Making an Application. These are advertised on the Diocesan website, in the clergy mailing and via our grants email contact list. If you wish to go onto this list, please email [sueheil@manchester.anglican.org](mailto:sueheil@manchester.anglican.org). The Parish Resources Adviser runs Advice sessions which last an hour and are for individual parishes to discuss their needs. To book onto any of these sessions, please contact Simon Ambrose on 0161 828 1410 email [sambrose@manchester.anglican.org](mailto:sambrose@manchester.anglican.org).

**Q - When are the deadlines for grant applications?**

A - These can be found in the Grants Handbook on the Diocesan Website.

**Q - Where should we apply for grants for disabled access and toilet facilities?**

A - Local councils sometimes help with this. Try searching Grantnet, or there are also a number of funders to whom you can apply:

- Garfield Weston - <http://www.garfieldweston.org/>
- National Churches Trust - <http://www.historicchurches.org.uk/>
- All Churches Life - <http://www.allchurches.co.uk/>
- It may also be worth looking at the landfill tax scheme. Although applications are complicated for this, they do give quite large grants.  
<http://www.entrust.org.uk/>

If this work is part of an overall scheme - ie to set up a project which will involve disabled people from the local community, you would be advised to book into one of the Advice Days which the Parish Resources Adviser offers. Contact Simon Ambrose on 0161 828 1410 email [sambrose@manchester.anglican.org](mailto:sambrose@manchester.anglican.org).

**Q - We are thinking of setting up a community project, where should we begin?**

A - Most funders would want to know why you wish to set up your project and would need you to demonstrate that it is beneficial to your community. It is therefore advisable that a Parish Audit is carried out in the first instance.

For advice and information about Parish Audits, contact the Church and Community Development Officer - 0161 828 1445.

**Q - How do we make an initial enquiry about grants?**

A - Ring the Resources Support Officer on 0161 828 1445, or email [sueheil@manchester.anglican.org](mailto:sueheil@manchester.anglican.org).

**Q - Where should we go to obtain the latest statistics (Indices of Multiple Deprivation) for our local area?**

A - You should contact the Mission Planning Officer - 0161 828 1447 or email [apeacock@manchester.anglican.org](mailto:apeacock@manchester.anglican.org).

**Q - We wish to carry out some alterations or repairs to our church building, or monuments in the churchyard, do we need a Faculty?**

A - You probably will need to obtain a Faculty and it is normally expected that you will have done so before you make any grant applications. There is information on the Diocesan Website about Faculties.

**Q - We have been asked to provide our Charity Number - how do we obtain this?**

A - If you are filling in a grant application you should insert the following statement in the box which asks for your Charity Number:

"Each PCC is an individual charity in its own right but is exempt from registration."

**Q - We are making an application which asks for our Constitution, what should we say?**

A - You need to add the statement "PCC's do not require a constitution"

**Q - Are there any grants which can help an individual in need?**

A - There is a list of Trusts which provide grants for individuals. The Diocese also has an award from St. Martin's in the Field for people in desperate need, the Cotton District Fund is used to assist people who are sick and on benefit to have a

holiday. The St. Agnes Fund is for women and children in need. Information about these can be found in the Grants Handbook, which is available on the Diocesan Website. All of these grants can be arranged as a matter of urgency.

**Q - We need to carry out some repairs to our Church building, who can advise on this?**

A - Our Historic Church Buildings post is presently vacant. In the meantime, you should contact Sue Heil 0161 828 1445, [sueheil@manchester.anglican.org](mailto:sueheil@manchester.anglican.org), who will be able to advise you. There is also a lot of useful information in the Grants Handbook on the Diocesan Website, or on the Churchcare website: [www.churchcare.co.uk](http://www.churchcare.co.uk)

**Q - What is Grantnet and how do I use it?**

A - Grantnet is a database of funders which can be searched via the Diocesan Website. We advise that anyone wishing to search for grants comes along to Church House for a Grantnet Training session, which looks at all the issues you need to address before making a grant application. You can book onto a session by contacting Simon Ambrose on 0161 828 1410 email [sambrose@manchester.anglican.org](mailto:sambrose@manchester.anglican.org).

**Q - I have completed the Grantnet Training, but am having problems using Grantnet. Who can help?**

A - You can contact the Resources Support Officer on 0161 828 1445, or phone [sueheil@manchester.anglican.org](mailto:sueheil@manchester.anglican.org).

**Q - How can we get up to date grant information?**

A - The Diocesan Grants Handbook is kept up to date and is available on the Diocesan Website - [www.manchester.anglican.org](http://www.manchester.anglican.org). Grantnet is frequently updated, you can also find some useful advice documents on the site - these are added to on a regular basis, so it is worth logging in monthly and re-running your searches.

**Q - Where would we go to find out how to go about employing paid workers and looking after volunteers?**

A - A copy of the Just Employment handbook is available on the diocesan website - [www.manchester.anglican.org](http://www.manchester.anglican.org). This contains details of employment laws and laws affecting volunteers, processes and sample forms and letters.