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**SMALL GRANTS APPLICATION GUIDANCE & FORM 2024**

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

**Small Grants**

The CSA continue to award small grants of up to **£8,000** for projects in line with the CSA Funding Criteria. Applications can be submitted at any time and will be considered by the Trustees at the next Trustee meeting where time allows.

The Trustees are particularly interested in using small grants to support parishes or projects with a strong parish link to engage in new mission initiatives, or develop current mission activities that tackle poverty. Applications to seed-fund new ideas and innovative work are welcomed. We welcome applications for your own project ideas that have grown out of your context and that address poverty in your community.

**CSA Funding Criteria**

The CSA supports projects:

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

Applications are particularly encouraged from Anglican churches and church-linked projects that have not previously received Small Grant funding from the CSA.

**Working Within Health & Safety**

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

**Completing the Application Form**

Applications are made by completing the attached application form. Please complete each question. Type answers in the white boxes next to or under each question. Questions are written in shaded boxes. Boxes will expand as you type.

Many questions have a word limit: you will be assessed on the quality of information you give, not the quantity. However, short answers (less than half the word limit) are unlikely to contain sufficient information.

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

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

Please email completed applications to **csa@manchester.anglican.org**along with a copy of the organisation’s most recent accounts.

**SMALL GRANTS APPLICATION FORM 2024**

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

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

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

**Main Contact Person for Application**

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

**About your project / proposal**

|  |  |
| --- | --- |
| **Name of Project:**  |  |
| **When would you like your project to start?** |  |
| **How much are you asking CSA for and over how many months?** |  |
| **Please provide a summary of the vision for your project/proposal, explaining what you want to use the grant funding for and what activities this will enable** (300 words max) |
|  |
| **When will your project run, how often will it run and how many people are you likely to work with?** (100 words max) |
|  |
| **What is the need for your project/proposal and how do you know this?** Please tell us about any research and/or consultations you have undertaken with the people who will benefit from your project/proposal and what you learned.(250 words max) |
|  |
| **Describe how you will work with other organisations (and which organisations) to enhance the effectiveness of your project/proposal.** (200 words max) |
|  |
| **What specific differences do you hope your project will achieve and how will you measure and evidence these?** (200 words max) |
|  |
| **Enhancing Anglican Mission:** Please tell us how this project will enhance Anglican mission; the Anglican Parish Church that is responsible for the project/ to which the project is linked; the nature of Anglican congregation involvement; what the Anglican Parish church hopes to learn from this work; and how this project relates to the Parish Church’s Mission Action Plan and the 5 Marks of Mission?(250 words max) |
|  |
| **Health & Safety/ Safeguarding**: Please tell us how you will manage current Health& Safety / Safeguarding requirements that are in place, to enable you to safely deliver the proposed project. (200 words max) |
|  |

**Funding for your project**

How much will your project cost? *Please list the total cost of the project in the ‘Total Cost’ column and only include those elements you wish CSA to fund in the ‘CSA Grant Cost’ column and the amount you are requesting from us.*

|  |  |  |
| --- | --- | --- |
| **Project Element/Activity Description** | **Total Cost** | **CSA Grant Cost** |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

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

**Declaration**

**Signatory One**

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

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

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

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

**Signatory Two**

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

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

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

**Submitting Your Application**

Please check all the boxes below to confirm that:

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

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

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

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

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

Please submit completed application forms and your most recent accounts via email to**csa@manchester.anglican.org**