**Offa House Spirituality Capital Fund**

**Grant Application Form**

***The Offa House Spirituality Capital Fund is set up to help provide limited funding for PCCs to support the development of resources for retreat, reflection, reconciliations and enabling closer encounters with God and his creation***

**Project name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Church/Parish:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Deanery:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parish Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicants** **name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position in church:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide details of your capital project: -**

1. **Outline the capital project you wish to receive a grant for?**

*Explain the project, locations, timings and any other relevant details. For application over £2,500 please attach a project plan.*

1. **Indicated how your project intends to deliver against section 1 of the criteria of the fund.**

*See criteria at the back of this application.*

1. **What outcomes do you have for this project and how will you know if you have achieved them?**
2. **Who is the Project Leader and what experience and skills do they have which are relevant to delivering the project?**

**Finance**

1. **Provide a business case for the proposed project and demonstrate plans for the on-going financial sustainability.** *This include a cost analysis of set up and ongoing running costs, which are covered in the next section.*
2. **Provide an outline of the projects total expenditure, including income streams, and how much you are requesting from this fund?**

*(Maximum £30,000)*

**a) Resources Required - Please list your TOTAL ESTIMATED PROJECT COSTS**

|  |  |
| --- | --- |
| **Item** | **Estimated cost** |
| ***SET UP******YEAR 1/ONGOING*** |  |
| **Total**  | **£** |

**b) Other sources of income that you have secured as a contribution to your total project costs:**

|  |  |
| --- | --- |
| **Source** | **Estimated income** |
| ***Please split into SET UP costs and subsequent years, as per expenditure, if relevant***Contribution from PCC(s):Other: |  |
| **Total**  | **£** |

## c) TOTAL amount of grant you are requesting from the OHSCF: £

**d) What are the applicant body’s (parish, benefice or deanery) annual income and expenditure? Please specify how much of the annual income is from planned giving from the congregation(s).**

**f) Which PCC’s bank account should the money be paid into should your application be successful?** *Grants will only be paid into a PCC bank account*

PCC:

Sort Code: Acc. Number:

**Signatures Name: Signature:**

Project Leader:

Parish Priest:

Bank details signatory:\*

\*Bank details must be signed off by two out of the Parish Priest, Churchwardens, PCC Secretary & Treasurer.

**Please ensure that the Area Dean or Lay Chair has seen this application and that they provide their signature or an email confirmation indicating that they approve of the proposed work, in line with the Deanery plans.**

Area Dean/ Deanery Lay Chair:

signature:

**Offa House Spirituality Capital Fund**

**Application guide**

The Diocesan Offa House Spirituality Capital Fund provides limited funding for PCCs to support the development of resources for retreat, reflection, reconciliations and enabling closer encounters with God and his creation.

**Criteria**

1. In order to qualify, the project needs to fulfil one or more of the values, as approved by the Bishop’s Council in February 2021:
* *Funding to support the development of a neutral location within the diocese, for use for single days at a time (non-residential), enabling and encouraging the opportunity to receive inspiration from God in an easily accessible and relaxing way.*
* *Funding a place to go, to step out of the normal everyday life, for use as a place of reconciliation. To provide a space for reconciliation with God and between people which would enable reconciliation to be in the bloodstream of the diocese.*
* *Funding to support the development of a place for children to encounter God in a different way.*
* *Funding towards a place where diocesan confirmation training might be delivered by clergy.*
* *Funding towards the provision of space for those that have no connection with church and church culture, providing a space to encounter God and his creation.*
* *Funding to support existing training venues for spiritual direction courses, and to explore spiritual gifts both intellectually and creatively.*
* *An amount of capital could be used to set up or fund an existing project which would align to the values.*
* *The locations funded should not be a financial burden to the diocese by excessively increasing annual overhead costs.*
1. Applications must include a business case for the proposed facility to demonstrate plans for on-going sustainability are in place.
2. If an applicant for an Offa House Spirituality Capital Fund grant also makes an application for a grant from another DBF-managed fund for other elements of the project, either at the same time or within three years of receipt of a grant, and the combined sum of the grants exceeds the delegated grant authorisation level for the DMF committee the application(s) will required approval from Bishop’s Council.
3. The place of retreat put forward for grant funding support, must be part of the Church of England in the diocese and the governing arrangements come under the authority of the DBF, the Cathedral, a PCC or Church of England School or Academy in the Diocese. The applicant for the grant funding must be able to show they have the approval of the governing body, which will be the recipient of the grant and accountable for its use. Where a place of retreat is being established as a separate charitable entity the Articles of Association must provide for the control of the legal entity to remain under the Church of England.
4. Grants will be considered for feasibility, planning and construction phases of the project, but not ongoing running costs or equipment.
5. Grants from the fund are for capital expenditure only and not for the purchase of equipment and supplies.
6. Recognition that a funding contribution for the project had been received from the Coventry diocese Offa House Spirituality Capital Fund; and where practicable to display the diocesan logo, to acknowledge the grant funder.

**Details of the fund**

A maximum of one grant of up to £30,000 is available per application.

The Capital Fund will be administered by the Diocesan Mission Fund Committee, who will consider all applications. Applications from £501 - £9,999 will be approved by the Committee. Applications over £10,000 will be recommended from the Committee for approval by the Bishop’s Council.

There will be four application windows open each year, therefore:

***Applications need to be completed and received by*** ***31st March, 30th June, 31st August, and 31st December each year.***

**Payment**

* Grants will only be paid into a PCC bank account.
* Funds will be paid upon receipt of appropriate invoices.
* Funds not drawn down within one year of approval will be withdrawn and an application will have to be resubmitted. Approval of a further application cannot be guaranteed.

**Reports**

A condition of any grant is a commitment to provide a short report on the project, which will be shared as wider learning to other across the diocese.

**N.B. If no report can be provided the Committee may ask for the grant to be returned.**

***Please return the completed and signed application by email to; jo.hands@coventry.anglican.org***