**Church Improvements Fund**

**Grant Application Form**

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

**Project Leader** **name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Role:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

1. **Outline the improvements to facilities you want to make in your church building to enable mission and ministry**
2. **Describe how these improvements to your church facilities will help mission and/or ministry - what will the work enable you to do differently?**
3. **Indicate how the church improvements will support one or more of the six strategic priorities of the Diocese*.*** *(see application guide & criteria at the back of the application form)*
4. **Indicate if you have already discussed your project with the DAC Secretary and if your improvements will need a faculty\*.** *\*grants will only be made subject to relevant faculty approval and/or planning permission.*
5. **Funding: please provide details of the cost of the project and indicate other available funding which you are using for this improvement project, including details of any fundraising initiatives** *(e.g. 3rd party grants and parish reserves)*
6. **What is the amount you are applying for from this fund?**

*(maximum £5,000 and up to 75% of the total cost of the project)*

1. **Please provide a brief outline of your church’s financial situation**

***I certify that the Parish Share have been paid in full for the previous two years and agree that future Parish Share will be paid in full***.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Either Incumbent, Churchwarden or PCC Treasurer)

**Please provide the PCC bank account details for payment should your application be successful.**

Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acc. Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures Name: Signature:**

Project Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incumbent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank details signatory:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Bank details must be signed off by two of the Incumbent, Churchwardens, PCC Secretary or Treasurer.

**Your Area Dean or Lay Chair must confirm this application by providing 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Church Improvements Fund**

**Application guide and criteria**

The Diocesan Church Improvements Fund provides limited funding to parishes for improving the facilities of their church buildings to enable effective mission and ministry. The aim is to future-proof mission by making church buildings fit for 21st century mission and ministry.

The fund can contribute to the cost of improving facilities such as installing toilets, kitchen or servery facilities or providing basic facilities such as a water supply. The fund can also help to support the initial stage of improvements and can be utilised as a contribution towards professional fees.

Ensuring that church buildings are fit for mission, the fund also stipulates that the application needs to demonstrate how the project to be funded supports the 6 strategic priorities of the Diocese. These are:

1. ***Making the gospel known throughout the Diocese so that people become followers Christ.***
2. ***Strengthening the health of churches and organisations across the Diocese in the 8   Essential Qualities (8EQs) identified by NCD.***
3. ***Supporting the wellbeing and flourishing of clergy and lay people across the Diocese.***
4. ***Equipping the whole Diocese for the work of reconciliation.***
5. ***Promoting life-long Christian education across the Diocese.***
6. ***Delivering positive community transformation.***

Applicants need to demonstrate how their church improvements are supporting at least one of the six strategic priorities and how the work underpins any Healthy Church Action Plan.

**Details of the fund**

A maximum of one grant of up to £5,000 is available per application. There will be two application windows open each year, therefore:

***Applications need to be completed and received by 31st March and 31st August each year.***

**Criteria**

In order to qualify, parish share must have been paid in full in the previous two years and all grants agreed are subject to an understanding that the PCC commits to paying future parish shares in full.

All grant applications will be considered by the DMFC at scheduled meetings in April and September annually. Members of the Committee will take the following into account:

* Existing facilities available
* How the application is supported at least one of the six strategic priorities, enabling mission and ministry and contributing to Healthy Church Action Plans.
* Other funding sources considered and / or agreed to complete the project (minimum of 25% of the project costs).

The maximum grant which can be applied for is £5,000 for any one project. Grants can be used to meet any cost associated with a new project and can be used to fund up to 75% of the total costs.

**N.B. Awarding of any grant is also subject to the availability of resources in the fund.**

Each applicant will be informed of the outcome of the Committee meeting within one week of the said meeting.

All grants will be conditional on the PCC having secured any relevant faculty approval.

**Payment**

* Grants will only be paid into PCC bank accounts. No grants will be made to an individual, supplier or para-church organisation.
* 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 clear outcomes, monitoring and 6 monthly reporting to the DMFC. *(See DMCIF Report Form.doc)*

These reports will assist the Committee in future deliberations and help to develop parameters around grant funding which the Diocese offers.

**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; missionfund@covcofe.org***

***Or by post to;***

***Diocesan Mission Fund, Coventry Diocesan Office, 1 Hill Top, Coventry, CV1 5AB.***

***If you have enquiries about this form or need clarification please contact the secretary to the Diocesan Mission Fund, Joanne Swain, on 024 7652 1309.***