

**Application number:**

*(This box is for office use only)*

**APPLICATION FOR A GRANT FROM THE CHURCH AND  
COMMUNITY FUND**

DIOCESE OF RIPON AND LEEDS

<b>Name of parish or project</b>	
<b>Title, name, position and contact address of applicant:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	

**Brief description of project – what would any grant received help to fund?**

*(Please give fuller details in the supporting statement)*

<b>Total cost of project:</b>	£	<b>Funds raised/ awarded to date:</b>	£
<b>Shortfall to date:</b>	£	<b>Amount Requested:</b>	£

<b>Have you applied for a Central CCF grant? Please give details if so.</b>	
<b>To whom should any grant cheque be made payable?</b>	<small>(NB Cheques are usually only payable to the PCC or a registered charity)</small>

<b><i>Date of meeting:</i></b>	<b><i>Decision:</i></b>
<small><i>(This box is for office use only)</i></small>	

## **Guidelines for Applicants to the Church and Community Fund**

### **Diocese of Ripon and Leeds Small Grants Partnership**

The diocese has recently been one of two dioceses selected to take part in the 2008 Church and Community Fund Small Grants Partnership pilot. This means that with match funding we have a further £25,000 to be administered to parishes through the 'Fresh Expressions' Committee. This is to be used mainly as seed money to get new and exciting projects off the ground and highlighted below is an introduction to the fund and how it is to be administered.

#### **Introduction:**

1. The Church and Community Fund's charitable objects are to 'promote, aid and further the work of the Church of England or of any Diocese, Deanery or Parish thereof.' As those are rather general objects, these Guidelines set out more specific parameters within which grants may be awarded. Our eligibility/assessment criteria and checklist of required documentation are also attached.

#### **What sorts of project does the CCF support?**

2. The CCF is under the trusteeship of the Archbishops' Council and works in support of its four themes (engaging with social issues; equipping to evangelise; welcoming and encouraging children and young people; developing the ministry of all).
3. Typical projects supported by the CCF might include employing a youth worker, renovating an old church hall for use as a community centre, providing hot meals for the homeless in a church room ~~and much more~~. The CCF is a very flexible fund and there is plenty of scope for imagination. We can support both capital and revenue projects as well as some preliminary costs such as feasibility studies or professional fees. In brief, all projects should seek to strengthen the relationship between the church and the local community/ies, should benefit the Church locally and as a whole, and should manifest a sense of vision in responding to need(s).
4. The CCF's work also connects with recent reports considered by the General Synod; for example, many of the sorts of projects recommended by *Mission-Shaped Church* or *Building Faith in our Future* (a strategy for church buildings) would be eligible to apply for a grant from the CCF. Detailed eligibility and assessment criteria are given in the table below.

#### **Are there any projects which the CCF will not support?**

5. The CCF cannot support any project which does not 'promote, aid and further the work of the Church of England.' This does not exclude Anglican projects in partnership with ecumenical or other-faith partners, which are warmly welcomed, but it does exclude projects run by secular bodies which have little or no connection to the Church of England and projects in which an Anglican body is not a key player at a local level. It will not support any project where the potential for outreach to the community is not clearly demonstrated. In addition, the CCF will not fund maintenance, restoration, repair or heritage works to church buildings (which includes works relating to organs or bells), stipends or any salaried posts for which diocesan or other core funding is available (eg chaplaincies), and individuals' personal training or research.

#### **How do we apply?**

6. Simply submit an application form and any necessary supporting documentation to Norman Gardner at Diocesan House. (Application Forms and Assessment Criteria are available from Norman)

### **Is our project eligible to apply for a grant? What factors will determine our success?**

7. The eligibility/assessment criteria table sets out the factors which the trustees will consider when deciding whether to award a grant, and if so, how much to award. However, applicants are asked to be imaginative and risk taking in the projects they would like the diocese to support.

### **How much is a grant likely to be?**

8. The maximum grant for a CCF Small Grants Partnership application is £2,000 (minimum £200) and applicants are welcome to request any amount within this **limit**.
9. Successful applicants may apply for further funding for the same project to the Central Committee in the future, although further funding cannot be guaranteed and new applications may take priority. Both successful and unsuccessful applicants are welcome to apply again for new/different projects.

### **A note on the Index of Multiple Deprivation 2004 (IMD2004):**

10. The IMD2004 is an Index produced by the Government to measure deprivation. It divides England into 'Super Output Areas' (small geographical areas comprising around 2,000 people) and ranks them from most to least deprived based on a combination of indicators. However, there are nearly 32,500 SOAs and SOA-level data is usually too detailed for the CCF. Therefore, the average deprivation scores for all parishes have been calculated based on the SOA-level data of the IMD2004. These parish scores have been ranked from most to least deprived and this is what the CCF uses to target its grants towards the most deprived parishes.
11. If there are pockets of high deprivation or particular categories of deprivation within your parish which may not be evident from the averaged parish scores alone, you are invited to tell us the **SOA-level deprivation scores** (available from the Office of the Deputy Prime Minister) and the trustees will take these into account when considering your application.
12. The trustees do target grants towards the more deprived areas, but they recognise that deprivation statistics may not always reflect the reality and are not the only measure of deprivation or of need.

### **What happens after we have submitted our application (including all the required documentation)?**

13. The Fresh Expressions Committee will receive the application and make a decision based on how well it fits the criteria.
14. If approved we will send a cheque payable to the PCC or, for non-parochial projects, to the appropriate body (which must be a registered charity). We will ask you to acknowledge receipt.
15. We do not monitor projects heavily but as the Small Grants Partnership is a pilot scheme we will be seeking **a brief report** on the impact the grant has had and reporting this back to the Commissioners.

### **And finally:**

16. The CCF's scope remains wide and flexible and the trustees will consider every application on its own merits. Please do contact your archdeacon if you are interested in applying but are unsure about your project's eligibility. The CCF centrally will also be pleased to receive applications for larger grants at Church House, Great Smith Street, London SW1P 3AZ, 020 7898 1767/1541, [ccf@c-of-e.org.uk](mailto:ccf@c-of-e.org.uk).

## Eligibility/Assessment Criteria

A.	<p><i>How does the project enhance the place/mission of the Church in the community?</i></p> <p>For example, will the project help the Church to reach out to the community? For capital projects, will the project increase the number of people who enter/use the church building? For non-capital projects, will it increase the number of people who come into contact with the Church?</p>
B.	<p><i>What is the relative deprivation of the area?</i></p> <p>The deprivation of the parish may affect both the need for the project and the amount of money (in quantitative terms, not in proportionate terms) which can be raised locally. The CCF's grants are usually targeted towards areas of greater deprivation and/or areas where it may be harder to raise funds.</p> <p>[Index of Multiple Deprivation 2004 (see paragraph 11 above); reserves/funds available as shown by Financial Statements]</p>
C.	<p><i>Are there other types of deprivation or need?</i></p> <p>For example, rural isolation, insufficient facilities for young people, racial tension, high unemployment etc.</p> <p><i>Are there any other factors which strengthen the case for giving a grant even where the area is not (in relative terms) deprived?</i></p> <p>For example, perhaps a large sum has recently been raised locally for another project, or the project is a flagship for the diocese, or the project is in an area which does not attract significant funding.</p> <p>[Detail on application form]</p>
D.	<p><i>What steps have been taken to ensure that the project is appropriate, realisable and sustainable?</i></p> <p>For example, has a parish audit/other consultation been undertaken? Are the objectives and outcomes clearly identified? Is there a viable budget and fundraising strategy in place? Is there a sense of vision and commitment from all involved?</p> <p>[Detail on application form]</p>
E.	<p><i>What is the total cost of the project and how much money has already been raised?</i></p> <p>The trustees are more likely to award a grant where there is clear commitment to raising the funds (for example where the fundraising strategy is already underway and where a grant will help to complete the funding of a project), or, especially in areas of need, where a grant will give a message of encouragement, or where it will help to unlock funding from other sources.</p> <p>[Figures on application form]</p>
F.	<p><i>Has the potential for partnerships been explored? Which potential partners have been approached?</i></p> <p>For example, with other Anglican churches within or beyond the diocese, ecumenical partners, other faith groups, community groups, statutory/secular bodies (eg Housing Associations) etc. The trustees may be more likely to award a grant if the project involves partnership(s).</p> <p>[Detail on application form]</p>