



**DIOCESE OF
BATH & WELLS**

Changing Lives, Changing Churches for Changing Communities

THE FUND FOR CHURCH GROWTH

supporting local mission and outreach

Notes for applicants

Please ensure that you read these notes before completing the application form

The Fund for Church Growth seeks to develop the ministry and mission of the church at all levels (Parish/LMG/Deanery/Diocese) by offering financial support to projects and posts, e.g. employment of youth workers, lay workers, chaplains, mission advisers; establishment of church cafés, re-ordering buildings to enhance or develop local mission, pensioners' lunch clubs, etc. Wherever possible and appropriate, ecumenical involvement is encouraged.

THE AIM OF THE DIOCESE is to resource and encourage confident Christian communities which express joyful hope in the Gospel for the sake of the world which they serve.

THE MISSION STRATEGY of the Diocese is *Changing Lives, Changing Churches for Changing Communities*. This is supported by four core aspirations – calling; transformation; renewal; reshaping.

Before you apply please be aware that:

- The Fund for Church Growth currently has approximately £250,000 available each year and is able to offer grants and low interest loans.
- The Fund will not usually consider supporting a project which has already begun, or has been committed to, before the Committee has considered an application.
- All applications will be considered on merit and weighed against other current applications.
- The Fund does not usually give a grant exceeding 50% of the cost of a project.
- Loans may be offered for repair projects but grants are not available for this purpose.
- Support for long term projects/posts will usually be on a reducing sliding scale.
- Where a parish is not up to date with its Parish Share, it will not normally be eligible for a grant or a loan. However the committee will look at individual cases. If an offer has been made and the parish subsequently fails to make its Parish Share payments in full, monies still payable under the offer may be withdrawn.
- Before any application is made applicants are advised to seek as much advice as possible, e.g. the Diocesan Youth Department should be consulted in connection with the appointment of youth workers, Diocesan Advisory Committee regarding faculties, etc. The Archdeacon should be consulted about the proposal as all applications are referred to the Archdeacon concerned for his/her comments on the project.
- In particular it is highly recommended that before any application is submitted advice is sought from the Diocesan Stewardship Adviser, who has a great deal of knowledge regarding various sources of funding.
- The Chairman has authority to deal with grant or loan applications up to £2,000 on a *fast track* basis, i.e. outside of committee, but wherever possible we prefer applications to go to the quarterly meetings.

Your application will need to:

- Indicate how the project will add to the mission and witness of the church.
- Be assessed by a Project Assessor who will be appointed once the application is received at the Diocesan Office. He or she will make contact with the applicant and will usually arrange to visit to discuss the project. The role of the Project Assessor is to gather any additional information that may be required to make your case to the Committee who will consider the application and

CHECK LIST - Ensure that the following Papers are submitted with the Application Form

- Application Form with all sections completed and signed
- Last two years accounts
- Minutes (or relevant extracts) of all PCCs/groups involved in the application
- Copy of the relevant Faculty/planning permission if project requires this
- Copy of any plans, appeals, brochures etc which you may have if applicable

Once a grant has been awarded:

- Grant and Loan offers remain open for a period of two years. If at the end of that time none of the funds have been taken the offer will be automatically cancelled. A new application would need to be submitted if funds were still sought.
- Where a grant is payable by instalments, at the end of each year the applicant will be asked to submit a report to the Committee advising how the project is going, and the impact that the project has had on the life and witness of the church, and in particular whether there are signs of growth.
- About one year after a single payment grant has been made the applicant will be asked for a report on how the project is going, and the impact it has had on the life and witness of the church and in particular whether there are signs of growth.

Some helpful notes when employing people

Before a parish/benefice/deanery/ employs anyone they need to consider employment issues such as contracts, pension provisions, payroll, tax, insurance etc. There are many useful websites (see list below). In particular the HM Revenue and Customs website should provide you with all you need with regard to employment, payroll and tax. The Association of Church Accountants & Treasurers (ACAT) handbook has a complete section on employment issues

<http://www.hmrc.gov.uk/employers/employing-someone.pdf>

<http://www.acat.uk.com/acat/index.htm>

<http://www.cipd.co.uk/subjects/emplaw/?area=hs>

<http://www.cipd.co.uk/onlineinfodocuments/factsheets.htm>

The Accounts Department at the Old Deanery will, of course, try and assist with information and our HR Adviser is available to assist with contractual matters.

When recruiting youth workers, the Diocesan Children and Youth Advisers offer a wide range of advice and support for the selection, recruitment and employment of paid youth /children's workers and trainee students.

<http://www.bathandwells.org.uk/index.cfm?fuseaction=children.content&cmid=231>

The Fund for Church Growth Committee meets four times a year (usually March, June, September, and December). Actual dates are available from the FCG Secretary. Applicants should ensure that applications are received at the Old Deanery at least one month before the next meeting in order for the application to be scrutinised and a Project Assessor to visit.. Late applications will be deferred to the subsequent meeting.

COMPLETED APPLICATION FORMS together with any supporting papers should be sent to: The Fund for Church Growth Secretary, The Diocesan Office, The Old Deanery, Wells, BA5 2UG tel: 01749 670777 (switchboard) or 01749 685101 (Direct Line) e-mail: gill.davey@bathwells.anglican.org