

Diocese of Gloucester LIFE Development Fund

Guidance Notes for Applicants

Scope and Priorities

The Fund has been set up to advance the Christian faith in the Diocese of Gloucester.

Applicants should be able to demonstrate how their project supports the diocesan LIFE vision, (for details see <http://www.gloucester.anglican.org/about-us/our-vision/>).

The Fund is keen to support projects which are innovative and collaborative in their approach to addressing these priorities. Applicants are therefore encouraged to research what others are doing and to explore the potential for engaging in partnership or other forms of collaboration, before applying for a grant.

Who can apply?

Applications are expected to come from, or have the strong involvement of, one of the worshipping communities within the Diocese.

To apply for a grant, your organisation must be a type of formally governed, not for profit organisation, with a written governing document (eg constitution, trust deed, articles of association). You are also required to hold a bank account in the organisation's name.

Eligible groups	Ineligible groups
Registered charity	Informal group
Constituted community group	Individuals
Community interest company	Private business
Social enterprise	
Church or parish	
School	

Types of Grant

Revenue Grants: The Fund will consider making a contribution towards the cost of revenue projects for up to three years. Applicants are requested to provide a budget stating the full project costs and identifying their proposed sources of funding (template provided).

Pioneer roles: While there is not a separate Mission Support Fund, the LIFE Development Fund will accept applications for both lay and ordained pioneer roles. Stewards will consider funding these posts for three years, provided applicants include details of how the post will be funded beyond this. Evidence will need to be provided of other sources of funding, including funding provided by the applicants. The LIFE Development Fund does not provide grants for housing costs – applicants should talk to Diocesan staff about the need to fund housing, and should ensure that salary costs include an allowance to pay for housing.

Capital Grants: The Fund does not normally support capital work, but Stewards may consider funding where there are no other avenues for funding, and where the enhanced facilities are essential in delivering the missional priorities of the LIFE vision. Applicants are requested to include a revenue budget for these activities, in addition to their budget for the capital costs (templates provided).

Process

The Fund seeks to work in partnership with applicants, both during the process of applying for funding and following the award of a grant. Applicants and grantees are therefore encouraged to ask questions, seek support and to discuss any issues or matters of concern that may arise during the period of their relationship with the Fund.

Applicants who wish to apply for a grant are encouraged in the first instance to contact the Secretary by phone or email to express their interest. The Secretary will follow up by arranging an informal discussion, usually by phone, to find out more about the proposed project and to provide guidance on the application process. At this stage, they will be encouraged to submit a first stage proposal.

The first stage proposal should include:

1. An introductory letter on your letterhead. Use this letter to introduce your work, set your work in context or give us information which does not sit comfortably elsewhere.
2. A completed and signed organisation information sheet (template provided).
3. Your answers to the following questions, on no more than two sides of A4. Please try to answer them individually, using the questions as headings for your responses.
 - Please tell us about the work that your project does
 - What practical difference do you want to make? And which of the LIFE vision priorities does it particularly relate to?
 - Tell us something about the community/field your project works with within the Diocese of Gloucester, and any challenges you are aware of.
 - What strengths and opportunities do you see in this area?
 - How can the LIFE Development Fund best help you?

Your answers to these questions will help us understand how your project works within the context of your community/field.

Make sure that your application tells us how many people you work with (or the number of people you are hoping to reach if you are looking for funding for a new project or are a new organisation). This helps us to get an idea of the scale and scope of your work.

If you are applying for a capital grant, remember that we are most interested in what goes on inside the building and the difference building improvements would make to your work.

4. A copy of your most recent annual accounts, and annual report if you produce one. If your organisation is too new to have annual accounts, please send a photocopy of a recent bank statement instead. If you have a bank account, but have not yet received your first statement, please send us a letter from your bank confirming your account details. Where appropriate, the accounts should include the Report and Accounts for the benefice in addition to the parish(es) on behalf of which the application is made. If there are specific financial matters to which you wish to draw attention (for example, in relation to a deficit or level of reserves), please do so at this point.

At this stage, we will consider your initial applicant, and provide you with a Link Steward, where appropriate, who will visit you and support you in making a full application to the Fund.

Full application:

The application itself must include the following documents, which should be submitted to the Secretary in Office (.doc/.xls) or Acrobat format (.pdf) and sent by email:

1. A more detailed description of the project in your own words. **This must not be longer than four sides of A4 paper.** Applicants are encouraged to include with the description any visual material (photos, diagrams, videos etc) which will help to bring the project to life
2. A completed Revenue and/or Capital Budget Form (templates provided)
3. If you are applying for funding towards the salary costs of worker, a Job Description for the role;
4. Any supplementary material (for example research, business plans etc) which will enhance understanding of the project.

Applicants are encouraged to make use of the following questions as a check list. Have you:

- Described what research has been carried out locally and regionally, and identified what forms of collaboration have been explored/are proposed?
- Identified how you plan to manage the project and maintain the health and wellbeing of those engaged in the project (spiritual and physical, paid staff and volunteers)?
- Described how you plan to monitor and evaluate the project, in order to learn from the process and enhance its long-term impact?
- Considered who will be praying for those engaged in the project on an on-going basis?
- Included a recommendation from the local incumbent (if they have not completed the application)?

The Secretary will confirm receipt of the application and advise the likely meeting date for consideration by the Stewards. At this stage, the Secretary will share your application with the Diocesan Vision Support Officer, who will make sure that the leader and sponsor for the relevant LIFE priority group are aware of work being proposed in their area.

The Stewards are responsible for administering the Fund and deciding which projects are to be awarded funding. They normally meet quarterly, usually in January, April, July, and October. After the meeting at which the application is considered, you will receive an initial email or telephone call from the Secretary informing you of the outcome of your application. This will be followed by a letter with further details of the amount awarded and the terms and conditions of the award, if you have been successful. This will normally be issued within ten days of the meeting.

Grants will normally be awarded subject to the applicant being able to raise the balance of funds required. In the case of revenue projects, the time allowed to raise the balance is one year, after which the award will lapse. In the case of capital projects, the allowance is two years. If the project has not commenced within twelve months of the date of the award, the applicant should write to inform the Secretary of the progress made towards a start date.

The Stewards are keen to make sure that projects supported by the Fund should have a sustainable impact on the life of the Diocese and its local communities. As a condition of the grant, recipients will be required to monitor and evaluate the outcomes of the project against the targets set for the term of the award.

The Stewards are also keen that funded projects should serve as a catalyst for other new and innovative projects. As a condition of the grant, recipients will be encouraged to share learning, knowledge and best practice with other churches and community groups.

What to do when things go wrong:

Sometimes we get things wrong. It is really helpful if you can let us know when this happens, so that we can learn from your experience, and make sure things are better for the future. Please contact the Secretary in the first instance, who will deal with your query in accordance with the Diocesan Complaints Policy and Procedure.

Please send completed application documents to:

**The Secretary
Diocese of Gloucester LIFE Development Fund
Church House
College Green
Gloucester GL1 2LY
E: kwarner@glosdioc.org.uk
M: 07912 611564**