

Grant Application Form

Guidance Notes October 2020

The Synod has revised its application forms for Mission and Buildings Grants. Although the form may appear to be longer than previous versions, it is designed to ensure that we can collect all the information we require to progress your application quickly and effectively.

Sections to Complete

All applicants should complete the **Summary** section and **Parts A, B** and **E**

Mission Grants

All Mission Grant applicants should also complete **Part C** and if your project involves expenditure to adapt your buildings then **Part D** should also be completed

Building Grants

All Building Grant applicants should complete **Part D**

Part A: Applicant Information

This part seeks basic factual information about the church making the application and its congregation. It provides you with the opportunity to identify other churches and organisations involved in the project, particularly if you are making an application on behalf of a group of churches.

Part B: Project Summary

In this section you should provide sufficient information to enable us to understand the project for which you are seeking funding. In particular, it should be clear about the details of project delivery and the reasons for doing it.

Question B2 asks you to identify the reasons why you are undertaking this project. This could relate to a mission opportunity, or need in the community served by your church. For building grant applications, it could relate simply to a need for significant repairs to your building highlighted by a recent inspection.

Part C: The Mission of the Church (Mission Grants Only)

The purpose of this section is to enable us to understand how the project relates to the church's priorities for mission.

It also seeks in section C2 information about the research you have undertaken to understand and involve your community in the development and design of the project.

Section C3 asks you to think about the outcomes from this project and how you will know that it has been successful. We want to get better at ensuring that the learning from innovative and successful projects is shared widely across the Synod, so it also asks you to identify how you will share information about your project.

Part D: Building Works (for all projects involving work to your buildings)

The first part of this section asks you to confirm that all the necessary approvals have been sought and ideally obtained for the work you are proposing to your building.

The next couple of questions will help us be clear about the extent to which the proposals relate to essential work to ensure that building is safe for users and is being properly maintained.

The final sections ask you to identify how the work is going to be procured and managed.

Part E: Financial Information

This section asks you to set out a full picture of the finances of the project for which you are seeking funding for. You will need to provide information on additional sheets about:

- All the costs expected to be incurred in the project
- How the project will be funded?
- What other grant applications have been made and whether these have been successful

Part F: Is for Synod use only in assessing your application

Mike Hart

Treasurer, North Western Synod, October 2020