

Offa House Spirituality Capital Fund – Application Guide

Funding Priorities

The Offa House Spirituality Capital Fund (OHSCF) was established by Bishop's Council in October 2021, to provide capital grants to parishes and deaneries to support the development of sustainable resources for retreat, reflection, reconciliation and enabling closer encounters with God and his creation.

The fund was formed from 20% of the proceeds of the sale of Offa House.

Applications must demonstrate adherence to at least one of the forms of development/project set out in the values agreed by Bishop's Council.

Values:

- Funding to support the development of a neutral location within the diocese, for use for single days at a time (non-residential), enabling and encouraging the opportunity to receive inspiration from God in an easily accessible and relaxing way.
- Funding a place to go, to step out of the normal everyday life, for use as a place of reconciliation. To provide a space for reconciliation with God and between people which would enable reconciliation to be in the bloodstream of the diocese.
- Funding to support the development of a place for children to encounter God in a different way.
- Funding towards a place where diocesan confirmation training might be delivered by clergy.
- Funding towards the provision of space for those that have no connection with church and church culture, providing a space to encounter God and creation.
- Funding to support existing training venues for spiritual direction courses, and to explore spiritual gifts both intellectually and creatively.
- The locations funded should not be a financial burden to the diocese by excessively increasing overhead costs.
- An amount of capital could be used to set up or fund an existing project which aligns to the values.

The OHSCF cannot be used to fund SDF projects or to reduce parish share.

Grants will be considered for feasibility, planning and construction phases of a project, but not ongoing running costs, equipment or supplies.

How to apply

The application form is available from the diocesan website. Completed application forms should be sent to Jo Hands, Governance and Grants Officer at jo.hands@coventry.anglican.org who will confirm receipt.

Applications must demonstrate adherence to at least one of the agreed values (see list above). Applications must include a business case for the proposed facility to demonstrate that plans for ongoing sustainability are in place.

Help & advice

Members of the Diocesan Mission Fund Committee are available to help develop possible proposals. If you are not sure whether your idea would qualify, please get in touch for advice. Please contact Jo Hands, Governance and Grants Officer in the first instance.

Applicants

The place of retreat put forward for grant funding support must be part of the Church of England within Coventry diocese and the governing arrangements must come under the authority of the DBF, the Cathedral, a PCC or Church of England school or academy. The applicant must be able to show that they have the approval of the governing body, which will be the recipient of the grant and is accountable for its use. Where a place of retreat is being established as a separate charitable entity the Articles of Association must provide the control of the legal entity to remain under the Church of England.

Approval

Grants will be given at the discretion of the Diocesan Mission Fund Committee and/or Bishop's Council. The process for considering applications will vary depending on the size of the application:

- **Grants up to £9,999.** Applications will be considered by a meeting of the DMFC. These will be held four times a year. Please refer to the grant funding page of the Diocesan website for the application deadline dates. On submitting your application you will be contacted by the Governance and Grants Officer who will confirm receipt.
- **Grants larger than £10,000 (up to £30,000 limit)** will be considered by the DMFC, as per the process above. The committee will make a recommendation to the Bishop's Council to approve or decline the application. If recommended the application will need approved from the Bishop's Council, who meet 4 times a year.

Please consider the timing of the approval process and factor that into your project schedule. Further details of Committee and Council meeting dates can be discussed with the Governance and Grants Officer.

If an applicant for an OHSCF grant also makes an application for a grant from another DBF-managed fund for other elements of the project (either at the same time or within three years of receipt of a grant) and the combined sum of the grants exceeds the delegated grant authorised for the DMF Committee the application(s) will require approval from Bishop's Council.

Reporting back

A condition of any grant will be that each initiative is expected to identify clear outcomes and to monitor, assess and report to the DMFC how these have been met on the Diocesan report form. These reports will assist the committee in future deliberations and can help other churches as they pray and plan. The risk with new initiatives means that some are bound to fail - which is completely acceptable, as long as we learn from them. Once funds are drawn, if there is no report then the committee will contact you. If no report can be provided the committee may ask for the grant to be returned. For larger grants, tapered over time, various reports will be requested as an update on the process and continuation of the project for which the grant has been paid.

Payment

- Grants will only be paid into PCC bank accounts. No grants will be made to an individual, supplier or para-church organisation.
- No monies are paid until needed and surplus funds are to be paid back.
- If funds have not been drawn within a year after approval funds will be withdrawn and an application will have to be resubmitted.
- In the case of 'matching funding' applications, where this grant is a part of the finance needed, grants allocated will not be released until other funds have been committed.

Offa House Spiritual Renewal Fund

The Offa House Spiritual Renewal Fund provides funding towards retreat grants and reconciliation and mediation training grants. The fund is not administered by the DMF Committee.