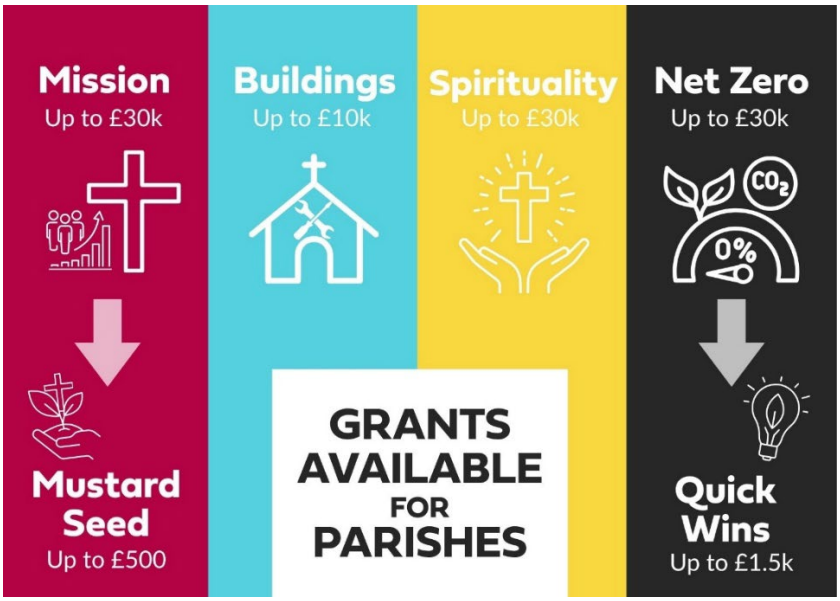
Coventry Diocesan Board of Finance
Grants to Parishes
Application Guide

The Coventry Diocesan Board of Finance (CDBF) is the legal entity which manages the financial affairs and assets of the Diocese of Coventry. The CDBF has four funds to support Church of England parishes within the Diocese of Coventry. This document contains all the information and rules you need to know in order to apply for these grants. If you have any questions, please contact our Governance and Grants Officer, Jo Hands via email: jo.hands@coventry.anglican.org or call 02476 521379, postal address: 7 Priory Row, Coventry, CV1 5EX.



Applying

There are six deadlines per year, always the 15th of the month: 15th January, March, May, July, September and November, except for the Net Zero Quick Win and Mission Mustard Seed which can be applied for all year round with no deadline. Applications early in the year are strongly encouraged as funds are limited. If an application misses a deadline it will be processed for the next deadline.

Application forms can be downloaded from the website: www.coventry.anglican.org/info-for-parishes/finance/grant-funding or are available directly from the Governance and Grants Officer. The application forms are a Word document - check boxes can be clicked on to select a response and text boxes are set to expand to fit your text. It is best to submit the application via email to the Governance and Grants Officer (above) as a Word document but postal applications will be considered but please note, this generates a longer processing time.

If the church is part of a benefice or group of churches, all churches must be aware of and support the project, this is to be confirmed by clicking the tick box if the application form if relevant.

With the exception of Mission Mustard Seed and Net Zero Quick Win, your Area Dean will need to demonstrate support of the project. It is highly recommended that you discuss the project with your Area Dean in the early stages of project development. Once your application is complete you should send it to them with section one of the Area Dean Support Form completed, they should then complete section two

and return it to you. If they require changes to the project these should be made and the Area Dean Support Form updated. The application and Area Dean Support Form should then be submitted together by a grant deadline. If the Area Dean is connected to the applying church or unavailable, the Assistant Area Dean, Acting Area Dean or Deanery Lay Chair can complete the form.

All applications must include a project budget, it is highly recommended to include some contingency as once approved, a grant cannot be increased. Include all costs, funding from other sources is viewed favourably although it is not essential for Mission Fund and OHSCF applications. VAT can be included in the total project cost. The grant ask should be rounded to the nearest pound as grants are only paid in whole pounds. The minimum grant request is £100.

For Mission and OHSCF applications over £5,000 a project plan is required because for larger amounts more detail is required to help the committee make an informed decision. Use the boxes in the application form for a short summary answer and elaborate within the project plan. Further advice for writing a project plan is included in appendix B of this document.

All projects must relate to our purpose:

- Worship God
- Make Disciples
- Transform Communities

And our vision:

- Restored Health
- New Growth
- Renewed Relationships

Projects will be assessed as to how well they fit with the Diocesan Strategy, which can be viewed in full here: www.coventry.anglican.org/vision-purpose/our-shared-future-diocesan-strategy. The closer a project aligns to our strategy, the higher the priority of the project.

In order to direct support to where it is needed most, the financial situation of the church, staffing and number of previous successful applications will be considered. In order to make completing an application as quick and easy as possible, we will use data we already have such as grants approved in the last three years, Statistics for Mission, Return of Parish Finance, Census & Deprivation; therefore, it is important to ensure that your parish completes Parish Returns so that we have the most up to date information. There is no limit to the number of times a PCC can apply to the funds but those who have already received funding may be given a lower priority. When funds are low, priority may be given to churches that have not received grants from the funds and/or where the funds will have the biggest impact. If a project is supported by the committee but there are insufficient funds to approve the grant, the application may be held on the agenda for future meetings or a lower amount may be offered.

The only funds that accept retrospect applications are the Mission Mustard Seed and NZ Quick Win. This is because applying for funding does not guarantee success, approvals are always only made if there are sufficient funds. If a retrospect application is being made, it must be within two months of any purchases. It is always best to seek funding ahead of any purchases and it is essential for all other funds.

When you submit your application, you will be given a reference that you must quote on all communications regarding the application. The Grants Committee, appointed by Bishop's Council, meet on alternate months to assess all applications received. Mission Mustard Seed and Net Zero Quick Win grants are decided via email by the Grants Subcommittee as needed, in order to get a quicker result on these lower value applications. You will find out the result as soon as possible after the decision has been made via email; it is important to not take any actions with your project until you have received your official approval letter signed by the Diocesan Secretary and CEO, this letter outlines the specific conditions of your grant. Failure to meet the conditions could result in the grant offer being retracted. In some cases, the committee may request more information or further review, and so in this case the application will be passed over to the

next meeting or until it is ready to be reassessed. In the case of Net Zero applications there needs to be a technical review before the application is considered by the Grants Committee, once the technical review is complete the application will be added to the agenda of the nearest meeting. The applicant will be kept up to date with any developments via email.

Safeguarding

Safeguarding is at the heart of our Christian faith, implicit is the requirement to care for all and to keep people safe, especially our children and those who are vulnerable. It is more than a legal requirement; it is a gospel imperative. Coventry Diocese is committed to upholding high safeguarding standards, creating a safer church together, where all can flourish.

In terms of grant applications, parishes planning projects should meet all relevant safeguarding requirements in line with the House of Bishops Safeguarding Guidance and Code of Practice. Any projects that include activities involving children (under 18) and Vulnerable adults are subject to relevant safeguarding requirements and when a person is to be employed, the Safer Recruitment and People Management Code of Practice must be complied with. This will include anyone in a church officer role (volunteer, employed, elected, ordained) to complete the required safeguarding training. The Safeguarding Dashboard will be checked before applications are considered, it is therefore important to ensure all records are up to date. If applications are successful, relevant requirements will be included as a clause of the grant in the approval letter, the grant will not be paid if safeguarding requirements are not met.

If you need to explore the requirements please contact Karen Wright, Safeguarding Administrator Karen.Wright@Coventry.Anglican.org or 02476 521345.

Faculty

It is the applicant's responsibility to determine whether or not faculty is required for a project. Faculty does not need to be given before applying for a grant but it is highly recommended to start the process as soon as possible as it can be a lengthy process and (if applicable) proof of faculty must be demonstrated before a grant can be paid. All Buildings and Net Zero Fund applications are screened by the DAC Secretary before being considered by the committee, if questions or concerns arise, these will be communicated to the applicant and must be resolved before the Grants Committee consider the application.

The DAC Team are able to support you, further information is available on the Church Building (DAC) section of our website. For support with the faculty process or if you are unsure if faculty is needed please contact the DAC Secretary at tim.latham@coventry.anglican.org or Operations Administrator & Assistant DAC Secretary at mark.seabourne@coventry.anglican.org.

Payment of Grants

- Grants will only be paid into PCC bank accounts. No grants will be made to an individual, supplier or para-church organisation. Except for OHSCF grants for which CofE schools are eligible.
- No monies are paid until needed and any surplus/underspend must be declared as soon as possible, preferably before the grant is paid. Any surplus/underspend is to be returned to the fund for other parishes to apply for.
- For projects running over several years the grant may be split into tranche payments, this will be discussed with the applicant if the application is successful and the payment plan will be outlined in the approval letter.
- In the case of 'match funding' applications, where the grant is a part of the finance needed, grants allocated will not be released until other funds have been committed.

- The amount requested in the application is the maximum amount of grant from the DBF, once approved the grant amount cannot be increased.
- Grants will be paid once copies of invoices/receipts and/or Architect's Certificate totalling at least the value of the grant have been shared, with the exception of low-cost items. This will be specified in the approval letter.
- Where a project includes activities involving children (under 18) and Vulnerable adults, the parish must be up to date with all relevant safeguarding requirements in line with the House of Bishops Safeguarding Guidance and Code of Practice. The grant will not be paid if safeguarding requirements are not met.
- Where the grant is for employment costs, a copy of the signed employment contract must be provided before payment. Those involved in the parish recruitment must have completed the Safer Recruitment and People Management training.
- Conditions specific to the grant will be outlined in the approval letter, failure to meet the conditions will result in the grant being retracted.
- Any project changes to a project from those outlined in the application must be shared, reapproval my be required.
- All grants will have a claim by date, if you have not claimed or started to claim the grant by the date outlined in your approval letter the offer will be retracted, funds returned to the grant fund for others to apply for and you will need to reapply. If you encounter a delay or issue please keep us informed, extensions can be applied for before the claim by date.

Reporting

A condition of any grant will be that each project is expected to identify clear outcomes and to monitor, assess and report to the Grants Committee how these have been met. These reports will assist the committee in future deliberations and can help other churches as they pray and plan. The risk with new projects means that some are bound to fail - which is completely acceptable, as long as we learn from them. The approval letter will contain the deadline date for report(s). If no report can be provided the committee may ask for the grant to be returned. The number of reports relates to the size of grant and style of project. For larger grants, tapered over time, various reports will be requested as an update on the progress and continuation of the project for which the grant has been paid. For this style of funding a report may be required to release subsequent payments.

Buildings Fund (BF)

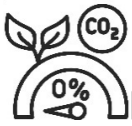
This grant is for repairs and improvements, making church buildings fit for 21st century mission and ministry based on these principles:

Repairs	Works addressing Health & Safety concerns	Improvements	Projects to Improve access such as ramps, toilets, amplification and hearing loops; making a building fit for purpose
	Works listed in Quinquennial Inspection Reports		Works that improve comfort/hospitality and assist mission and ministry such as kitchen facilities, projectors and screens
	Other repairs		Improvements that assist mission and ministry such as reordering and removal of pews
	Preventative works		

- Up to 50% of the total project cost including VAT can be granted, up to a maximum grant of £10,000 i.e. if the total project cost is £25,000, £10,000 is the maximum that can be applied for. If the total project cost is £6,000, £3,000 is the maximum that can be applied for.
- Works not covered by the Buildings Fund: work on organ or bells, decorations (other than remedial decorations) and any work to churchyards, car parks or churchyard walls. Please see the Churchcare website for funds that support these works.
- Applications must demonstrate how any improvement of facilities will develop and grow ministry and mission.
- These projects will most likely require faculty; a faculty is not needed before an application is submitted but proof of faculty must be provided before the grant funds can be released to the PCC. The faculty process may be long but the DAC are here to support and advise so it is recommended to start the faculty process as soon as possible.
- Buildings Fund grant offers are valid for two years.
- It is highly recommended that contingency is budgeted for in the project plan.

Examples of projects that could be applied for:

- Rewiring
- Roof repairs
- Kitchenette installation
- Gutter replacement
- AV system installation
- An access ramp to a door/porch of a church building



Net Zero (NZ)

This fund is for works which will allow a church to enable and enhance mission and ministry, whilst implementing a demonstrable reduction in their carbon footprint. There is a two-step application process: Stage 1 is an expression of interest for which applications can be submitted all year round, once this has been reviewed you will be invited to submit a Stage 2 application by one of the standard deadlines or the Net Zero Carbon Project Officer will work with you until you are ready to be invited to submit a Stage 2 application. The Stage 2 application goes through a technical review and if successful it is recommended for approval by the Grants committee, for this reason it is unlikely that you will find out the result the following month but you will be kept up to date with the progress of the application.

- Up to 50% of the total project cost including VAT can be granted, up to a maximum grant of £30,000. i.e. if the total project cost is £70,000, £30,000 is the maximum that can be applied for. If the total project cost is £8,000, £4,000 is the maximum that can be applied for.
- Net Zero grant offers will be valid for two years.
- Applicants will need to have submitted recent energy use data on the C of E's Energy Footprint Tool: www.churchofengland.org/about/policy-and-thinking/our-views/environment-and-climate-change/about-our-environment/energy-footprint-tool.
- Applicants will need information about their current energy consumption and emission levels (from an energy audit or similar).
- Applicants will need to demonstrate communication and engagement with church members and their wider community about the project and about climate action, carbon reduction or renewable energy issues.
- It is highly recommended that contingency is budgeted for in the project plan.
- Priority will be given to churches planning works within Section A of the Practical Path to Net Zero Carbon guidelines, a flow chart is included as appendix A of this document. This is to enable the maximum number of churches to take the required steps towards achieving net zero carbon by 2030.
- These projects will most likely require faculty; a faculty is not needed before an application is submitted but proof of faculty must be provided before the grant funds can be released to the PCC. The faculty process may be long but the DAC are here to support and advise so it is recommended to start the faculty process as soon as possible.

Before preparing an application, you are advised to:

- View relevant Church of England Net Zero webinar recordings at: www.churchofengland.org/about/environment-and-climate-change/webinars-getting-net-zero-carbon#na
- Review the Church of England's Practical Pathway to Net Zero Checklist: www.churchofengland.org/sites/default/files/2021-01/PP2NZC_SelfGuidedChecklist_print_version.pdf
- Have a conversation with our Net Zero Carbon Project Officer, Colin Angus: Colin.Angus@Coventry.Anglican.org and/or your Deanery Environmental Representative (DER)
- Read our Net Zero Carbon Resource Document – https://www.coventry.anglican.org/info-for-parishes/net-zero/

- Seek technical advice, you can contact Peter Bemrose, the DAC heating adviser on peter@pbemrose.co.uk

Examples of projects: installation of:

- air to air heat pumps
- solar panels
- radiant heat panels/halos
- under pew heaters
- secondary glazing
- double glazing.



Net Zero Quick Win (QW)

A one-step application which can be submitted all year round. This is for low cost items or simple works that would reduce the carbon footprint of church buildings. The form is simpler than a full Net Zero, there is a mini technical review and the decision is made via email by a subcommittee of the Grants Committee.

- Up to 50% of the total project cost including VAT can be granted, up to a maximum grant of £1,500. For projects with a total cost of over £3,000 a full Net Zero application should be completed.
- A Net Zero Quick Win grant does not affect eligibility for a full Net Zero grant.
- Retrospect applications are permitted provided that the application is made within two months, this is to enable special offers to be taken up on the understanding that the funding is not guaranteed.
- Before an application is made, the church must be registered with A Rocha's Eco Church scheme and be actively working towards an Eco Church award or have already obtained an award.
- The PCC must have submitted their most recent return for the Energy Footprint Tool before the application is submitted.
- Faculty may be required for some works, proof of faculty or proof that it is not required will be needed before the funds are released. You do not have to wait for faculty in order to submit the application, however, you should start the faculty process as soon as possible.
- A Net Zero Quick Win grant offer is valid for two years.
- There is no limit to the number of Quick Win applications that a PCC can apply for however if funding is successful subsequent applications may be given a lower priority if the fund is heavily subscribed. If many Quick Wins are applied for, the applicant may be asked to put all the individual mini projects into one full Net Zero application.
- Any PCC which is successfully funded with a quick win grant will still be eligible to apply for larger Net Zero funding.
- An Area Dean Support form is not needed for a Net Zero Quick Win application.

Examples of items/works:

- Pipe insulation, draught-proofing
- Insulating curtains
- Heated cushions
- Rugs
- Replacing old lighting with LEDs
- Replacing hot water tanks with under-sink boilers
- Thermostatic radiator valves or digital controls
- Motion sensors and timing systems



Mission (MF)

The Mission Fund provides resources to parishes for new projects which aim "to make new Christians and Disciples" in line with our Diocesan Strategy: Our Shared Future. The priorities here have been developed to encourage mission projects in a way which stewards the financial assets of the Diocese well. Within this fund there is a portion of Lowest Income Community Funding (LiNC) from National Church, which can be assigned to parishes in the top 20% of the deprivation ranking. There is no need to apply separately for this as all applications will be screened for LiNC eligibility.

1. **Missional**
   Funds will be given towards projects and initiatives which aim "to make new Christians and Disciples". These initiatives are expected to introduce Christ in such a way that people may have the opportunity to consider following him.
2. **New/Pioneering**
   The fund was created with the hope of expanding the range of mission activity in the diocese, rather than to fund existing work. It is also hoped that areas and people in the diocese who are not currently in contact with the wider church will be reached. Potential applicants are asked prayerfully to consider imaginative ways of building bridges with local communities, which will make Jesus more accessible to those outside church circles. When thinking about pioneering projects, an awareness of the context of the communities to be reached and any work which is being done there is encouraged.
3. **Sustainable**
   Applicants are encouraged to submit applications which fund soundly based short-term initiatives. The allocation of funds does not commit any further support, and for longer term projects, a condition of grant approval will be that applicants demonstrate where else they will look for continuation funding. Applicants should also be able to show that the project is supported by both their benefice and their deanery.

- Up to 100% of the total project cost including VAT can be granted, up to a maximum grant of £30,000.
- Funding from other sources is not a requirement but is looked upon favourably.
- Repeat funding is not permitted, the project must be a new initiative.
- Retrospective funding is not permitted, except for Mission Mustard Seed.
- Mission grant offers are valid for one year.
- Applications for projects over £5,000 will need to provide a project plan in addition to the application form, guidance for this is provided in appendix B of this document.
- Salaries can be funded but the role/activity that is being funded must be new to the parish. The Mission Fund cannot be used to cover the cost of existing salaries/roles.
- Where there is a salary to be paid, costs of ending a contract should be included in the project budget.
- It is highly recommended that contingency is budgeted for in the project plan. Along with inflation for projects that will run over longer periods.
- Mission fund applications are welcome which help growth across all demographics. Applications which will enable new worshipping communities, target new disciples from UKME/GMH backgrounds and/or target work developing children and young people are particularly encouraged.
- Parishes are welcome to develop multi parish, benefice or deanery wide projects. If this is the case one parish needs to take overall responsibility to receive and manage the grant.

Examples of projects:

- Family/Youth Worker
- Establishing a Junior Choir
- Coffee Van Outreach
- Administration support to release others for missional activities and growth
- Establishing Lego/Muddy/Forest/Chocolate/Messy /Bubble Church
- Setting up a community garden in the churchyard



Mission Mustard Seed (MMS)

The Mission Mustard Seed fund provides a small kick start grant or helping hand of £500 or less in line with the Mission Fund aims. The form and reporting are much simpler to reflect the smaller amount but like a mustard seed, the impacts can be big. These applications are considered by a subcommittee of the Grants Committee via email for a quick response. Retrospective funding is permitted provided that the application is made within two months, this is to enable special offers to be taken up, on the understanding that the funding is not guaranteed. An Area Dean Support form is not needed for a Mission Mustard Seed application.

Examples of projects:

- Catering equipment for café church
- Toys/equipment for playgroup
- TV screen for missional film watching and discussion groups
- Promotional materials/resources for a church open day
- Pray station boxes
- Resources for youth group
- Resources for Lego/Muddy/Forest/Chocolate/Messy/Bubble Church

Offa House Spirituality Capital Fund (OHSCF)

The Offa House Spirituality Capital Fund (OHSCF) was established by Bishop's Council in October 2021, to provide capital grants 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 and is therefore a finite fund.

- Up to 100% of the total project cost including VAT can be granted, up to a maximum grant of £30,000.
- Funding from other sources is not a requirement but is looked upon favourably.
- Applications must demonstrate adherence to at least one of the forms of development/project set out in the values agreed by Bishop's Council:
    - 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 for projects funded by the Strategic Development Fund (SDF) 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.
- Funding from the Coventry Diocese Offa House Spirituality Capital Fund should be acknowledged; where practicable the diocesan logo should be displayed to acknowledge the grant funder.
- Applications for projects over £5,000 will need to provide a project plan in addition to the application form, guidance for this is provided in appendix B of this document.
- The resource 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.

Examples of project:

- C of E Primary School Prayer Garden
- Community Peace Garden
- Prayer Room development

Other Funding

From the Diocese of Coventry

- Retreat Grants including the Offa House Spirituality Renewal Fund - provides funding towards retreat grants and reconciliation and mediation training grants. This is administrated by the Mission and Discipleship Team.
- Together for Change has a small grants scheme for community transformation projects.
- Buildings for Mission Fund gives grants to small repair or improvement projects up to £10k, and funded by the Church Commissioners.

External

- Cornerstone is a free online generosity tool available to all parishes from The Church of England. It includes a filterable database of over 1,000 grants curated for churches.
- The Parish Resources website has funding guides and lists of grant-making organisations which parishes can apply to.
- The Churchcare website gives guidance on the major national funding bodies for works to church buildings, and on funds available from the national church.
- The Warwickshire and Coventry Historic Churches Trust provides grants to historic churches across Coventry and Warwickshire.
- Warwickshire and Solihull CAVA (Community and Volunteer Action) have many funding resources on their website, you can also sign up to a fundraising newsletter.
- The following funders have further details on their websites regarding the types of projects supported:
    - Aviva Foundation
    - Benefact Trust
    - Bernard Piggott Charitable Trust
    - Congregational and General Charitable Trust
    - Edward Cadbury Charitable Trust
    - Garfield Weston Foundation
    - Heritage Lottery Fund
    - npower Business Solutions Foundation
    - Saltley Trust
    - Veolia Environmental Trust
    - Joseph Rank Trust
    - CB & HH Taylor 1984 Trust
    - Bernard Sunley Foundation
    - Laing Family Trusts
    - Heart of England Community Foundation
    - SMB Trust
    - G C Gibson Charitable Trust

Top Tips

- Make sure you answer every question as fully as you can.
- Make sure the application arrives before the deadline.
- Give your Area Dean plenty of time to complete the Area Dean Support Form.
- Be clear with what you are asking for; lists, bullet points and tables are welcome.
- Set your budget out clearly in a table, if there are multiple sources of funding, state which source is funding each item.
- For larger projects include some contingency, underspend can be returned but you cannot ask for more funds once the project is approved if costs increase or additional items are required. This can include pay rises for employment projects running over a period of time.
- You are welcome to include diagrams, pictures and photographs. A picture can often save a thousand words.
- Take before, during and after photographs – these will help with your report.
- Ask someone to proof read your application, if they have questions, chances are the Grants Committee will have questions too.
- If you have any questions or concerns please contact our Governance and Grants Officer.

Frequently Asked Questions

Fund	Buildings	Net Zero	Quick Win	Mission	Mustard Seed	Offa House Spirituality Capital Fund
What is it for?	Repairs and Improvements to church buildings	Reducing the carbon footprint of church buildings	Quick wins to reduce the carbon footprint of church buildings	To make new Christians and Disciples		Resources for retreat, reflection, reconciliation and enabling closer encounters with God and his creation.
Deadline	15th January, March, May, July, September and November		None – always open	15th January, March, May, July, September and November	None – always open	15th January, March, May, July, September and November
How much money is available?	50% of the total project cost. Maximum grant £10,000	50% of the total project cost. Maximum grant £30,000	50% of the total project cost. Maximum grant £1,500. Maximum project total £3,000	Up to 100% of the total project cost. Maximum grant £30,000	Up to 100% of the total project cost. Maximum grant £500	Up to 100% of the total project cost. Maximum grant £30,000
	The grants committee reserve the right to offer a lower percentage funded.					
Is there a minimum grant value?	Yes, the lowest value that can be applied for is £100.					
Is retrospective funding permitted?	No	No	Yes, within 2 months	No	Yes, within 2 months	No
	Project actions should not start until a decision has been made and the applicant notified by means of the approval letter. The approval letter outlines the conditions of the grant. The only exception to this is for the Net Zero Quick Win and Mission Mustard Seed funds in order to purchase low cost items on special offers. The application must be made within 2 months of purchase on the understanding that the funding may not be approved.					
Is other funding required?	Yes, this could be from the PCC, other grant bodies or fundraising.			Financial support from the PCC, other grant bodies and fundraising is look on favourably but is not essential.		

Fund	Buildings	Net Zero	Quick Win	Mission	Mustard Seed	Offa House Spirituality Capital Fund
Can more than one CDBF fund be applied to for the same project?	Yes, if the project fits in more than one fund. If this is intended, separate applications should be submitted and it should be clear that the same project is applying to more than one CDBF fund. The budget should be annotated to make it clear which fund is funding which parts of the project. The grants committee reserve the right to move applications between funds.					
Is there a limit to the number of times a PCC can apply?	No, we understand that improvements to a building can generate mission opportunities, as can changes to staffing and extra use can in turn result in the need for building repairs and improvements. However, if the funds become depleted priority may be given to those who have not received funding recently or who need it most.					
Who can apply?	Any representative from a church can apply on behalf of the PCC. The applicant will need to confirm that the PPC and incumbent are aware of the project and support it. If a church is part of a benefice there must also be confirmation that other PCCs are aware of the project and support it.					In addition: an organisation under the governing authority of the DBF, the Cathedral, a Church of England school or academy. Cannot be used to fund SDF projects.
Do we need Area Dean Support?	Yes, an Area Dean Support Form must be completed.		No	Yes	No	Yes
I have been invited/told to apply – do I get a higher priority?	No, all applications are assessed against the fund criteria. The official approval letter confirms if you have been awarded the grant. You will not receive the result of an application by word of mouth.					
My parish is in a deprived area, can I get more money or is funding guaranteed?	No, funding is not guaranteed for any project. Lowest Income Communities Funding (LiNC) is provided by National Church and a portion of the amount delegated to the Diocese of Coventry is directed to the Mission Fund. This is only available for parishes listed in the top 20% of the deprivation list. PCCs which feature within this list will be granted LiNC funds when the balance allows. There is no need to apply separately, the Mission application administration process will deal with the eligibility. Once LiNC funding is exhausted the normal Mission Fund is used. Occasionally, there may only be funds remaining for LiNC eligible parishes owing to this restricted source of funds.					
What if things change?	We understand that things do not always go to plan. It is vital that you keep us up to date with any changes so that we can put the correct steps in to ensure that work can still happen and the grant can be paid. Ultimately, if a project does not proceed as planned we may need to pause or cancel further payments or recall payments, we will then reassess the situation. We will work with you to look for a potential solution.					
What if the project is delayed?	If you do not claim your grant by the expiry date listed in your approval letter the offer will be retracted, funds returned to the grant fund for others to apply for and you will need to reapply. However, if you keep in contact with us, you can request an extension to be approved by the Grant Committee Chair.					

Fund	Buildings	Net Zero	Quick Win	Mission	Mustard Seed	Offa House Spirituality Capital Fund
What if the person who applied for the grant moves on?	You must inform us immediately if the contact for the grant changes and provide another contact person - communication is vital.					
What if the project needs more money?	Costs do rise, unfortunately a grant amount cannot be increased once it is approved and repeat funding is not supported. If it is a major amount you can decline the grant and reapply but there is no guarantee of success. We recommend that a small amount of contingency is included within a project budget. Any underspend can be returned for funding other projects.					
I forgot to include something, can I add it in?	No, a grant amount cannot be increased once it is approved and the project budget is approved as part of the process. You may wish to decline the grant and reapply including what you have missed but there is no guarantee of success. We recommend that a small amount of contingency is included within a project budget.					

Created 02/12/2024
Jo Hands, Governance and Grants Officer
Updated 03/09/2026 JH

Appendix A: Net Zero flow chart

A. Starting point

Low cost/quick payback - for churches used infreqently

- Use the C of E's **Energy Footprint Tool** - https://parishreturns.churchofengland.org/
- Request a **free energy audit** by Green Journey - www.greenjourney.org
- Switch to a **renewable energy supplier** through www.parishbuying.org.uk or www.bigchurchswitch.org.uk
- **Reduce heat loss -** maintain roofs & gutters, fix broken window panes, heat pipe insulation, draught-proofing & use residual heat & glycol based 'anti-freeze' in radiators
- Replace lighting with **LEDs** at no upfront cost through www.greenjourney.org or https://elight.com
- Install **under-sink hot water boilers** to replace hot water tanks
- Become **an 'eco-church' -** https://ecochurch.arocha.org.uk/
- **Offsetting** - e.g. church yard tree planting or re-wilding (offsetting should always be considered a last resort - think "more zero, less net")

B. Next steps

Medium cost/quick payback - for churches used a few times/ week*

- **The building** - roof void insulation, glazed lobby doors, create smaller (separately heat-able) spaces for smaller events
- **Heating & lighting** - install radiator or digital controls to warm only spaces being used, electric pew heaters or infra-red radiant panel heaters where suitable, thermal or motion sensors, ask your energy supplier to install a smart metre to monitor energy use
- **People & policies** - vary service times with the seasons.

C. Getting there

Higher cost/greater impact - for busy churches with high energy use**

- **The building** - draught-proof windows & tower ceilings, double/secondary glazing, internal insulation in vestries, side rooms and halls.
- **Heating & lighting** - a new LED lighting system with controls for harder-to-reach lights through www.greenjourney.org or https://elight.com
- Install **solar/PV** on a suitable roof. Only for churches with high daytime electricity use. More viable on church halls than listed church buildings.

D. Only if...

High cost/long-term gains - for re-ordering or major projects in busy churches**

- **The building** - if re-roofing, insulate the roof. External insulation for halls and other suitable buildings
- **Heating & lighting -** where there's no renewable alternative, replace old gas or oil boilers with an efficient gas boiler.
- **Heat pumps** - air or ground source for churches that need to keep warm throughout the week
- **Underfloor heating** - only for busy churches where the floor is being lifted anyway. Works well with a heat pump.

* Professional advice and DAC input may be required

** Professional advice and DAC input will be required

Adapted from CoE Practical Path to Net Zero: https://www.churchofengland.org/resources/churchcare/net-zero-carbon-church/practical-path-net-zero-carbon-churches

Appendix B: Writing a Project Plan

The answers to the questions we ask on the Mission Fund or OHSCF Application Form should be concise and direct. Your Project Plan is an extension of that and is a chance for you to give us more detail about what you propose to do and to help us appreciate it in a wider context.

In order for us to understand your plans we would like you to take the opportunity to provide us with more information about your proposed activity or work. There is no template for writing a project plan because your work is unique to you but it is important to use the questions on the application form to guide the plan, these questions ask the what we must know. If you are asking for a small amount of money to deliver a one-off event then your plan will be simple and will cover one side of A4. If, however, you are asking us to consider a grant of several thousand pounds for a project that is intended to take several years you'll need to provide us with more justification and detail.

The main elements of plan should cover –

Who we are – include here information about the context of your parish. Are you part of a benefice, for example? You might tell us about the pattern of life in your church in terms of services/outreach/work with others in your community.

What we want to do – tell us more about the planned work or event in terms of practical delivery? How does this event/activity fit into the wider plans for discipleship in the parish?

Why we want to do it - how did the planning for this evolve? Are you responding to an identified need? What are your 'aims and objectives'?

The difference we hope to make? – This is where you give us more detail about the planned outcomes. You might also tell us about how this funding, if awarded, may impact on your longer-term plans for discipleship in your parish or benefice.

How the project aligns with the Diocesan Strategy (Mission Fund) or Values (OHSCF) -
https://www.coventry.anglican.org/vision-purpose/our-shared-future-diocesan-strategy/

You may also attach images, evidence in terms of data, letters of support, testimonies from people you have worked with in the past and any other evidence you feel may be relevant where appropriate.

Appendix C: CDBF Grants to Parishes – Rules Summary

1. Applications early in the year are strongly encouraged, applications are considered in order. When an application is ready to be considered by the committee it will be added to the agenda for consideration at the nearest meeting or in the case of Mission Mustard Seed and Net Zero Quick Win, shared via e-protocol with the subcommittee.
2. Building and Net Zero applications are viewed by the DAC Secretary with the opportunity to comment before being assessed by the committee.
3. With the exception of Mission Mustard Seed and Net Zero Quick Win, the Area Dean will need to demonstrate support of the project by completing an Area Dean Support form to be submitted with the application.
4. The only funds that accept retrospect applications are the Mission Mustard Seed Fund (£500 or less) and Net Zero Quick Win Fund (£1,500 or less). Applications should be made within two months. Funding is not guaranteed.
5. The committee may request further information/clarifications. If this is the case, this will be managed by the Governance and Grants Officer and the results shared with the committee at the next meeting where the application with be reconsidered. Decisions cannot be made via email (except for the Mission Mustard Seed and Net Zero Quick Win).
6. In order to direct support to where it is needed most, the financial situation of the church, staffing and number of previous successful applications will be considered. Using information within the application, Statistics for Mission, Return of Parish Finance and, Census and Deprivation statistics.
7. There is no limit to the number of times a PCC can apply but those who have already received funding may be given a lower priority.
8. The committee can opt to offer a lower grant than requested.
9. If the committee support an application but funds are insufficient, the application can be kept on the agenda for reconsideration when funds refresh.
10. If an application is successful, an approval letter will be issued. This outlines the conditions of the grant therefore actions should not be taken before receipt of this letter. Standard conditions exist but the committee can opt to include additional conditions. Grants will only be paid when conditions are met. Any underspends must be declared and retuned if deemed appropriate.

Buildings Fund

11. The **Buildings Fund** is for repairs and improvements, making church buildings fit for 21st century mission and ministry. Up to 50% of the total project cost can be granted, up to a maximum grant of £10,000.
12. Works not covered by the Buildings Fund: work on organ or bells, decorations (other than remedial decorations) and any work to churchyards, car parks or churchyard walls.

Net Zero Fund

13. The **Net Zero Fund** is for works which will allow a church to enable and enhance mission and ministry, whilst implementing a demonstrable reduction in their carbon footprint. Up to 50% of the total project cost can be granted, up to a maximum grant of £30,000.
14. Priority will be given to churches planning works within Section A of the Practical Path to Net Zero Carbon guidelines, a flow chart is included as appendix A of this document. This is to enable the maximum number of churches to take the required steps towards achieving net zero carbon by 2030.
15. Stage 1 Net Zero applications are passed to the Net Zero Carbon Project Officer who will either support the applicant until the project is ready for a stage 2 application or instruct the Governance and Grants Officer to invite the applicant to submit a stage 2 application.

16. Stage 2 Net Zero applications will be prepared for technical review by the Governance and Grants Officer. Owing to the high technicality and grant value, a technical review will be primarily conducted by the Net Zero Carbon Project Officer but also reviewed by the Church Buildings Development and Project Officer or Church Buildings Funding Support Officer.
17. The **Net Zero Quick Win Fund** is for low cost items or simple works that would reduce the carbon footprint of church buildings. Up to 50% of the total project cost can be granted, up to a maximum grant of £1,500. For projects with a total cost of over £3,000 a full Net Zero application should be completed.
18. Net Zero Quick Win applications undergo a mini technical review by the Net Zero Carbon Project Officer and the DAC Secretary.
19. There is no limit to the number of Quick Win applications that a PCC can apply for however if funding is successful, subsequent applications may be given a lower priority if the fund is heavily subscribed. If many Quick Wins are applied for, the applicant may be asked to put all the individual mini projects into one full Net Zero application. Any PCC which is successfully funded with a quick win grant will still be eligible to apply for larger Net Zero funding.

Mission Fund

20. The **Mission Fund** provides resources to parishes for new projects which aim "to make new Christians and Disciples" in line with our Diocesan Strategy. Within this fund there is a portion of Lowest Income Community Funding (LInC) from National Church, which can be assigned to parishes in the top 20% of the deprivation ranking. Up to 100% of the total project cost can be granted, up to a maximum grant of £30,000.
21. Funding from other sources is not a requirement but is looked upon favourably.
22. Repeat funding is not permitted, the project must be a new initiative.
23. Salaries can be funded but the role/activity that is being funded must be new to the parish. The Mission Fund cannot be used to cover the cost of existing salaries/roles.
24. The priorities of the Mission Fund have been developed to encourage mission projects in a way which stewards the financial assets of the Diocese well:

- **Missional**
  Funds will be given towards projects and initiatives which aim "to make new Christians and Disciples". These initiatives are expected to introduce Christ in such a way that people may have the opportunity to consider following him.
- **New/Pioneering**
  The fund was created with the hope of expanding the range of mission activity in the diocese, rather than to fund existing work. It is also hoped that areas and people in the diocese who are not currently in contact with the wider church will be reached. Potential applicants are asked prayerfully to consider imaginative ways of building bridges with local communities, which will make Jesus more accessible to those outside church circles. When thinking about pioneering projects, an awareness of the context of the communities to be reached and any work which is being done there is encouraged.
- **Sustainable**
  Applicants are encouraged to submit applications which fund soundly based short-term initiatives. The allocation of funds does not commit any further support, and for longer term projects, a condition of grant approval will be that applicants demonstrate where else they will look for continuation funding. Applicants should also be able to show that the project is supported by both their benefice and their deanery.

25. The **Mission Mustard Seed fund** provides a small kick start of £500 or less in line with the Mission Fund aims.

Offa House Spirituality Capital Fund

26. The **Offa House Spirituality Capital Fund** (OHSCF) provides capital grants to support the development of sustainable resources for retreat, reflection, reconciliation and enabling closer encounters with God and his creation. Up to 100% of the total project cost can be granted, up to a maximum grant of £30,000.
27. 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.

28. The locations funded should not be a financial burden to the diocese by excessively increasing overhead costs.
29. An amount of capital could be used to set up or fund an existing project which aligns to the values.
30. The OHSCF cannot be used for projects funded by the Strategic Development Fund (SDF) or to reduce parish share.
31. Grants will be considered for feasibility, planning and construction phases of a project, but not ongoing running costs, equipment or supplies.
32. The resource 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.