

LARGE GRANTS APPLICATION GUIDANCE and FORM 2024

Manchester Diocesan Council for Social Aid is a charitable trust (Registered Charity Number 233814) held on behalf of the Diocese of Manchester. The CSA seeks to relieve poverty and the effects of poverty within the Diocese of Manchester, through making grants to local Anglican Church-owned or linked projects.

Large Grants

The CSA has opened a further Large Grant round, with Stage 1 Expressions of Interest to be submitted by 5pm on 20th November 2024. We have allocated approximately £150,000 of funding for large grants and are inviting expressions of interest for projects that meet the CSA funding criteria. The maximum grant amount will be £30,000 spent over 3 years.

CSA Funding Criteria

What we **DO** fund:

Salaries and associated costs such as pension.

Core costs such as energy and elementary office expenses (printing, phone, books).

Training costs if they lead to recognised qualifications.

What we do **NOT** fund:

Capital work (we may consider very small amounts toward the cost of minor refurbishments).

Projects that are not located primarily within the Diocese of Manchester.

Campaigning for political or activities that are not social action.

Health-care costs.

Bonuses or performance-related pay.

Donations or grants to local people or organisations.

Payments of parish share.

Professional fees such memberships.

Projects that have previously received a Large Grant from the CSA.

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Registered Charity Number 233814.

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St John's House, 155–163 The Rock, Bury BL9 0ND.

The Council for Social Aid

The CSA supports projects that address all or most of the criteria below:

1. Projects that focus on tackling the causes and/or effects of poverty.
2. Projects that are community-based and address needs facing people in their locality.
3. Projects where the beneficiaries reside primarily within the Diocese of Manchester.
4. Projects that enhance the mission of a local Anglican church or Mission Community within the Diocese of Manchester. The following are central to the CSA's remit when awarding grants or commissioning a project. Applications should be clear about how the project:
 - (a) Is an expression of local Anglican church mission or is strongly linked to an Anglican Parish or Mission Community.
 - (b) Encourages involvement and/or learning by congregation members.
 - (c) Relates to the Mission Action Plan (MAP) of the Parish or Mission Community.
 - (d) Engages with the Five Marks of Mission:-
 - The proclamation of God. 'evangelism and outreach'
 - The nurturing of new believers. 'training and developing faith'
 - Loving service to those in need. 'alleviation of suffering'
 - Seeking justice. 'social action'
 - Safeguarding the integrity of creation. 'ecology and eco-Church'

The CSA will concentrate on Marks 3 and 4, but recognise that the five Marks are interconnected and linked at every level.

5. Projects that, wherever possible, the project seeks to be transformative and to equip people with the skills and experience to make positive and long-lasting changes to their lives.
6. Projects that provide learning and training and can be shared with related undertakings across the Diocese of Manchester.
7. Projects that demonstrate appropriate partnerships by working with participants and other local and, where appropriate, national service providers, groups and organisations, particularly those with an expertise related to the project's work.

Applications are particularly encouraged from Anglican churches, mission communities, and church-linked projects that have not previously received Large Grant funding from the CSA. Current Large Grant holders are not eligible to apply to this round.

Trustees are open to funding new work and innovative ideas; and are willing to consider applications to support ongoing work (previously funded by CSA or other funders) that evidence: ongoing need; robust evaluation of previous work; sustainable infrastructure; project growth and learning; positive outcomes achieved for participants; and assessment of wider impact on the church and local community.

Although we anticipate our funding criteria will most likely be met by revenue projects, we may consider capital work where a clear and direct link is shown between the need for the proposed building work and: how this work will support the church to tackle the causes and/or effects of

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poverty; the church's Mission Action Plan; and clear plans for the people-work that will be enabled by the building work.

We will accept one large grant application per organisation. Organisations currently in receipt of a large grant are not eligible to apply to this round.

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Large Grant application process

There are two stages to our large grant application process.

Stage 1 Written expressions of Interest should be submitted by **5:00 pm on Wednesday 20th November 2024.**

Applicants should complete the 'Large-grant expression of Interest' form below. It is intended to outline the project proposal and send it to csa@manchester.anglican.org. Please submit your organisations' most recent accounts with the application. These applications will be short-listed by Trustees.

Stage 2 We will contact eligible applicants and ask for a detailed submission which may request details of how funding shortfalls will be addressed. These further submissions should be submitted by **5:00 pm on Friday 31st January 2025.**

A CSA Trustee will visit short-listed projects by arrangement, usually in person but maybe virtually over video-conferencing in order to meet applicants and those involved in running the projects. The discussion will explore the proposal further, paying particular attention to: project vision; the project leaders' and their track record; how the project meets CSA's funding criteria; the need for project viability and sustainability; and (if appropriate) robustness of budget, policies, and employment practices.

Decision The Trustees will aim to communicate their final decisions by as soon as practically possible, with the intention that grants will be awarded ready for projects to start. Projects must be able to start using the grant-funded part of their project within 6 months of the award.

The CSA will pay the grant in annual instalments. The CSA will require funded projects to report annually, and will only pay subsequent instalments if written reports can demonstrate differences made to participants. The Trustees will also monitor learning and expenditure. We also hope funded projects will be willing to share their learning with others in the Diocese.

Advice when completing the application form

Please complete each question. Type answers in the white boxes next to or under each question. Questions are written in shaded boxes. Boxes will expand as you type.

Many questions have a word limit: you will be assessed on the quality of information you give and not the quantity. Short answers (less than half the word limit) are unlikely to contain sufficient information. The Trustees are unlikely to read words in excess of the word count. You can use bullet points and lists and you do not need to write in whole sentences as long as the meaning is clear.

Please submit your most recent examined accounts with this application. If you are a new organisation without accounts, please send a projected income and expenditure budget for your first year. Please do not submit any other documents.

Please note that the Trustees may request additional information and this may delay a final decision being made on your application.

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Enquiries and FAQs

If you have a query, please email Debbie McKee at debbiemckee@manchester.anglican.org, who will forward your query on to the Trustees. The Trustees will answer your questions as swiftly as practicable.

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LARGE GRANTS EXPRESSION OF INTEREST FORM

About Your Church* / Organisation*

*This must be the Church or Organisation responsible for delivering the project, managing the grant, and employing any staff, with whom a CSA grant agreement will be made.

Parish Church* / Organisation* Name	
Church / Organisation Main Address and Postcode	
What type of organisation are you? <i>(double click on the relevant box, to open a menu and then change the 'default value' from 'unchecked' to 'checked').</i>	<input type="checkbox"/> Parish Church <input type="checkbox"/> Registered Charity <input type="checkbox"/> CIO <input type="checkbox"/> Co-operative <input type="checkbox"/> Community Group
Registered Charity / CIO number	
Please describe the main purpose(s) of your church / organisation (100 words max)	

Main Contact Person for Application

Name and title	
Position in Church / Organisation	
Postal Address	
Email address	
Phone Number	

About your project / proposal

Name of Project	
Is this an existing project or a new project?	
When would you like your project to start?	

The Council for Social Aid

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How much are you asking CSA for and over how many years?	
Project Summary Please tell us how your project will tackle the causes and/or effects of poverty? (100 words max)	
Vision and Activities Please tell us your vision, describe the activities you propose, when your project will run, who will deliver the project, how often will it run and how many people are you likely to work with. Please be specific. (400 words max)	
Beneficiaries: Please tell us who will benefit from this project, what their needs are and how you know this, e.g. tell us about the research have you done, consultations have you undertaken with the people who will benefit from your project/proposal. (400 words max)	
Difference: Please tell us what specific differences you hope to make for the people you are working with; how your project will achieve this; and how will you measure and evidence this. (400 words max)	
Outputs Outcomes Measurements	
Partnerships: Please tell us how you will work with other organisations (and which organisations) to enhance the effectiveness of your project/proposal? (200 words max)	
Enhancing the Church of England's Mission: Please tell us how this project will enhance Anglican mission; the Anglican Parish Church that is responsible for the project/ to which the project is linked; the nature of Anglican congregation involvement; what the Anglican Parish church hopes to learn from this work; and how this project relates to the Parish Church's Mission Action Plan and the 5 Marks of Mission? (300 words max)	
<p><i>The proclamation of God</i></p> <p><i>The nurturing of new believers</i></p> <p><i>Loving service to those in need</i></p>	

Seeking justice

Safeguarding the Integrity of Creation

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Funding for your project

How much will your project cost? *Please list the yearly and total cost of the project in the appropriate columns and only include those elements you wish CSA to fund in the 'CSA Grant Cost' column and the amount you are requesting from us. Please insert more rows if you need them.*

Project Element/Activity Description	2024	Year 2	Year 3	Total	Cost to CSA
TOTAL					

If the total cost is greater than the amount that would be funded by the grant, where is the additional funding coming from?

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Bank account name of legal organisation to which a cheque should be made payable (if successful):

Bank
Account name
Account number
Sort code

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Declaration

Signatory One

This must be the person named as your main contact above.

'I declare that the information given on this application form is accurate to the best of my knowledge and that I am authorised to submit this application. I understand that I must notify MDCSA of any significant changes to the application and that misleading information can invalidate this application.

I understand that you may contact me during assessment. I can confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.'

Signed:		Position in Org:	
PRINT Name:		Date:	

Signatory Two

This should be the Vicar/chair of your Trustee board or person of similar authority in your organisation. This person must be different to signatory one.

'I confirm that this application has been authorised by the PCC/management committee or other governing body.'

Signed:		Position in Org:	
PRINT Name:		Date:	

Submitting Your Application

Please check all the boxes below to confirm that:

you have attached your most recent accounts (if your project has been established for less than 12 months, please submit a projected income/expenditure for your first year).

you have answered all the questions in this application (please note that missing information may delay a decision being made on your application).

you are authorised to apply for a grant from us on behalf of your organisation.

you understand that if you make any misleading statements or knowingly withhold any information, this could make your application invalid and you could be liable to repay to us any monies granted to you.

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if awarded a grant, you understand that the grant must only be spent on the activities/resources outlined in this application; and you agree to complete a report on the grant activities, differences achieved, learning and expenditure.

Please submit completed application forms and your most recent accounts via email to csa@manchester.anglican.org

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