

St James Church Sutton
Nr Macclesfield, Cheshire
Grant Applications - Guidelines

The purpose of these guidelines is to give you information to help you make an effective grant application. Please read and follow these guidelines carefully in order to avoid delays in considering your application .

General Background

The PCC is in a position to award a number of one-off grants for charitable projects, each probably being between £500 and £5,000. These are in addition to gifts which the PCC makes out of its income, usually annually, to various charities. The funds available are limited, and once exhausted, this scheme will end.

Applicants must show that any grant made by the PCC will be used for charitable purposes (as defined by law) within the geographical area of benefit. This is generally within 10 miles as the crow flies from St James Church, but there is flexibility here.

Applications will generally not be accepted in connection with the provision of services or costs that are normally, or have previously been, funded from the public sector, though there may be exceptions to this if for example, public sector support has been reduced or withdrawn.

The PCC envisages that in this initiative it will be making one-off grants and so is not expecting to provide continuing support for salary or other ongoing costs, unless comprised in a single grant. A grant may however be payable by instalments, and the PCC may impose conditions on the making of any grant, within its absolute discretion.

The PCC can only make grants that are to be used for charitable purposes (as determined by law) and will normally only consider grant applications from registered charities, but this does not completely rule out making a grant to an unregistered group of people or even to an individual, provided the money is to be used for charitable purposes and such use can be verified. The benefits from any grant may be for many people, a few people, or even for a single individual, provided in each case that the grant is used for a purpose that is charitable in law and such use can be verified.

Applications may be for capital works or startup costs, or revenue costs of a fixed duration.

Application Procedure

All applications for a grant must be on the Grant Application Form provided.

Receipt of applications will normally be acknowledged within 10 working days at which time you will be advised whether sufficient information has been received, and you will be given an indication of when the application is likely to be considered by the PCC. The PCC normally meets in alternate months, and hopes to consider every application at the next meeting after it is received.

The Grant Application Form is the document that will be reviewed initially by the PCC, so please keep the information on the form as clear as possible and avoid the use of technical

terms and jargon. If you are downloading the form from our web site please note that once completed it must still fit on 2 sides of an A4 sheet of paper.

Please type your application on the form wherever possible. Do not put “please see attached” or refer to any other documents or information within the “summary of appeal” section of the form. Clarification may be requested, and an assessment visit may be required. Initially however, the only supporting documentation that will be considered is as mentioned below.

Once an application has been considered, the decision, which is final, will normally be notified to the applicant within 10 days. Whether the application is successful or not applicants are expected to wait a minimum of 2 years before applying again.

If an application is successful, the PCC would like to know of any press release or other publicity which applicants propose to issue. Please let us have a copy of any such material.

The PCC may issue press releases advising of grants awarded.

The PCC may wish to link the applicant’s website to its own website in order to indicate to future enquirers some of the causes supported to date.

Application Form Guidelines

When completing the Grant Application Form, please bear in mind that it acts as a summary of your proposals. So please take care that, within the constraints of the available space on the form, all relevant facts in support of your application are mentioned.

The Application Form should be signed by the individual making the application or if on behalf of an organisation, by a Trustee or other authorised person

Supporting Documentation

All of the following supporting documentation must be supplied with the application, as appropriate. Anything else submitted will unfortunately have to be ignored:

- 1) A set of the most recent adopted accounts of the applicant organisation.
- 2) Project Details. *This should include as separate sections:*
 - a) A description of the proposal and the reason it is needed.

This will be a fuller description than in the Application Form, but please limit to one side of A4 and summarise the need you are trying to meet and provide a summary of or reference to any evidence for that need.

- b) Budget.

Please provide a detailed budget for the project, with copies of any relevant quotations, estimates etc. Please note that any grant awarded will not usually be paid until the project for which funding is sought is fully funded (i.e. that you have the remainder of the money you need to complete the project, or binding promises to pay it when it is needed). It is normally expected that any grant awarded will be spent within a maximum of 12 months of receipt.

c) Future funding analysis.

How will ongoing funding be obtained, if applicable?

d) Timetable.

When do you expect to start and finish the project?

e) Permissions

If planning permission or any other kind of permit or licence is required from any local or national authority or body to proceed with the project, please supply a copy of the permission or licence, or if not yet obtained, a copy of the application (whether or not yet submitted)

f) Project Implementation Plan.

How will you monitor and evaluate the expenditure of the grant money and the implementation of the project? The PCC will require a progress report or other evidence as to how the money awarded has been spent.

3) Fundraising summary.

What methods of fundraising are you using or proposing to use for the proposed project? The PCC will wish to see that you are actively pursuing all appropriate sources of funding. Who else have you applied to, and when is their decision expected? Have you considered other ways of financing the project? (grant, loan, mortgage etc?) Have you thought about phasing the expenditure to reduce the initial cost?

4) References.

We need a reference for your organisation from an individual who is unconnected with its running or management. Depending on the circumstances, we may ask for two references. The referee(s) should confirm how they know the organisation and provide their opinion on the work proposed to be done and the charitable project for which funding is sought.

In order to be considered, grant applications MUST include ALL of the above material that is appropriate. If in doubt, please contact us before submitting the application to check whether an item can be dispensed with.

Please also send any relevant recent publicity material, newsletter etc., which may support your application.

Please e-mail your application and supporting documents to

stjames.sutton@gmail.com

or send by post fully paid, to

PCC Grants
c/o The Vicarage, Church Lane
Sutton, Macclesfield,
Cheshire, SK11 0DS

Whilst every effort will be made to adhere to the above guidelines and timescales the PCC reserve the right to amend them without notice. The issue of an application form or correspondence concerning an application does not imply that the application will be considered or that any grant will be made.

YOU SHOULD NOT INCUR ANY EXPENSE OR ENTER INTO ANY OBLIGATIONS IN EXPECTATION OF A GRANT EVEN IF YOU HAVE BEEN TOLD THAT ONE OR MORE MEMBERS OF THE PCC WILL SUPPORT YOUR APPLICATION OR THAT IT IS LIKELY TO SUCCEED.

The making of Grants is at the absolute discretion of the PCC and it is under no obligation to make a grant unless and until a formal written Offer of a Grant has been made.