

# Guidelines for Development Fund applicants

## Introduction

The Diocese of Oxford has committed £3m of our own money to a Development Fund, to enhance our work in churches, schools and communities across our Diocese over three years to 2021. The Development Fund is one strand of our Common Vision, which is 'to become a more Christ-like church for the sake of God's world: contemplative, compassionate and courageous'.

## Your Application

This document is provided to help you complete your Development Fund grant application:

- Tier 1 application for grants up to £2,500
- Tier 2 application for grants over £2,500 or any grant involving employment

There is a separate application form for each tier, the forms are downloadable from our website, in Microsoft Word format (see the links below). We encourage as many applicants as possible to complete and submit the form electronically; we can accept other supporting documents in Word, Excel, PDF or JPG format.

- Download the ***Tier 1 grant application form*** from [oxford.anglican.org/development-fund](http://oxford.anglican.org/development-fund)  
Detailed guidelines on how to complete each section are given in section 1 below.
- Download the ***Tier 2 grant application form*** from [oxford.anglican.org/development-fund](http://oxford.anglican.org/development-fund)  
Detailed guidelines on how to complete each section are given in section 2 below.

If you wish to complete your application in hard copy, we can send you paper forms: contact the Development Fund manager at:

Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF  
email: [commonvision@oxford.anglican.org](mailto:commonvision@oxford.anglican.org).

## Before you start

### Who can apply?

Any parish, benefice, deanery or chaplaincy in the Diocese of Oxford may apply. Applications linked to schools should be made through the relevant parish (or deanery). In most cases we expect Development Fund applications to be signed by the parish incumbent (or for a deanery, the Area Dean or Lay Chair) and any grants paid to a PCC (or Deanery) account.

### Fund scope and priorities

The Development Fund is open to supporting a wide range of missional activity. It aims to encourage parishes and deaneries to:

1. **discern** where God is at work, distinguishing between good ideas and God ideas;
2. be **missionally creative**, finding imaginative solutions to missional challenges. We take our definition of mission from the Anglican Communion's *Five Marks of Mission*:
  - To proclaim the Good News of the Kingdom
  - To teach, baptise and nurture new believers
  - To respond to human need by loving service
  - To transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation
  - To strive to safeguard the integrity of creation, and sustain and renew the life of the Earth

Missional creativity does not require completely new ideas every time: it might be about the way a congregation adapts an existing idea to their parish or community.

3. **learn** together, through a diversity of experimentation; and
4. undertake projects that are **sustainable** and would not happen without the fund's support.

We hope that the Development Fund will be particularly helpful to those parishes which, after paying their Parish Share and other essential running costs, have limited financial resources to invest in missional activity.

This includes (but is not restricted to) supporting initiatives which align with the [Common Vision Focus Areas](#). Applications for grants to support Fresh Expressions of church and New Congregations (Focus Area 3) and work to develop School Chaplaincy or Parish-School relationships (Focus Area 4) are invited through the Development Fund.

### Exclusions

There are, however, some things which the fund does not support. This includes routine repairs to buildings; payment of regular running costs (utility bills, insurance, parish share, etc.) and activity which is already deemed to be funded by current financial arrangements. Development Fund grants may not be used to pay for further fundraising activity.

Since grant requests may exceed available funds, we may look less favourably on applications for work where other grant sources are available, or where the parish/benefice/deanery/chaplaincy already benefits from income in addition to their essential running costs.

### Grant limits

Development Fund grants will not normally exceed £80k in a single grant, or £200k over a maximum five years.

A grant for a buildings-related project would not normally exceed £50k.

### Multiple applications

An organisation may only make one Tier 2 application per year and, if successful, may not reapply to the fund for at least two years after the last (successful) submission deadline date.

Subject to the scope and priorities described above, priority will be given to parishes that have not yet received Development Funding. Beyond this, multiple applications are permitted and, subject to the scope and priorities described above, will be considered although the Development Fund review panel will also consider the overall distribution of grants to all parishes in the Diocese.

### Submission deadlines

There will be three submission deadlines per year for both Tiers. The deadline dates for applications are midnight on:

30 September 2019  
31 January 2020  
31 May 2020  
30 September 2020  
31 January 2021  
31 May 2021  
30 September 2021  
31 January 2022

## What are we looking for in an application?

Sections 1 and 2 of this document offer detailed guidelines to accompany each application form, but the general criteria for applications are as follows:

- You need to say how the project supported by this grant would help you become a more Christ-like church for the sake of God's world (there is a separate document available on the website *Signs of a Christ-like church* to help with this)
- There should be evidence in the application generally:
  - of your **discernment** – what have you noticed that leads you to believe God is calling to this particular activity? In what way are you doing something different because you are listening to God?
  - of **missional creativity**: a thought-through approach; some innovation; with the expectation of positive missional outcomes;
  - that there is a good opportunity for those involved to **learn** from this activity (and you have an idea of what you might learn from this);
  - that the project is **sustainable**: realistic costs, timescales, resources (people, buildings, equipment and materials) and expected outcomes, also evidence of some careful planning.

We are not looking for every application to be strong in all four areas, but the more you can show, the better.

- We also ask about the financial status of the parish, benefice or deanery: it helps to be able to show what contribution you are able to make to the project (that may be a contribution in kind as well as financial)
- Reviewers on the diocesan panel will also want to see that the proposed activity is sustainable: that it stands a fair chance of delivering benefits you describe; and wherever possible those benefits can continue beyond the lifetime of the funding support

### Additional requirements for Tier 2 applications

In general, the larger the grant sought, the more detailed is the supporting evidence required.

There are also some specific requirements for Tier 2 applications:

- A more detailed plan of what you propose to do (since the work is likely to be more complex). You will need to indicate where on your plan the costs will fall: large grants are likely to be paid in stages, in line with predicted expenditure.
- More financial detail, so the reviewers can have enough confidence that the project has sufficient financial backing. We would expect Tier 2 grants to be match-funded (although you may wish to make a case for a higher proportion of grant funding).
- For grants involving the employment of staff, we ask applicants to consult with HR at Church House Oxford, *before* the application is submitted, with information about the proposed role(s).
- Finally, all Tier 2 applications need to be endorsed by your Archdeacon or area Bishop *before* submission.

## After you submit your application

We will respond to applicants within two months of the submission deadline.

Grants are awarded with some expectations:

- That you will provide the Development Fund manager with an **End of Project Report**. This helps you to reflect on the work you have done, recognise what you have learned and how you have become a more Christ-like church. It will also help the Diocese understand the impact of our Development Funding across the Diocese.
- For longer-term projects (usually Tier 2 grants) we ask you to give us an update every six months using the **Monitoring Feedback form**.
- That you will share your learning, you may be invited to join a Learning Group, to share what you learn with others engaged in similar work (and potentially with others who we have not been able to support with a grant).
- That you will spend the grant on what you say you will spend it on, also that if the grant money is not all used, the unspent amount is returned to the Diocese.

We may ask for further confirmation of costs or progress before making the grant payment. Also, for large (Tier 2) grants, we may pay in stages.

It may not be possible to give a grant to every request, and we may not be able to fund the total amount requested. When we are unable to award a full grant, we will give feedback about the decision (which may include advice on how to make an improved application in the future); we may put you in touch with a Learning Group or another parish who has experience in a similar area and may be able to help you.

The Communications Department in the Diocese of Oxford is always interested to hear about any work by our churches that could make an interesting story. They may get in touch as a result of a grant application or award.

## 1 Guidelines for Tier 1 Applications

### 1.1 Section 1: Who is making this application?

We need to know the community which is making this application. This can be a parish, benefice, deanery or a community (such as a chaplaincy) within the Diocese of Oxford.

If this is for a project linked to a school, the application should come from the parish (or maybe a deanery in the case of a secondary school). You will also need to confirm that the school's head teacher is supportive of your project.

Next, give the contact details for the main person who is (or will be) responsible for the day-to-day running of the project you wish to fund.

### 1.2 Section 2: About your project

We use the word 'project' to describe the initiative or piece of work you would like to do, which will be enabled by, or benefit from, a Development Fund grant. In many cases a grant will be sought for a piece of equipment or resource. However we also want to know about the wider 'project': what the equipment or resource is needed for and how it is going to be used to benefit your organisation.

**Throughout this section, keep in mind the priorities for the Development Fund, which are to encourage discernment, missional creativity, learning and sustainability (see the 'Before you start' section at the top of this document).**

We ask you to tell us about your project by answering six questions:

1. **Summary.** A single sentence which sums up what the grant will help you to do, and what outcome you hope this will have. Although this is the first question, you may find it easier to write this after you have answered all the other questions. Ideally, phrase this sentence in the form below, with you filling in the blanks:

*A Development Fund grant will help us to \_\_\_\_\_ and we expect this will lead to \_\_\_\_\_*

2. **A brief description** in no more than 400 words. Make sure you describe:
  - The main features of the work you plan to undertake, especially where it addresses the Development Fund priorities
  - who will contribute to this project and who will benefit from it
  - Say what is distinctive about this project (this might be the work you plan to do or the context into which it will be deployed)

3. **How will this project help you become a more Christ-like church for the sake of God's world?**  
Now tell us the main way(s) you expect this project will help you become a more Christ-like church. Grand aspirations are not essential: becoming more Christ-like is often to be found in the everyday and the seemingly unremarkable. For help completing this question, the guidance document *Signs of a more Christ-like church*, available to download on the website, contains lots of ideas.
4. **How does this project tie in with your wider strategy or plans?**  
We are looking for evidence that the project is part of a thought-through plan, with signs of discernment where God is at work. In other words: what makes this a God idea, rather than a good idea? The *Parish Planning Tool* (see website for details) may help here.
5. **When will the project run and for how long?**  
Tell us the approximate timescales for the project (so we know when you will need the funding and when to expect your end of project review)
6. **What are the expected (or hoped-for) outcomes of your project?**  
There are two parts to this:
  - A description of the impact or outcomes you might reasonably expect (how will things be different after your project, compared to now) and
  - an indication of how (and when) you think these changes might come about.

Because this is anticipating the future, you cannot be entirely specific. Some things will turn out differently to what you expect. However, we ask this question to check that your expectations are reasonable, considering the amount of time and effort going into the project.

### 1.3 Section 3: Costs

In this section, we are seeking assurance that your project is financially viable so that it can be completed in the way you describe. Please tell us:

- **How much money** you are asking for from the Development Fund (up to £2,500 for Tier 1 Grant applications)
- What is the **total cost of the project** (this is likely to be more than the amount you have just stated due to other income and funding sources)?
- **What would the grant be spent on?** If you have a particular item or service in mind, please support this with a price or quotation which shows the cost. Development grants are awarded on a 'restricted funds' basis, so any grant awarded **must be spent on the item(s) you indicate here**. Also, if your grant is not fully used, you must return the unspent amount to the Diocese.
- **What contribution your parish/benefice/deanery/chaplaincy is making to the project.** Please include any financial contributions, also any other contributions in kind such as voluntary effort, buildings, equipment, etc.
- Any **contributions from other sources**, you have for this project (for example grants you have obtained or hope to obtain from other sources).
- **Recent history of parish share payments.** Please tell us if you are up to date with your Parish Share payments, and if not, the circumstances of the shortfall and plans you have to address it. If parish share payments have not been made in full, consideration will need to be given to the

sustainability of any project within the broader finances of the parish. Applications from parishes that have withheld Parish Share are unlikely to be considered until payments in full are made.

If there are questions about the financial viability of your project, based on the information in your application, the Development Fund Manager may contact you or your Area Bishop or Archdeacon for more information.

#### 1.4 Section 4: Bank account details

Development Fund grants will normally be paid into a PCC, benefice or deanery account and not a personal account or account belonging to another organisation. Please give details of the account (name, account number and sort code) and the treasurer's name and contact details.

For chaplaincies and non-parish/deanery applicants, please give the appropriate account details.

#### 1.5 Section 5: Completing your application

All applications must be endorsed by two senior office-holders (typically this would be one clergy and one lay). Some examples:

- For a parish/benefice application: the incumbent and one of the churchwardens
- For a deanery application: the area dean and lay chair
- For a parish-school application: the incumbent and the school's head teacher
- For a chaplaincy or other non-parish/deanery application: the senior chaplain and one other member of the organisation (to include at least one Anglican member of the community)

Signatories may sign a paper copy of the form, alternatively attach an appropriate email confirmation provided it is clearly from the individual/role concerned.

In doing so, you are confirming the information in the application is accurate and reliable, that the parish/benefice/deanery/chaplaincy is committed to the project described and that you are willing to participate in the learning and monitoring & reporting of outcomes:

- We ask all grant recipients to submit an **End of Project Report**. This helps you to reflect on the work you have done, recognise what you have learned and how you have become a more Christ-like church. It will also help the Diocese understand the impact of our Development Funding across the Diocese
- For longer projects, we ask for **Monitoring Feedback** every six months
- You may be invited to a Learning Group, to share what you learn with others engaged in similar projects (who may or may not have received Development Grant funding)
- Grant funding must be spent as indicated in Section 3, and any unspent grant must be returned to the Diocese.
- The Communications Department is constantly on the look-out for interesting stories emerging from our common vision. From your feedback, they may get in touch with you to share your story more widely.
- The Diocese of Oxford will publish a list of the grant awards that have been made: what sums have been awarded, to whom and for what purpose.

### Submitting your application

The completed application form, plus any other supporting documents, can be either printed, signed and posted to the address on the form, or else emailed to the address on the form.

Where the form is submitted by email and a handwritten signature is not possible, evidence of endorsement will be accepted via an email from the persons endorsing the application. Supporting documents can be accepted as email attachments in Word, Excel, PDF or JPG format.

## 2 Guidelines for Tier 2 Applications

### 2.1 Section 1: Who is making this application?

We need to know the community which is making this application. This can be a parish, benefice, deanery or a community (such as a chaplaincy) within the Diocese of Oxford.

If this is for a project linked to a school, the application should come from the parish (or maybe a deanery in the case of a secondary school). You will also need to provide confirmation that the school's head teacher is supportive of your project.

Next, give the contact details for the main person who is (or will be) responsible for the day-to-day running of the project you wish to fund.

### 2.2 Section 2: About your project

We use the word 'project' to describe the initiative or piece of work you would like to do, which will be enabled by, or benefit from, a Development Fund grant. Grants will sometimes be sought for particular equipment or resources. However we also want to know about the wider 'project': what the equipment or resource is needed for, and how it is going to be used to benefit your organisation.

**Throughout this section, keep in mind the priorities for the Development Fund, which are to encourage discernment, missional creativity, learning and sustainability (see the 'Before you start' section at the top of this document).**

We ask you to tell us about your project by answering six questions:

1. **Summary.** A single sentence which sums up what the grant will help you to do, and what outcome you hope this will have. Although this is the first question, you may find it easier to write this after you have answered all the other questions. Ideally, phrase this sentence in the form below, with you filling in the blanks:

*A Development Fund grant will help us to \_\_\_\_\_ and we expect this will lead to \_\_\_\_\_*

2. **A brief description** in no more than 400 words. Make sure you describe:
  - The main features of the work you plan to undertake, especially where it addresses the Development Fund priorities
  - who will contribute to this project and who will benefit from it
  - Say what is distinctive about this project (this might be the work you plan to do or the context into which it will be deployed)

3. **How will this project help you become a more Christ-like church for the sake of God’s world?**  
Now tell us the main way(s) you expect this project will help you become a more Christ-like church. Grand aspirations are not essential: becoming more Christ-like is often to be found in the everyday and the seemingly unremarkable. For help completing this question, the guidance document *Signs of a more Christ-like church*, available to download on the website, contains lots of ideas.
4. **How does this project tie in with your wider strategy or plans?** We are looking for evidence that the project is part of a thought-through plan, with signs of discernment where God is at work. In other words: what makes this a God idea, rather than a good idea? The *Parish Planning Tool* may help here. As evidence of your thinking, you might also mention here any alternative approaches that have been considered and rejected (and briefly, say why).
5. **Outline the project timescales.** Here provide a high-level plan showing: the main activities or phases of activity; when you expect the key milestones to occur; the overall expected timescale to completion; and indicate where the main cost items occur (to help us plan staged payments for longer-term projects). The amount of detail you give needs to be in proportion with the size, duration and cost of the project. You may wish to attach a separate document/file for this.

Particularly for large/complex projects, it will help your application if the project can be shown to be a series of discrete phases each with their own outcomes, rather than a single massive task with all the outcome benefits at the end.

Development Fund grants are offered over a maximum of five years: if your project requires funding over a longer timescale, please contact the Development Fund Manager (contact details at the top of this document) to discuss.

6. **What are the hoped-for outcomes of your project?** Two parts to this:
  - A description of the impact or outcomes you might reasonably expect (how will things be different after your project, compared to now) and
  - an indication of how (and when) you think the outcomes might come about

Because this is anticipating the future, you cannot be entirely specific, and some things will turn out differently to what you expect. However, we ask this question to check that your expectations are reasonable, considering the amount of time and effort going into the project.

## 2.3 Section 3: Costs

In this section, we are seeking assurance that your project is financially viable so that it can be completed in the way you describe. Please tell us:

- **How much money** you are asking for from the Development Fund. For Tier 2: above £2,500 but not normally more than £80k in a single grant or £200k over a maximum of five years. A grant for a buildings-related project does not normally exceed £50k.
- What is the **total cost of the project** (this is likely to be more than the amount you have just stated due to other income and funding sources)? For many Tier 2 grant applications it will be helpful to provide a budgetary statement of all the costs and income sources, which you can attach to your application.

- What would the grant be spent on? If you have a particular item or service in mind, please support this with a price or quotation which shows the costs. Development grants are awarded on a 'restricted funds' basis, so any grant awarded **must be spent on the item(s) you indicate here**. Also, if your grant is not fully used, you must return the unspent amount to the Diocese.
- **What contribution your parish/benefice/deanery/chaplaincy is making to the project.** Please include any financial contributions, also any other contributions in kind such as voluntary effort, buildings, equipment, etc.
- Any **contributions from other sources**, you have from this project (for example grants you have obtained or hope to obtain from other sources).

A note about **matched funding**. For Tier 2 applications we generally expect the applicant to source at least half of the project cost from itself and other partners. You may, however, wish to make a case in this section for higher levels of Development Funding for work in deprived areas, or for projects where there are no alternative funding sources, resources, or other contributions in kind.

- **Recent history of parish share payments.** Please tell us if you are up to date with your Parish Share payments, and if not, the circumstances of the shortfall and plans you have to address it. If parish share payments have not been made in full, consideration will need to be given to the sustainability of any project within the broader finances of the parish. Applications from parishes that have withheld Parish Share are unlikely to be considered until payments in full are made.
- Recognising the possibility that this fund could be oversubscribed and we may not be able to accept every application (or may be unable to grant the full amounts requested), please tell us what would happen or how you would change your plans if this grant was not awarded.
- Please also attach the following to your application:
  - Your **most recent financial statement** for your PCC, benefice or deanery.
  - You may also wish to add a more recent financial statement, to give us a more accurate and up to date picture of your financial status (for example, to demonstrate recent fundraising activity).
  - To accompany the above responses, it helps the application review panel if you provide a budgetary statement of all your expected income and expenditure for this project. This is particularly helpful for larger grants and longer-term projects.

If there are questions about the financial viability of your project, based on the information in your application, the Development Fund Manager may contact you or your Area Bishop or Archdeacon for more information.

## 2.4 Section 4: Employment information

You only need to complete this section if your project includes the employment of paid staff (even if the grant would not cover the full cost of employment). These additional questions are asked to help applicants think through the additional considerations attached to employment, to ensure financial expectations are realistic and to avoid common pitfalls experienced by parishes and

deaneries in the past. We ask all applicants whose project involves employment of staff to consult with the HR team.

*Before you submit your grant application*, work through the questions in this section (a separate set for each role) and send your responses to the HR team in Church House Oxford (send to Tim Barnett [tim.barnett@oxford.anglican.org](mailto:tim.barnett@oxford.anglican.org), tel 01865 208200).

For each role that you will employ under this project, tell us:

- The **role title**.
- Confirm **who will be the employer**, also confirm whether **this organisation already employs staff** (that is, they will be employing someone for the first time)? There are a number of legal requirements to be met by the employing organisation: for example, a deanery may need to register as a CIO (Charitable Interest Organisation).
- State the **employment category**: will this role holder be an employee, a contractor or an office-holder?
- Tell us the **context of the role**: is this a continuation of an existing role (terms and conditions unchanged); a change to an existing role (expansion or realignment) or is this a new role?
- The proposed **terms of employment**:
  - gross pay rate (before tax and deductions) per year/month/week (you should note that the Oxford Diocesan Board of Finance has made a commitment to the Real Living Wage <https://www.livingwage.org.uk/what-real-living-wage>).
  - working pattern and number of working hours per week/month
  - the contracted number of hours per day
  - contract type: permanent or fixed term (in which case state the term length);
  - annual leave allowance.
- An **estimate of the additional employment costs**: employer pension contributions, employer NI contribution and an estimate of the likely expenses for travel, telephone, IT equipment, etc.
- Describe any **arrangements for continuing professional development** (mandatory training, retreats, other learning and development) that will be appropriate to this role.
- The **role description**. Every role should have a Job Description which outlines the role activity, responsibilities and skills/attributes needed (attach a separate document to your application).
- **Right to work in the UK**. We need you to acknowledge the need to check the right to work status of any applicant. For details see <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>
- Finally, we ask you to **confirm that this role has been discussed with HR** at Church House Oxford and to summarise the outcome of those consultations.

## 2.5 Section 5: Sustainability

Particularly with larger grants, we need assurance that consideration has been given from the outset, for sustainable outcomes and a reasonable legacy of benefits after the funding ends. In this

section please tell us your approach to ensure that the work you plan, together with its expected benefits, can continue to a natural conclusion and will not suffer unduly when the development funding ends. We are not seeking a detailed strategy, rather we want to see you have taken reasonable steps, considering the scale of the project.

There are usually three possible outcomes at the end of a project:

1. the work is complete and has reached a natural conclusion (though there may still be a legacy of benefits); or
2. the project becomes self-funding or attracts some other funding source as it progresses (if so, please show how this will happen and indicate the likely impact if replacement funding is not achieved); or
3. the project needs ongoing funding (in which case, please indicate the likely future funding requirement and the impact if it stops).

Please also tell us about the expected legacy from your project: those benefits which may continue after both the funding and the project have ended.

## 2.6 Section 6: Bank account details

Development Fund grants will normally be paid into a PCC, benefice or deanery account and not a personal account or account belonging to another organisation. Please give details of the account (name, account number and sort code) and the treasurer's name and contact details.

For chaplaincies and non-parish/deanery applicants, please give the appropriate account details.

## 2.7 Section 7: Completing your application

When you have completed sections 1 to 6, send your application to either your area Bishop or Archdeacon, who has the opportunity to make comments. Instead of getting their signature, it may be more practical to obtain the Bishop or Archdeacon's endorsement on email (print it to PDF) and attach that to your final application.

All applications must be endorsed by two senior office-holders (typically this would be one clergy and one lay). Some examples:

- For a parish/benefice application: the incumbent and one of the churchwardens
- For a deanery application: the area dean and lay chair
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Signatories may sign a paper copy of the form, alternatively attach an appropriate email confirmation provided it is clearly from the individual/role concerned.

In doing so, you are confirming the information in the application is accurate and reliable, that the parish/benefice/deanery/chaplaincy is committed to the project described and that you are willing to participate in the learning and monitoring & reporting of outcomes:

- We ask all grant recipients to submit an **End of Project Report**. This helps you to reflect on the work you have done, recognise what you have learned and how you have become a

more Christ-like church. It will also help the Diocese understand the impact of our Development Funding across the Diocese

- For longer projects we ask for **Monitoring Feedback** every 6 months
- You may be invited to a Learning Group, to share what you learn with others engaged in similar projects (who may or may not have received Development Grant funding)
- Grant funding must be spent as indicated in Section 3 and any unspent grant must be returned to the Diocese.
- The Communications Department is constantly on the look-out for interesting stories emerging from the common vision process. From your feedback, they may get in touch with you to share your story more widely.
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### Submitting your application

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*This document was first published on 12 June 2019. Details correct at time of publication.  
Please check for an updated version of this document at [oxford.anglican.org/development-fund](http://oxford.anglican.org/development-fund) before completing a grant application form.*