Cathedral Grants Applications

Information and Signposting Document

> **This document provides information and links that cathedrals may wish to consider before making a grant application.**

1.   Make sure you are ready in advance

Before you start your application, it's worth making a checklist of the following questions:

1. Do we have the appropriate leadership and support in place?
2. Do we have staff/volunteers already involved?
3. Do we have a clear vision and mission for the cathedral and project?
4. Do we have the official tax paperwork to hand?
5. Do we have a formal basic working budget? Total income, expenditure, forecast for next year etc.
6. Do we have other forms of income besides this grant to show financial sustainability and resilience? Donations, commercial income etc.

2.   Writing your application

Make sure you follow the set process for the application requested by the funder and provide all relevant information.

Most trusts and foundations require completion of an online application form. Once you've completed your online application, check it through before sending to avoid it being returned or rejected.

In cases where a letter or case in support of the application is requested, aim to keep your letter/case for support succinct and no longer than 2 sides of A4. Keep sentences short and use active language about what your cathedral has been successful with previously. Make sure you stick to the word limit and only use the most useful information and data to help support what you are writing.

3.   Explain who you are and use evidence to strengthen your proposal

Give some background on your cathedral and be clear on your aims early in the application, show that you can deliver on the project proposed. It's a good idea, especially if you are new to the funder, to provide evidence or press clippings or previous endorsements. Do

you have any notable supporters or members of your cathedral? If yes, then mention them to strengthen your position and show the support you have received.

When providing evidence, try and use hard evidence as much as possible rather than opinions. Other examples of good evidence could be statistics, survey and market research data and monitoring information. Extra evidence such as promotional materials and annual reports can be sent along with the application, although a grants officer is under no obligation to read anything that's not included in the form itself.

4.   Key points for the application

Imagine writing your application to someone completely new and address these key points:

- **Explain the issue** – what is the issue your cathedral is trying to solve?
- **Provide your evidence of need** – why is this issue a problem?
- **Activities and outcomes** – what will you be doing to address it?
- **Scope –** what will you not be able to do?
- **Track record –** explain why you are best able to address the problem.
- **Meeting their objectives –** what difference will the funding make?
- **Monitoring and evaluation –** how will you measure success?

5.   Your request for money

You may wish for the money requested to be a lump sum or an amount distributed over a period of time. You may want to use previous project budgets as an example and, if the grant doesn't cover the full budget, its best to explain where the remaining funds will come from. Many funders prefer not to fund an entire project and will be encouraging a mix of income from various funders. Make sure to include at least a basic budget which explains the costs of various parts of your cathedrals project. The budget should:

- Explain how the money will be spent.
- Include all relevant and, if possible, determined costs.
- Include things like insurance, utilities and legal fees.
- Be realistic and relevant.

6.   Final tips to consider:

- It is worth trying to have an initial conversation with a potential funder before putting in an application. It's not always possible but should be attempted.
- Show your stability to your funder as they will want to know you can manage your money and are responsible enough for others to invest in you, so be open about obtaining grants from elsewhere.
- Consider the urgency of your need before applying, funders do prioritise and select projects that best fit within their guidelines.
- Always weigh up risk vs reward; is this grant worth it for the time to apply for it?
- Grants are not a cut and paste job – there might be some statements you can use that are similar for each application, but you don't want to make a mistake and use the wrong information by accident (name, location etc). Make sure you take the time and effort for each application and proofread everything!
- Community - build relationships with your team and make sure they are on board.

- Aim to build good stewardship with your funders. You could do this by timely thanking, site visits, more creative feedback options like postcards, videos etc and thank you events.
- Be positive in your application and talk through what will happen when you get the money to boost the funders confidence and to show how the money will make a difference.
- Funders like new projects; even if you are continuing existing work, present it as a specific project and put it in a timeframe to help set a deadline for the results.
- Avoid jargon (including church jargon) and keep language simple so anyone can understand the issues.
- Check your application and then check it again, and *then* get someone outside of your team to look for errors and inconsistencies if possible.
- Read the application and answer the questions - not what you would like the question to be.
- Check what the trust motivation and criteria are and word answers towards these.
- It's good to remember that more people are interested in heritage rather than religion and that there's a difference between religious mission and heritage outreach.
- Make sure to include pictures as these are vital. If you add black and white pictures, make a special effort to ensure these look good.
- If you post an application, don't staple it together as the grant officer will probably need to remove the staples to photocopy it for their trustees meeting.

Useful Fundraising guides

Resource	Weblink	Information provided
Directory of Social Change	https://www.dsc.org.uk/	Directory of Social Change website for fundraising support
Ecclesiastical.com Fundraising Hub	https://www.ecclesiastical.com/church/fundraising/	Ecclesiastical.com Fundraising Hub
Herefords Crossing the Threshold Toolkit	https://www.hereford.anglican.org/Crossingthethresholdtoolkit/	Herefords Crossing the Threshold Toolkit
National Churches Trust	https://www.nationalchurchestrust.org/how-fundraise-your-project/applying-grant-funding	Information on applying for a major project with links to online databases of funding
National Lottery Heritage Fund	https://www.heritagefund.org.uk/hub/107908/publication	A list of guidance notes for various amounts of funds
Parish Resource Funding Page	https://www.parishresources.org.uk/resources-for-treasurers/funding/	Capital Fundraising guides, fundraising events and initiatives, digital giving guidance

Grants provider lists

Resource	Weblink	Information provided
Ecclesiastical.com list of emergency fundraisers (COVID)	https://www.ecclesiastical.com/church/fundraising/funds/	List of emergency funders
National Churches Trust List of grant funders	https://www.nationalchurchestrust.org/applying-grant-funding/list-major-grant-funders	List of major grant givers for churches, chapels and meeting houses
Parish Resources List of Charitable Grants for Churches	https://www.parishresources.org.uk/wp-content/uploads/Charitable-Grants-for-Churches-Jul-2020.pdf	List of Charitable Grants for Churches and also Cathedrals. Reviewed yearly.