

## **PART A- GUIDANCE NOTES**

Please read the whole document before completing the form. Thank you.

### **WHERE DOES THIS MONEY COME FROM?**

This mission fund is available to support parishes in their growth and outreach using specific money provided by the Church Commissioners. Grants are allocated by the Transforming Church Fund Committee who meet 3 or 4 times a year.

### **CRITERIA FOR ALLOCATING GRANTS- HOW ARE GRANTS DECIDED?**

Grants can be made for:

1. The development of church growth, mission and outreach under the Transforming Church programme (For more information see [www.birmingham.anglican.org/information/transforming\\_church](http://www.birmingham.anglican.org/information/transforming_church))
2. New initiatives in mission and evangelism endorsed by a PCC which explicitly spread the gospel of Jesus Christ.

In allocating funds, the Committee will want to see or hear:

- a. that this application has been thought through and prayed through by the PCC or other significant group.
- b. what quantifiable objectives are being set as a basis for monitoring results.
- c. if other funding sources are available which it is appropriate for applicants to approach first.
- d. what financial contribution a local church is able to make.
- e. that the applicant will later provide a report (see later) so that lessons can be learnt and good practice shared.
- f. that the PCC is making serious efforts to pay the annual Common Fund requested, and is actively working towards its Transforming Church targets.
- g. that the application has the overall support of your Transforming Church Consultant. Consultants are invited to email the Chair of the TC Fund Committee, the Ven. Hayward Osborne ([Hayward.Osborne@birmingham.anglican.org](mailto:Hayward.Osborne@birmingham.anglican.org)) with their comments.

### **FREQUENTLY ASKED QUESTIONS**

**Q: WHAT SIZE OF GRANT IS AVAILABLE AND HOW OFTEN CAN WE APPLY?**

Grants to parishes will not normally be below **£250** or exceed **£10 000**, and are given on a one-off basis. Thought should therefore be given to how any initiative started with this money will be continued or followed up.

It is fine to apply for two grants in one year but when resources are particularly limited the Committee will need to keep an eye to issues of fairness across the Diocese. That said, we encourage all parishes to apply regularly whenever they are confident that this funding will help their church grow.

**Q: DOES THE TRANSFORMING CHURCH FUND COMMITTEE PRIORITISE PARTICULAR PROJECTS AND EVENTS?**

Yes! The Committee has noted that initiatives are most effective and sustainable when there is a well led team of motivated people committed to the particular work. This is to maximise the possibilities of the project being more sustainable. We have also learnt that publicity and events which involve actual person-to-person contact rather than random leafleting, for example, are more likely to bear fruit. Grants *may* be available to some parishes to contribute towards salaries for **new** children's, youth and families' workers, but these will be for a limited period (a maximum of 3 years) and up to a maximum of £10 000 a year. Special guidance notes are available for parishes thinking about these posts. Please contact the Bishop's Adviser for Children's Ministry, Claire Wesley on [Claire@birmingham.anglican.org](mailto:Claire@birmingham.anglican.org) or the Bishop's Adviser for Youth Ministry, Helen Tomblin on [Helen@birmingham.anglican.org](mailto:Helen@birmingham.anglican.org) if you wish to express an interest in this particular possibility.

**Q: CAN YOU GIVE US SOME EXAMPLES OF PROJECTS YOU ARE KEEN TO SUPPORT?**

Yes! We are particularly keen to support projects which:

- a. will resource children's and youth ministry
- b. will help a church to promote itself in its community e.g. better signage, a new website etc
- c. will train lay leaders in a congregation e.g. by getting a 'Growing Leaders' Course started.
- d. will encourage family and all age participation in the life of a church

- e. are imaginative and innovative in the area of evangelism
- f. help a church's worship to be the best it can be
- g. help a church to make lasting links with individuals met through baptisms, weddings and funerals
- h. help a church to become increasingly welcoming e.g. by running an 'Everybody Welcome' course
- i. help a church to grow in prayer and Bible knowledge
- j. enable a Christian basics course to be run at least annually
- k. will enable key people in a church to go together to a 'Leading your Church into Growth' conference.

Q: WHAT DO WE DO IF WE HAVEN'T SUBMITTED OUR TRANSFORMING CHURCH TARGETS YET?

Don't worry but you will have more of a chance of being awarded a grant if you have done this. It may be best to delay your application by a month or two in order to complete this exercise first.

Q: WHAT DO WE DO IF WE HAVEN'T GOT A TRANSFORMING CHURCH CONSULTANT TO LIAISE WITH AT THE MOMENT?

Again, don't worry but please contact our Transforming Church Co-ordinator who will be able to help.

## WHO SHALL I SEND THE COMPLETED FORM TO?

As part of a new process, we now require you to send in your thoughts about potential funding (with a rough idea of your finances) on a side of A4 to the Transforming Church Co-ordinator before you send in a completed application form. Though this may look like an extra layer of work we believe it will help parishes in the long run as it will save individuals spending time on proposals that are unlikely to succeed. Comments on your proposal will then be sent back to you which we hope will help you in putting together your main application. You can find out the date of the next application deadline from the TC Co-ordinator or the Secretary to the TC Fund, in the latest edition of TRANSFORM Magazine or on the diocesan website. Completed application forms should be sent to the Secretary of the Committee, ideally by email to [transformingchurchfund@birmingham.anglican.org](mailto:transformingchurchfund@birmingham.anglican.org) or by post to:

**The Secretary of the Transforming Church Fund, Church House, 175 Harborne Park Road, Birmingham B17 0BH.**

## HOW CAN I GET HELP WITH THIS?

If you would like help filling in the form or would like to know more about the Transforming Church process and goals please see the diocesan website or contact our Transforming Church Co-ordinator:

**The Revd Rhiannon Jones: [Rhiannon@birmingham.anglican.org](mailto:Rhiannon@birmingham.anglican.org) or phone 07595880584.**

## HOW IS THE GRANT PAID?

Applicants will be notified of the Committee's decision following their quarterly meeting. It may be that further discussion or questions are required.

Normally payment will be made from the Fund when invoices or receipts are submitted to us. These should be sent to:

**The Venerable Hayward Osborne at Church House, 175 Harborne Park Road, Birmingham B17 0BH.**

If this causes a particular cash flow difficulty, we will try to respond to the situation quickly. Please let us know. We want to make things as easy as possible for you.

AND FINALLY, we hope that this resource will be of real practical help and an encouragement to applicants in developing the Church's growth and outreach across the diocese. We look forward to your application.

*2011/Transforming Church Fund Papers*



**6 How will you monitor & assess the success of the project?**

**7 What milestones are there along the way?**

### **C. HOW DOES IT RELATE TO TRANSFORMING CHURCH?**

**8 Which of the seven Transforming Church Areas does this initiative relate to?**

**9 Which, if any, of the 10 Transforming Church Diocesan Goals does it connect with?**

**10 Has this initiative been discussed with your Transforming Church Consultant (please name) and do they endorse it? (Please ask them to send an email to the Ven Hayward Osborne with their thoughts on the proposal.)**

**11 Who has been appointed to report back to the Transforming Church Fund Committee?**

*Please print name and contact details:*

## D. COSTINGS

12 Please detail the estimated costs of resources needed for this initiative below or on a separate sheet.

Item	Estimated cost
<b>Total A</b>	£

- What would be the PCC's financial contribution to the project, if any?
- What would be the contribution from other sources, if any?

<b>Total B</b>	£

**Net grant requested** £  
*Total A-B*

13 If the project is to continue beyond the stated period, how will it then be funded?

14 Signature of applicant :

Date:

Name and position:

Please send the completed form to the Secretary of the Transforming Church Fund at Church House (preferably by email) to: [Transformingchurchfund@birmingham.anglican.org](mailto:Transformingchurchfund@birmingham.anglican.org) Thank you!



8. What sort of help, if any, would you like to take ministry in this area forward?

9. How do you think your project/event contributes towards the Transforming Church Goals?

10. How can we pray for you?

11. Is there anything you would like to feed back to the Diocese for wider dissemination?

## **B. FEEDBACK ON THE PROCESS OF OBTAINING YOUR GRANT**

12. We would love to hear from you if you think we could improve the process of awarding a Transforming Church Grant. Please leave your comments here:

Signature:

Name and Role:

Date:

*Thank you for returning this form. Your help in this way is much appreciated and enables us to be more effective in awarding grants in the future.*