



## Church Grant Programme, 2020-25 Guidance Notes

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## Background

Cloudesley was endowed by the will of Richard Cloudesley made on 13 January 1517. The charity is now governed by a Charity Commission Scheme of 1980 as amended. Under the Scheme, half of the charity's net income is required to be used to make 'grants towards the upkeep and repair of the fabric of, and the maintenance of the services in, any churches of the Church of England in the London Borough of Islington'. The other half is to be used to support Islington residents with physical or mental health issues or who are disabled and in financial need, as well as the organisations working with them.

During 2019, the charity reviewed its Church Grants programme and funding priorities. A new funding programme for 2020-25 was launched in January 2020.

## Church Grants Programme 2020-25

The charity's Church Grants Programme for 2020-25 prioritises applications which address the upkeep and repair of the fabric of the church buildings, and includes the following:

- Main Grants Fund
  - Major works and buildings projects
  - Preventative works and/or simple repairs
  - Project development and feasibility studies
  - Developing church capacity to deal with church buildings issues and/or maintenance of services
- Small urgent repair grants of up to £10,000

For the Main Grants Fund, Cloudesley operates two funding rounds in the Spring and Autumn of each year. It is expected that churches will usually only submit one application per round, applying for funds under a particular funding priority. The detail and related criteria for each of the funding priorities may be amended over the course of the programme. Any significant changes to the Guidance Notes will be highlighted by underlined text for the following round. Those applying on behalf of PCCs/churches should read the latest Guidance Notes each time they submit an application.

Small urgent repair grants are intended to deal with urgent and unforeseen repairs quickly, resulting in an immediate improvement to the fabric of the church building. An urgent repair grant can be applied for at any point in the year. Details of how to apply are set out in these Guidance Notes.

On a temporary basis, to respond to rising costs, Cloudesley has introduced top-up grants to deal with unforeseen budget shortfalls arising before a project starts. These grants will be available until 11 June 2024 and Trustees will review the position before this time. Top-up grants can be up to a value of 10% of the overall project costs and no more than £10,000. More details about these grants and how to apply are included on page 7 of these Guidance Notes.

Cloudesley seeks to be as helpful as possible in meeting the needs of applicant churches. The charity, however, must operate within the limits of its Church Object for which a grant can be awarded. Please do contact the charity's office if you have questions about the Church Grants programme.

## Funding Priorities

### A. Main Church Grants Fund

The charity's Main Church Grants Fund for 2020-25 is prioritising applications which address the ['upkeep and repair of the fabric'](#) of the church buildings, including the following:

Funding Priorities – Summary		Usual grant amount
1.	<b>Major works and buildings projects</b> , including: <ul style="list-style-type: none"> <li>• Substantial repairs and refurbishments</li> <li>• Equipment</li> <li>• Facilities (kitchens, toilets)</li> <li>• Access improvements</li> <li>• Sustainability and environmental works</li> </ul>	<u>Up to a maximum</u> <u>£65,000</u>
2.	<b>Preventative works and/or simple repairs</b>	£5,000 - £20,000
3.	<b>Project development and feasibility studies</b> (e.g., professional advice, surveys, reports, architect's fees)	
4.	<b>Developing church capacity to deal with church buildings issues and/or maintenance of services</b> (e.g., training costs, consultancy fees)	

Eligible churches will be able to apply to Cloudesley for grants which fall within these funding priorities at two points during each year, to a Spring and Autumn funding round. It is expected that churches will usually only submit one application per funding round, applying for a grant under one of the funding priorities set out above. If part of your application fits under a second funding priority you will be given the option to select this when completing your application.

In the case of a major emergency (for example, if the church needs to be closed for health and safety reasons), Cloudesley may be willing to consider an application outside the normal funding rounds. This should be discussed with the charity's office as soon as possible.

## Funding Priorities – In Detail

**1. Major works and buildings projects** – up to a maximum of £65,000 although in most instances grants will be considerably less than this.

If you are planning major works or a substantial buildings project, please contact the charity's staff team at an early stage for a discussion. Although Cloudesley will not usually make a grant of more than £65,000 to a church in one funding round, if your project is phased you might be able to apply to us for another grant in a later funding round.

Funding through this priority area can be used towards a variety of major works and buildings projects including but not limited to:

- Substantial repairs and refurbishments
- Equipment
- Facilities (kitchens, toilets)
- Access improvements
- Sustainability and environmental works, e.g., the installation of solar panels, LED lighting etc, which fall within scope of Cloudesley's Church Object

Expected outcomes might include:

- Improvement to the fabric of the building
- Improvement to the facilities or equipment in the building
- Maintenance of services in the church building through improved access

As well as the general information required from applicant churches, we will usually need you to:

- Demonstrate that appropriate professional advice has been taken or will be taken before the works are taken forward
- Show that there is a clear timetable for the works, with milestones, in place, for major works/projects

When applying for a grant towards a large building project where a part of the overall planned work is within the scope of Cloudesley's Church Object and other elements fall outside of this, you should explain this clearly and provide a sufficiently detailed budget which indicates which elements are in scope. Please see our [definitions page](#) and/or speak to the charity's staff for advice.

**2. Preventative works and/or simple repairs** – usual grant amount £5,000 - £20,000

Cloudesley will consider funding preventative works and/or simple repairs, including those identified through the Quinquennial Inspection (QI) process or other periodic inspections

(e.g. through the Gutter Maintenance Programme) as well as those identified at other times.

Expected outcome: The fabric of the church building will be maintained

As well as the [general information](#) required from applicant churches we will usually require evidence that the works/repairs are necessary, e.g., a copy of the relevant extract of your QI or gutter maintenance report.

### **3. Project development and feasibility studies – usual grant amount £5,000 - £20,000**

Cloudesley will consider funding for studies, surveys, professional advice, reports, architect's fees and other items necessary for project development and/or feasibility studies. Project development and feasibility costs will only be funded where the expected project or works that this relates to is expected to be mainly in scope of Cloudesley's Church Object. Please see our [definitions page](#) and/or speak to the charity's staff for advice.

Expected outcomes might be:

- The PCC will have the evidence and plans it needs to take forward the related works/project
- Or,
- The PCC will have the evidence and/or plans it needs to make a decision as to how or whether to take forward particular works/a project

As well as the general information required from applicant churches, in some instances we will require evidence of your plans to consult with the Diocese, local authority, church users and other community groups.

### **4. Developing church capacity to deal with church buildings issues and/or maintenance of services – usual grant amount £5,000 - £20,000**

Cloudesley will consider funding a variety of items that will help a church develop its ability to manage its own affairs in relation to the fabric of the church building and/or the maintenance of services within it. Amongst other things, this might include training costs and consultancy fees which are within the scope of Cloudesley's Church Object. Please speak to the charity's staff for advice.

Expected outcome: The church will have improved skills and/or resources available to it so that it is able to demonstrate greater efficiency and effectiveness with regards to the upkeep and maintenance of the church building(s) and/or the maintenance of services.

As well as the general information required from applicant churches, we will usually need you to:

- Demonstrate the need for the resource/support, how it will benefit the church and how it will contribute towards the upkeep and repair of the church building and/or maintenance of services within it

- Where appropriate, provide job descriptions and contracts
- Provide detail about what is planned and how you will ensure it is undertaken by an appropriately qualified person/company
- Make clear how this work will lead to longer term improvements in the capacity of the church to deal with church buildings issues and/or maintenance of services

## **B. Urgent Repair Grants - up to £10,000**

These are intended to deal with urgent and unforeseen repairs quickly resulting in an immediate improvement to the fabric of the church building(s). They can be used to enable works which will:

- Address urgent health & safety issues, and/or
- Prevent further damage to the church or property within the church if not addressed as a matter of urgency, and/or
- Result in an immediate and essential repair thereby allowing for the continuation of services.

### Other Information

Urgent Repair Grants can be applied for at any point during the year.

In most instances, once all the necessary information has been received by Cloudesley, the church will be notified of the decision within two weeks.

Part funding from other sources will be looked on favourably, although it is not essential for these applications.

Unless the circumstances are exceptional, grants of under £2,000 will not be agreed.

Each eligible church can receive only one Urgent Repair Grant in any 12-month period.

To apply, churches should contact the Charity's Director by [email](#) including the following details:

- A short description of the works involved
- The expected outcome of the works
- An explanation of why the works are needed, along with supporting evidence (for example, a surveyor's report and/or photos)

- An explanation as to why the works or project cannot be funded wholly or partly by the PCC or from other sources. Reference should be made to the last set of audited accounts and the current position regarding the PCC's unrestricted funds.

### **C. Additional top-up grants (until 11 June 2024)**

These additional top-up grants are intended to deal with unforeseen budget shortfalls arising before a project starts, caused by a rise in costs since the time of your application to Cloudesley. To be applicable:

- The project/works should not have commenced or been commissioned
- The increase in cost must be due to a rise in materials or labour costs since the time of application
- The increase in cost cannot be due to additional works not originally applied for
- Top-up grants can be up to a value of 10% of the overall project costs and no more than £10,000.

#### Other Information

Top-up grants can be applied for at any point until 11 June 2024.

In most instances, once all the necessary information has been received by Cloudesley, the church will be notified of the decision within two weeks.

Unless the circumstances are exceptional, grants of under £2,000 will not be agreed.

Each eligible church can receive only one Top-up Grant in the period up to 11 June 2024.

To apply, churches should contact the Charity's Director by [email](#) including the following details:

- Details of the previous Cloudesley grant to which a top-up is needed, i.e., amount agreed, purpose of grant and date agreed
- A short description of the works involved
- An explanation of why the works costs have increased, along with supporting evidence (for example, a revised invoice)
- The date when the current cost quotes expire
- When the works are expected to be completed

- An explanation as to why the top-up amount cannot be funded wholly or partly by the PCC or from other sources. Reference should be made to the last set of audited accounts and the current position regarding the PCC's unrestricted funds.

## D. Multi-church applications

### Background

Cloudesley can support applications from groups of eligible Islington churches for funding projects and/or works that fit within our usual Church Object. We have developed some initial guidance to support churches which are interested in working together to submit a joint application. Trustees will adopt a flexible approach to this guidance, taking into consideration the details of the funding request. We are keen to develop this guidance further, so please do contact us if you would like to make any suggestions about this.

At present, Cloudesley does not usually fund salaried posts through its Church Object. The charity's policy position on this will be considered again as part of the next Church Grants Review in 2024/25. In the meantime, if any multi-church applications are received which seek funding towards salary costs, these will be dealt with on a case-by-case basis.

The usual upper limit for Church Grants is now £65,000 and it is expected that most of the Church Grants budget will continue to be allocated to support individual church applications in the usual way. In most instances, it is expected that the upper limit for any multi-church applications will be £100,000, although it is also possible that applications may be for amounts significantly less than this.

At the same time as being part of a multi-church application, a church may wish to submit its own application through a funding round. Rather than ruling this out, Trustees have agreed that the specific circumstances will be taken into consideration at the time.

### Guidance for churches

- i. Any multi-church applications received will need to fall within the [current funding priorities](#)
- ii. Applicant churches are strongly encouraged to contact the charity's Grants Managers for a discussion before submitting a proposal
- iii. Applications should be submitted online in the Spring or Autumn funding round in the usual way. Additional information may be requested after an application has been made. The general information required to support applications will usually be needed from all churches involved, e.g, if an application is made on behalf of three churches, all three PCCs will be expected to approve the application and evidence of this will need to be submitted. The level of financial information required should be discussed with the Grants Managers before the application is made and will depend on the circumstances



- iv. The application should include a clear explanation of the proposed project delivery, including decision-making arrangements, details of the management of any posts for which funding is sought and the allocation of resources
- v. It is expected that there will be a written agreement/memorandum of understanding between the churches about the proposed project and a copy of this should be submitted with the application. The Grants Managers will be able to give guidance on this, if required
- vi. The application should identify a lead church which, if funding is agreed, will be responsible for signing the grant agreement and receiving payment of the grant.

## General information required from applicant churches

All applications should demonstrate:

1. That the proposed work/project falls **within the scope of Cloudesley's charitable scheme**, i.e., that the proposed work/project is *'towards the upkeep and repair of the fabric of, and the maintenance of services in, any churches of the Church of England in the area of the London Borough of Islington'*. Further guidance on this can be found [here](#). Please check this before submitting your application to see whether the proposed work/projects for which you are requesting a Cloudesley grant fits within this. If after reading this you are still unsure, please contact the Cloudesley staff team for guidance.
2. **The financial position of the church.** Cloudesley will carry out appropriate due diligence checks on all applicant PCCs, looking at the most recent annual accounts for financial viability. Applicants are expected to provide a copy of the most recent annual report and audited accounts or a web link to these, unless these have been previously submitted to Cloudesley. For the Spring Round, if you have not finalised your accounts by the application deadline, please submit your draft accounts, with an explanation about when these are expected to be signed off. In exceptional circumstances, if the draft accounts are not ready by the time of the application deadline, the applicant church should submit a copy of the latest management accounts as well as an explanation of the current reserves position at the time of application. If the most recent signed accounts are not provided with the application, they should be emailed to the charity as soon as they are available. If they have not been provided by the time a funding decision is made, any grant offer will be conditional on the final accounts being submitted showing substantially the same financial position.
3. **The level of the reserves held**, with an explanation of any restricted and unrestricted (both general and designated) reserves, along with the church reserves policy. If the unrestricted reserves include substantial capital assets which are not saleable, this may need to be explained. PCCs will be asked to demonstrate that the work/project cannot be fully funded from reserves. Cloudesley recognises that it is prudent and good practice to designate unrestricted reserves for specific purposes and any designated reserves held will be noted and considered as part of the assessment process.
4. That, from a financial perspective, **the project is important to the church**. We will usually expect the application to show that some of the funding will be coming either from the church's own resources (reserves or fundraising) or from other funders. Normally, the larger the Cloudesley grant that is being requested, the larger the part of the budget that will need to be funded in this way.
5. That **appropriate financial planning and budgeting** are in place in relation to both the particular funding proposal and the church as a whole. Churches will be asked for details of all other funding available/sought for the work/project.
6. That wherever possible, a church will apply for the **recovery of VAT** through the [Listed Places of Worship Scheme](#) (LPOWS). Cloudesley will consider making an 'up to' grant

award amount in these instances, in case it does not prove possible for the church to recover the VAT. Cloudesley will only pay the VAT element to the church if the church cannot recover the VAT from LPOWS, subject always to the maximum amount of grant agreed not being exceeded. However, where a church does require earlier payment of VAT amounts (for example, if the VAT amount is particularly large), to make best possible use of all of Cloudesley's Church Grants funding, a church will normally be expected to return any VAT recovered through the LPOWS.

7. That **appropriate advice on costings** has been sought, so that the church can demonstrate that the project budget is as realistic and accurate as possible. Applicants must include an explanation of how costings have been arrived at in the 'details of work to be funded' section of the application form. If the amount requested for any single item or works is:
  - a. over £10,000, applicants are expected to provide copies of written quotations/estimates from two different firms
  - b. less than £10,000, applicants are expected to provide a quotation/estimate from the proposed contractor.

If there is difficulty in complying with this, please contact the Cloudesley staff team before submitting your application.

8. That there is a **clear and demonstrated need** for the proposed work/project. Depending on what funding is sought for, appropriate evidence might include the provision of survey responses in support of a project and/or a copy of the relevant parts of a Quinquennial Inspection report.
9. That there is **clear support within the church** for the grant application. The application must include evidence (such as a copy of the relevant extract of PCC minutes) to show that the planned work/project and Cloudesley grant application have been discussed and agreed by the PCC.
10. That, where there are other major stakeholders relevant to the project/works (for example, the Diocese, local authority, community groups or building users), the **other stakeholders have been consulted** and that any concerns/interests have been addressed.
11. That the **relevant consent, faculty and/or planning permission** has been applied for, or else details of when this will be done, with a summary of any discussions which might indicate that permissions will be forthcoming.
12. That **management of the project/works has been properly planned** and will be undertaken efficiently by appropriately qualified personnel.
13. That, where appropriate, taking account of the need for faculties, planning and other permissions and constraints, there is a realistic indication of **when the work is expected to start and how long it is expected to take**.

## Standard Funding Conditions

Grants made under Cloudesley's Church Grants Programme 2020-25 will usually be subject to our standard funding conditions. These may be updated from time to time, but are currently:

1. The Grant must only be utilised for the purpose(s) specified.
2. The Grant should be spent promptly within 12 months of the date of this offer, unless otherwise agreed. If there is expected to be a delay, then the Church must notify the Charity and the Charity will normally agree to an extension of up to 12 months.
3. The Church must contact Cloudesley immediately to advise of any changes to the budget or circumstances of the work. The Church must not make any significant changes to the work prior to the grant being spent.
4. This agreement is sent to the incumbent and the named person on the grant application form. Please liaise with all other interested parties in your Church and notify your PCC of the grant award and this agreement.
5. Usually the grant amount will not be increased in the event of any overspend in the delivery of the work. However until June 2024, additional top-up grants will be considered. Please contact your Grants Manager if you would like to discuss a top-up grant.
6. Within six weeks of completing a funded project/work, the Church will submit a brief monitoring report, including a photograph or copy of a professional report signing off the works where appropriate. You can use Cloudesley's Church Grants Monitoring Report Form (which will be sent to you upon the project's completion) or if you have already prepared a similar report for the Diocese or another funder for this work which covers the above points, you are very welcome to submit that to us instead. The report should include:
  - a) A brief summary of the purpose of the award
  - b) The amount of the award and the final total cost of the works/project, with details of other funding sources
  - c) A brief assessment of the work that the grant supported
  - d) An indication of the difference has the project made to the life of the church and the church community
  - e) Any challenges or learning points from the project
  - f) The details of any contractors, whether you would recommend them and why.
7. The Church must promptly repay any money incorrectly paid to it as a result of an administrative error or otherwise.
8. If at the end of the funded project/works any amount of the grant paid to the Church is unspent, within six weeks of completion the Church will contact the Charity to discuss this. Unless the Charity agrees otherwise, the unspent amount should be paid back to the Charity.
9. The Church must ensure it demonstrates appropriate recording in its accounts, using the correct acknowledgement to "Cloudesley".

10. The Church is expected to comply with the Charity's acknowledgement policy which is set out in the [Acknowledging your Grant](#) document.
11. Future grant applications will be reviewed against timely and accurate fulfilment of the above conditions.

## Other Information

### Funding Exclusions

During the 2020-25 Grants Programme, funding will not be provided for:

- The repayment of loans
- Stipends for clergy and salary costs for other members of the ministry team
- Housing
- Utility bills and cleaning
- Projects or work already completed, underway or contractually committed before a grant decision is reached
- Building repair work to structures other than the church building or hall within the curtilage of the church unless they affect access to the church building

### Contributing minor funds to a large overall scheme

Cloudesley will not usually be a general contributor of minor funds to a very large overall scheme. However, the charity is happy to fund an identified piece of work which will enable a larger scheme to happen, or which is an integral phase or part of a scheme - for example, under its 'Project development and feasibility studies' priority, Cloudesley can provide funding for feasibility studies and other planning which will then enable major developments to go ahead.

### Living Wage Funder

Cloudesley is proud to be a [Living Wage Funder](#). This means that Cloudesley:

- is itself a Living Wage Employer
- encourages grantees to pay the Living Wage (London rate) to posts which the Charity fully funds
- encourages grantees generally to become Living Wage Employers.

The charity recognises both that (i) the nature of the funding which it can provide means that it will rarely make Church Grants to cover funded posts and (ii) that churches benefit from the generous support of volunteers to whom the Living Wage scheme is not applicable. However, if you are considering applying for a fully funded post or would like more information about the Living Wage scheme please do contact us and/or see the Living Wage [website](#).

### Team parishes

For team parishes, each church should make an application in the usual way. Additional guidance on this is provided on the application form. Copies of both team parish and, if produced, individual church accounts should be provided with your application. As the PCC has overall responsibility and will be agreeing priorities for the parish, where more than one church in the team parish applies for support, we require a letter from the Team Incumbent indicating the priority for the parish between the applications of the team churches.

## Application process

If you would like to discuss a funding proposal with us, please [contact](#) the Cloudesley office.

All applications should be made using the online [application form here](#). At the launch of each funding round, a link to the online form with key dates (including the deadline for the submission of applications) will also be emailed to all incumbents and Cloudesley's other main contact at each church. We can help you to complete the form so please do contact us for support if you need it. A copy of the application questions is available [here](#) and the general information required as part of the application process is detailed [here](#).

Please complete all relevant questions on the application form and supply the requested supporting information and documents by the deadline. Where possible, please provide answers in the relevant section of the form, rather than referring to attached documents. If you cannot answer a question or provide the requested supporting information, please explain the reasons for this in your application. If you have previously provided us with a copy of a supporting document (e.g., your latest audited accounts) you do not need to submit it again, but please let us know this in your application form.

The online application form is one part of our application process. The first time you apply for funding from Cloudesley's 2020-25 grants programme, you will also need to complete a Church Information Sheet. At the launch of the grants funding round, a link to the Church Information Sheet will be emailed to the incumbent and one other main contact at your church for completion. A copy of the questions can be found [here](#). The Church Information Sheet has been introduced so that information which does not change frequently (or at all) can be stored on Cloudesley's database so that you do not need to submit it each time. This will be referred to alongside other information provided as part of your funding applications to Cloudesley.

After your first application under the 2020-25 grants programme, each time you submit an application to us, we will email you a copy of your completed Church Information Sheet and ask you to confirm that the information provided is still correct. If there have been any significant changes, we will ask you to let us know what these are.

As well as using information from the application form, church information sheet and the supporting documents which you submit, we will also take into account other information, for example, details from your church website and that of the London Diocese, as well as information from discussions and visits to the church.

As part of its assessment process and during the lifetime of any grant, in some instances, Cloudesley may consult with other organisations about your proposed works/project, such as staff at the London Diocese or other funders. On occasion, Cloudesley may also be asked by other organisations, such as other funders, to share the information provided as part of your application. Because of the Data Protection issues involved here, the application form asks you to confirm that you give permission for this to happen.

Immediately after the closing date for each round, we will carry out a quick check to make sure that the application form is complete and that any necessary documents have been provided (for example, latest audited accounts, quotes etc). The application will then be assessed by the staff team, who may request further information or may need to set up a visit to the church to discuss the application further. A report (including a recommendation about funding) will then be prepared for Cloudesley's Trustees to consider at the next meeting of the Grants Committee or Board.

Once Cloudesley's Trustees have made a decision about funding, you will be notified within seven days, with full details of any offer (including grant conditions) issued to the main contact for the application within fourteen days.



## 2024 Funding Rounds

During 2024, the charity is running Spring and Autumn funding rounds of its main church grants programme.

	<b>Spring Round</b>	<b>Autumn Round</b>
<b>Launch</b>	Mon 19 Feb	Mon 19 Aug
<b>Application deadline</b>	Mon 15 Apr, 5pm	Mon 14 Oct, 5pm
<b>Assessment period</b>		
<b>Grants Committee</b>	Tue 21 May	Tue 19 Nov
<b>Board meeting</b>	Tue 11 June	Wed 4 Dec
<b>Notification</b>	By 17 June, with full offer details to be sent by 24 June	By 9 Dec, with full offer details to be sent by 16 Dec

## Acknowledging your grant

### **What are you required to do?**

All churches receiving a grant are required to appropriately record the grant in their accounts as restricted funding. The grant should be acknowledged in your annual accounts in the year in which the grant offer is made and each financial year in which part of the funding is received.

We also ask that you acknowledge the grant in any published materials or broadcasts in relation to the funded work/project. Where appropriate, we would like you to use Cloudesley's logo on relevant printed and digital materials. Where we assist sizeable projects, we will expect a more prominent physical acknowledgement of the charity's support.

### **What else might you want to do?**

Please feel free to acknowledge Cloudesley's support in other ways too. We really like the following acknowledgement ideas which Islington churches have already used:

- Display banners on hoardings/scaffolding either inside or outside your church. Please contact us if you would like a banner, which we can supply free of charge
- Create a photo display (temporary or permanent) of works supported by Cloudesley
- Mention Cloudesley in your news-sheet and provide updates on your project
- Mention Cloudesley's support as part of a service. If you would like a longer presentation on Cloudesley and the work of the charity, please let us know and we can provide a speaker
- List Cloudesley on your website as a supporter of your church, perhaps with a photo of the work
- Write a press release which mentions Cloudesley-funded works.

### **How should you use our name and logo?**

Please refer to the charity as Cloudesley (not Richard Cloudesley's Charity, the Cloudesley Trust, etc).

You can download a guide to the use of Cloudesley's logo [here](#). Please [contact](#) the charity's office and we can supply you with a copy of the logo in the format you need, and any required advice.

## Payments

Grants are paid via BACS, often in instalments and usually as per the payment schedule set out in the grant agreement form. Payment is dependent upon:

- i. the conditions of release being met for each instalment  
and
- ii. the church notifying Cloudesley's office that a grant payment is required because either the church needs to pay for an item/costs covered by the grant and/or the project/works are due to start within six weeks.

Once points i and ii above have been met, payment is usually made to the church within 21 days.

## Reporting

Cloudesley is keen to share information about the impact of its funding and to learn from the grants that it makes. To help with this, churches are asked to provide a brief report to the charity once a funded project/works have been completed.

Our standard requirements are set out below, although in some instances (e.g., for a larger grant) we may agree other reporting requirements with you.

### Standard reporting requirements

Within six weeks of completing a funded project/work, please email Cloudesley's office with a brief written report and a photograph or copy of a professional report signing off the works where appropriate.

Your report should include:

- a) A brief summary of the purpose of the award
- b) The amount of the award and the final total cost of the works/project, with details of other funding sources
- c) A brief assessment of the work that the grant supported
- d) An indication of the difference has the project made to the life of the church and the church community
- e) Any challenges or learning points from the project
- f) The details of any contractors, whether you would recommend them and why.

You can use Cloudesley's Church Grants Monitoring Report Form (which will be sent to you upon the project's completion) or if you have already prepared a similar report for the Diocese or another funder for this work which covers the above points, you are very welcome to submit that to us instead.

## Contact

Please contact the Charity if you have any queries about the Church Grants programme or if you would like to discuss an application. At present, the Charity's staff team are all working remotely. Please do get in touch via email or phone.

Cloudesley welcomes feedback on its processes and communications. Any comments/suggestions made will be reviewed, and the Charity's grant-making processes may be altered as a result.

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## Appendix: Legal Advice & Definitions

The relevant provision in the Charity's Governing Scheme is:

*“The Trustees shall apply the other half of the residue of the said yearly income in making grants ... toward the **upkeep and repair** of the **fabric of**, and the **maintenance of services**, in ... **churches of the Church of England** in the area of the London Borough of Islington”*

Cloudesley has received advice about this and particularly in relation to the four areas highlighted. In carrying out its programme the charity seeks to be as flexible as possible in meeting the needs of the churches that apply and this section summarises the charity's present position on these points.

It is emphasised that every application will be analysed on its facts and the specific situation of the applicant church. Cloudesley will try to directly resolve any uncertainties which it can with any church.

**“Church of England church”** includes the churches within the parish system and other premises which have been authorised under church legislation. In case of doubt, the charity will seek the advice of the Church of England authorities.

**“Fabric of the church”** will be interpreted narrowly to mean the building of the church, or a church hall which is used at least partly for public Church of England worship, and excludes other structures within their grounds. This means that subject to what is said below we will not normally be able to make grants for the maintenance of boundary walls, paths and forecourts.

The term **“upkeep and repair”** is also quite restrictive. This term does not include works which create something of value beyond that which is remedial or restorative. In essence, works which give effect to improvements are not covered. There are many major projects (even those which include substantial improvements or elements which are outside “upkeep and repair”) which include significant works which are clearly within “upkeep and repair”. Also, in many cases the elements which are outside may be eligible for support because they can be justified under the “maintenance of services” heading (e.g. because of reducing costs or increasing income).

**“Maintenance of Services”** includes the costs of running the church and related costs of providing the services of Church of England worship.

The following table sets out how this advice might be applied in certain specific types of application. ***However, it is stressed that each application will have to be considered on its facts. Please contact the charity's office in the first instance for initial guidance.***

	<b>Activity</b>	<b>“upkeep and repair”</b>	<b>“maintenance of services”</b>
1.	Reordering of the internal usage of a church	No	Yes, if the development assists with the maintenance of services by providing a better, more workable space for worship. Many projects of this kind will also include an element of “upkeep and repair” and grants may be focussed on these aspects
2.	Putting in toilets	No	Yes (if the toilets are intended for use by those attending church services)
3.	Improving disability access such as by changing access to the church	No	Yes
4.	Blocking off areas for offices/crèche/café	No	Yes, provided the offices, crèche and café are connected to the provision of church services (e.g. the offices are to be used by the vicar and his/her assistants, the café is to be used for the refreshment of those attending church services and the crèche is to be used by the children of worshippers)
5.	Kitchen used for refreshment of those attending church services	No	Yes
6.	Boundary wall that does not affect access	No	No
7.	Boundary wall or path that is making it unsafe or impossible for those attending church services to access church	No	Probably, but it is likely to depend very much on the facts
8.	Forecourt and paths connected to the church	No	Not normally
9.	Church steps	Yes	-
10	Installation of solar panels or other equipment which is expected to lead to a material reduction of running costs	No	Yes

**In any case where a church is uncertain about how this advice may apply, particularly where the issue is of the kind covered in the table, the church should contact the charity’s office as soon as possible before making an application.**