

Managing your grant

Payments.....	1
Reporting.....	2
Acknowledging your grant	2
Contact	3
Standard Funding Conditions.....	4

Payments

Grants are paid via BACS, often in instalments and usually as per the payment schedule set out in the grant agreement. The grant agreement will specify either Payment Schedule A or Payment Schedule B. Payments under these schedules are dependent on the following:

Payment Schedule A

- A fully signed grant agreement
- Confirmation that any ‘Specific Conditions’ in the agreement have been met
- Notification 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.

Please note that if your grant is for multiple projects starting at different times, the grant will be released in corresponding instalments.

Payment Schedule B

- A fully signed grant agreement
- Confirmation that any ‘Specific Conditions’ in the agreement have been met
- Invoices for the works – please note that we can pay in multiple instalments so you do not need to wait until you have accrued all invoices before sending them on

If this is the payment method specified in your grant agreement and it will be challenging for you, please do get in touch with the Grants Manager.

Once the terms of the payment schedule have been met, payment is usually made to the church within 21 days.

For more guidance, please refer to the [Church Grants Payment Flowchart](#) or contact the Grants Manager if you are unsure on how your grant will be paid.

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 submit your monitoring report using Cloudesley's Online Church Grants Monitoring Form (a link will be sent to you once the final payment is arranged).

The form covers the following:

- a) The final total cost of the works/project, and confirmation that the grant is fully spent
- b) A brief assessment of the work that the grant supported
- c) An indication of the difference the project has made to the life of the church and the church community
- d) Any challenges or learning points from the project
- e) The details of any contractors, whether you would recommend them and why.

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.

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 require 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.

Contact

Please contact the Charity if you have any queries about your grant. 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.

Website: www.cloudesley.org.uk

Telephone: 020 7832 5802

Staff details: Catherine Sorrell, Grants Manager
catherine.sorrell@cloudesley.org.uk

Jo Latham, Operations and Database Officer
jo.latham@cloudesley.org.uk

Standard Funding Conditions

Grants made under Cloudesley's Church Grants Programme 2026-30 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 18 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, depending on the circumstances, the Charity may agree to an extension.
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, additional top-up grants will be considered. Please contact the Grants Manager if you would like to discuss a top-up grant.
6. Within six weeks of completing a funded project, 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 Form (which will be sent to you when the final payment is arranged) 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) The final total cost of the works/project, and confirmation that the grant is fully spent
 - b) A brief assessment of the work that the grant supported
 - c) An indication of the difference has the project made to the life of the church and the church community
 - d) Any challenges or learning points from the project
 - e) 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 [on the website](#).

11. The grant should not be accepted if the PCC has any reasonable grounds to believe that the building that the funded project relates to will be closed, or worship will cease within the building, in the next two years. In the event that the PCC becomes aware of a possible closure before the grant is completed, the PCC should contact the Charity immediately.
12. There is an expectation that any equipment funded by the Charity will continue to be used by the Church for a minimum of five years or until the equipment no longer works, whichever is the shorter period. You must not sell or dispose of the equipment during this period without first getting our written consent. If you do sell or dispose of the equipment during this period, you may need to repay part or all of the grant to the Charity.
13. Future grant applications will be reviewed against timely and accurate fulfilment of the above conditions.