



# ALLCHURCHES TRUST LIMITED<sup>®</sup>

OWNERS OF ECCLESIASTICAL INSURANCE GROUP

## GRANT APPLICATION FORM

This form is designed to aid your discussions before submitting your formal online application. In order to submit the application, you will need to upload a digital photograph of your organisation.

**Please remember that applications must be made online, not on paper.** (If this causes you any difficulty please contact our Grants Administrator on 01452 873189)

An asterisk before any question or field denotes that a response or entry is mandatory.

**A1** \*Name of Church or Organisation

**A2** \*Organisation/Contact Address

*(This is the address we will use for correspondence. Enter a postcode and click 'Find address' to look up your organisation's address, or enter details manually if the address is not listed)*

**Note for Republic of Ireland applicants:**

The 'Find address' option above will only return results for UK postcodes. Please enter your Organisation/Contact Address details manually, including your Eircode (in the Postcode field). If you are not sure of your Eircode this can be checked at [www.eircode.ie](http://www.eircode.ie)

Country

**A3** Project address  
(Leave blank if same as Organisation address)

*(This is the address where the project or work will actually be taking place. Please leave blank if same as organisation address. Otherwise, enter a postcode and click 'Find address' to look up an address, or enter details manually if necessary)*

**Note for Republic of Ireland applicants:**

The 'Find address' option above will only return results for UK postcodes. Please enter your Organisation/Contact Address details manually, including your Eircode (in the Postcode field). If you are not sure of your Eircode this can be checked at [www.eircode.ie](http://www.eircode.ie)

**A4** \*Select the entry that best describes your organisation

Cathedral / Church / Diocese / Registered Charity / Hospice, Hospital, Nursing Home or Care Centre / School or Educational Establishment / Other Religious Institution / Youth Centre or Youth Work Charity / Community Support and Outreach Charity / Homelessness or Social Action Charity / Ex-offender Rehabilitation and Support Charity / Other

**A5** \*Is your church, or the denomination of which your church is part, a member of Churches Together?  
*(Churches Together in England, Action of Churches Together in Scotland, Cytun Churches Together in Wales, The Irish Council of Churches, or Local Churches Together Group)*

Yes / No

**A6** \*Denomination if applicable

**A7** \*Anglican Diocese or Methodist District if applicable

**A8** \*Please enter the name of your Archdeaconry (if applicable)

**A9** Please enter your Charity number

**A10** Organisation website if available

**A11** Facebook handle if available

**A12** Twitter handle if available

**A13** Organisation main telephone number

**A14** \*Contact Name

**A15** \*Contact's role in the project

**A16** \*Contact's telephone number

**A17** Contact's mobile number

**A18** \*Contact's e-mail address  
*(This will be the e-mail address used in all communications including acknowledgement of your application)*

**A19** Project Manager's Name  
*(if different from Contact Name above)*

**A20** Project Manager's e-mail address

**B1** Are you applying for a grant under one of our Thematic Grant programmes? If so please select the relevant programme  
Further information about our 'Growing Lives' Thematic Grants programme can be found at [www.allchurches.co.uk/growinglives](http://www.allchurches.co.uk/growinglives)

Growing Lives (grants to support applicants to engage with children and young people)

- B2** \*Please tell us the name of your project  
(You can use a maximum of 40 characters, for example, St Peter's Church Extension)
- B3** \*Please indicate which of our areas of funding focus the project meets (tick all that apply)
- B4** \*Please describe your project in 30 words or less
- B5** \*Please select the entries which best describe the work covered by your project (tick all that apply)
- B6** If you selected 'Other' in the previous question, please provide further information about the other kinds of work covered by your project
- B7** \*Listed Building Status (please tick)
- B8** \*Is your project in a conservation area?
- B9** \*Has listed building consent been granted?
- B10** \*Has planning permission been granted?
- B11** \*Do you have DAC or other relevant denominational approval/permission for the proposed work (if applicable)?
- B12** Please provide further information as applicable
- B13** \*Is your project in line with Diocesan, District or other denominational plans (if applicable)?
- Building communities, especially where they hurting or broken
- Helping people, especially those in particular need, to flourish
- Growing churches, spiritually and numerically
- Bell, organ or clock restoration or repair
- Building Repairs and Restoration
- Building Development
- Building security
- Community Groups and Uses
- Disabled access
- Education, Training and Development of People
- Ex-offender rehabilitation and support
- Helping the Disadvantaged
- Homelessness/Social action
- Mental health/counselling
- Promoting mission
- Roof Protection Scheme
- Youth work
- Other
- Yes / No / Not applicable
- Yes / No / Not applicable
- Yes / No / Not applicable
- Yes / No / Not applicable
- Yes / No / Not applicable
- Yes / No / Not applicable

**B14** Please provide further information as applicable

**B15** \*Please describe your project in detail and tell us specifically what you require this funding for. If you are successful in getting an Allchurches Trust grant, we might use this information on our website or in publicity.  
(Please see our note about how we collect and use applicants' data at the end of this document.)

You might include:

- Brief information about your church or charity and your community
- The need or opportunity you are addressing
- The research or consultation that has informed your plans
- How the project will improve people's lives
- More about how the project meets our areas of funding focus (question B3)

And please tell us specifically what the funding is for

*(Maximum 4000 characters which is approximately 550 words)*

**B16** \*Who will benefit from the project?  
Please select the groups who will be impacted.

- Children
- Teenagers
- Young adults
- Adults
- Older people
- People with disabilities
- People not in employment, education or training
- People who are experiencing homelessness
- Ex-offenders
- Disadvantaged people
- Mental health/counselling
- People with substance misuse issues
- People with debt or money management issues
- Leaders (e.g. development of people in a leadership role)
- Other

**B17** If you selected 'Other' in the previous question, and/or are able to say more about the options you have selected, please provide details

**B18** \*How many people do you estimate will be positively impacted by your project?

**B19** \*How does your church/organisation plan to ensure the ongoing viability of this project  
*(Maximum 700 characters which is approximately 100 words)*

**B20** \*Outline the key milestones that must be reached in order for your project to succeed. Give specific dates or the time required to complete each step of your action plan.  
*(Maximum 700 characters which is approximately 100 words)*

**B21** \*Describe the expected outcome(s) and long term impact of the project. Please ensure that all outcomes are clearly stated and measureable and provide an indicative timeframe for each outcome. Please also set out here any potential risks/barriers to successful completion of the project.  
*(Maximum 700 characters which is approximately 100 words)*

**B22** \*How will the outcome(s) be measured? Explain your data-gathering methodology. How will you measure or determine the success of your project? How will you verify that individuals and communities have benefited from your project?

**B23** \*How will you publicise your grant and your project if successful? Will you use your website, social media, press releases, events, newsletter, noticeboards and internal channels to tell your community about your grant and what it is for?

Allchurches Trust will supply logos, quotes for articles and other information as required.

*(Maximum 700 characters which is approximately 100 words)*

If you already have an engaging description of your project written up in 200 – 250 words that you are happy to use in publicity, please share it with us when you reach **D5** later in this form.

**B24** \*Estimated Project End Date

**B25** Does your project have national scope? Yes/No

**C1** \*What is the total cost of your project?

£

**C2** \*Total funds raised to date

£

**C3** If the above includes a Heritage Lottery Fund grant please state how much

£

**C4** Additional funds pledged to date

£

**C5** \*Please briefly list:  
- the source(s) of your current secured/pledged funding - with amounts where possible, e.g. reserves, grants, fundraising events, legacies, sale of property, loans/mortgages  
- other fundraising plans you have for the project in order to raise the total cost  
*(Maximum 700 characters which is approximately 100 words)*

**C6** \*Subject to a successful application, to whom should the cheque be made payable?

*(This must be the organisation's main bank account)*

**D1** Please attach a copy of your latest annual accounts if your project cost is over £1m

**D2** \*Please attach a high-level project budget

**D3** \*We cannot process a grant application unless you send us one to three good images of your church, charity or project. (Image One should be attached here and Images Two and Three should be attached using D3 and D4). We would like to see good quality images (at least 1MB), ideally featuring people using your church or centre. Building photos showing damage should give context of the setting. Please only submit photographs in respect of which you have already secured all necessary consents to allow Allchurches Trust the rights to use them for publicity purposes should your application be successful. If there is a reason why you cannot submit photographs, please let us know.

**D4** Image Two

**D5** Image Three

- D6** Upload any further relevant documentation, imagery, artist's impressions, articles, case studies or other descriptions of your project that we might use for publicity, should your application be successful.
- E1** \*Does your church or organisation comply with relevant health and safety regulations, and are policies available for inspection? Yes / No
- E2** \*Does your church or organisation have a robust safer recruitment and selection, and induction policies, and do you provide ongoing training for staff and volunteers working with children and vulnerable adults? Yes / No
- E3** \*Are all vehicles owned or available for use by your church or organisation roadworthy and appropriately taxed and insured? Yes / No / Not applicable
- E4** \*Does your church or organisation have public liability insurance in place? Yes / No
- E5** \*Does any accommodation owned or leased by your church or organisation comply with the applicable fire safety legislation?  
*'Accommodation' refers to residential settings, i.e. where people sleep* Yes / No / Not applicable
- E6** \*Where possible and applicable, are appropriate licences in place and up to date, and are staff competencies confirmed?  
*The website [www.gov.uk/licence-finder](http://www.gov.uk/licence-finder) can be used to see what types of licences are needed for different types of organisations/activities* Yes / No / Not applicable
- E7** \*Are details of any accreditations that are relevant and needed for your church or organisation available for inspection?  
*'Accreditations' refers to relevant and necessary qualifications or authorisations required by staff or volunteers working for your church or organisation, in order to provide specialist services or support.* Yes / No / Not applicable
- E8** \*Spot checks may be made by Allchurches Trust in relation to the questions above. Do you agree to this? Yes / No

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Your privacy is important to us. We will process your personal data in accordance with the applicable data protection law. The data controller in respect of the personal data which we may hold about you is Allchurches Trust Limited, who you can contact via the Data Protection Officer, at Beaufort House, Brunswick Road, Gloucester GL1 1JZ or on 01452 528190 or email [compliance@ecclesiastical.com](mailto:compliance@ecclesiastical.com).

When you submit this application form you agree that we will use this application form and the other information you give us, including any personal information covered by data protection legislation, for the following purposes:

- To process your application for grant funding and to decide whether or not to give you a grant. We may use your contact details to keep you informed about our work, (including by email, where an email address has been supplied), unless you have indicated that you would prefer not to receive information from us which is not connected to your application or grant.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we may publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and other media.

If you do not provide us with the personal data that we require for your application then we may not be able to process your application for grant funding. Once a grant has been paid, we will keep such personal data as you

have provided for the purposes of accounting, administration and record keeping on the basis that this is in our interests and will not affect your fundamental rights and freedoms. Otherwise we will only use your data for the purposes outlined in our Privacy Policy with your continued consent, which you may withdraw at any time by contacting the Data Protection Officer at the above address.

**Further Information**

For further information on how we manage data responsibly, please refer to our Privacy Policy at <https://www.allchurches.co.uk/privacy-policy>