



# Church Fabric & Development Fund - Application Guidance Notes

The Church Fabric & Development Fund is to be used for grants towards:

- ✚ Restoration of the fabric of certain churches (the '**Fabric Grant application**'); and
- ✚ Development of the best examples of mission initiatives, and the scaling of these initiatives across the whole island of Ireland, for the strategic benefit of the wider Church (the '**Central Development Fund application**');

Separately to the two types of grants above, the provisions of the Church Fabric & Development Fund provide parishes which have investments under the Church Fabric provisions with access to their investments, allowing these funds to be used for the purposes of approved mission (the '**Local Development Fund application**').

The appropriate type of application form will depend on to which of the three purposes the application relates.

Please see the following guidance notes for each type of application.

## 1. Fabric Grant Application

### Purpose:

Grants awarded under the Fabric application are intended for the restoration or repair of church buildings.

### Requirements:

The Diocesan Council and RCB must agree that the proposed restoration works are in the best interests of the parish and that the parish will be able to continue to maintain the restored church in the future.

The majority of funding required for the proposed work should already be in place or planned. Any fabric grant from the Church Fabric & Development Fund towards a project should be in addition to a majority of parish-generated funds.

Other grants received by the parish must be declared and will be taken into consideration. Applications will be considered in conjunction with applications for grants from the Marshal Beresford's Fund which is a separate fund but is administered by the RCB.

Criteria which must be satisfied are as follows.

The church must be:

- ✚ vested in the RCB;
- ✚ open for worship every Sunday; and
- ✚ adequately insured.

The proposed restoration works must be:






- ✚ essential; and
- ✚ appropriately supervised.

The appropriate level of supervision will depend on the extent and complexity of the works. The requirement for oversight by a suitably qualified person is to ensure the integrity of the works and safeguard the church from risk.

### Information to be included in the application:




- ✚ Total population of the parish church (not union or group) and the proportion of this population which is considered to be active in attendance and donations.
- ✚ Amount for which the church is insured and basis of the insurance (e.g. estimated replacement cost, or architect opinion).
- ✚ Details of the proposed work including each item or stage, estimated itemised costs and total cost.
- ✚ Date(s) and outcome(s) of any previous application(s) made to the Church Fabric & Development Fund.
- ✚ Information about any other grants received or anticipated.

Applications must be accompanied by the following supporting documents:

-  Diocesan Council certification that the restoration works are in the best interests of the parish
-  Bishop's report on the proposed works
-  Copy of the latest Easter vestry accounts
-  List of itemised estimated costs of proposed works
-  Any other additional relevant information

#### Preferences:

In awarding grants, preference may be given by the RCB to:

-  a group or union which, having sold a church, donated all proceeds to the Central Fund; or
-  a parish with limited population which has already made a significant local commitment; or
-  a church or cathedral of architectural or historic importance.

#### Deadline:

Applications for a fabric grant must be received by either 1st March or 1st October for the relevant half-year. It is advisable to apply in plenty of time prior to carrying out the proposed works to allow the parish to be sure of its financial position and safeguard against risk. Applications will be considered by the RCB Executive Committee.

#### Forms:

Fabric Grant application forms can be found in the 'Property Grants' section on [www.ireland.anglican.org/parish-resources/land-buildings](http://www.ireland.anglican.org/parish-resources/land-buildings).

PLEASE RETURN COMPLETED FORMS & SUPPORTING DOCUMENTS TO:

[ian.walsh@rcbdub.org](mailto:ian.walsh@rcbdub.org) or Church Fabric & Development Fund, Representative Church Body, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.





## **2. Central Development Fund Application**

#### Purpose:

Grants awarded under the Central Development application are intended to facilitate the strategic growth of the Church of Ireland. The aim is to encourage existing excellence and offer opportunities for future creative initiatives.










#### Preferences:

Priority would be given to applications for initiatives which:

-  Develop the strategic advancement of the best instances of Church and mission
-  Are initiated by, or applicable to, more than one diocese and could be applied across the island of Ireland
-  Raise the public profile of the Church of Ireland
-  Are sustainable in the medium term (5-10 years)

#### Information to be included in the application:

In order for an application to be successful, it is important that the initiative has been thoroughly planned. An application must be supported by a planning document which should include the following:

-  Description of the initiative
-  Planned aims and outcomes
-  Explanation of impact on the Church
-  Partnerships including dioceses, Church groups or external organisations involved
-  Financial model and/or budget
-  Expected timeline
-  Staffing needs including required expertise or specific responsibilities
-  Funding including fundraising planned or achieved, complementary funding and other awards/grants
-  Any other relevant information.






In addition to the planning document, the application must also be supported by the signature of Diocesan Secretary on behalf of the Diocesan Council, certifying the Council's approval of the initiative. Initiatives will be agreed in collaboration with the RCB.

#### Timescale and funding:

The focus would be on a small number of large scale initiatives. It is anticipated that only two to three initiatives would be adopted in any year. An initiative could be funded for a term of up to three to five years.

#### Review of applications:

Requests to use the Central Development Fund for the development application would be reviewed and approved by the RCB Church Fabric & Development Fund sub-group, comprising:

-  Archbishop of Armagh
-  Archbishop of Dublin
-  Chairperson of RB Executive Committee
-  Honorary Secretary (nominated by Honorary Secretaries)
-  Chief Officer & Secretary General

In addition, the RCB Church Fabric & Development Fund sub-group may co-opt suitable non-voting members and consult or partner with those outside the sub-group who may have relevant expertise.

The above criteria would be reviewed by the RCB Church Fabric & Development Fund sub-group and may be amended from time to time.

#### Deadline:

There would be no deadline for making requests under the development application; the RCB Church Fabric & Development Fund sub-group will respond to applications and enquiries as they are received.

#### Forms:

Central Development application forms can be found in the 'Funding & Grants' section on [www.ireland.anglican.org/parish-resources/parish-finances](http://www.ireland.anglican.org/parish-resources/parish-finances).

PLEASE RETURN COMPLETED FORMS & SUPPORTING DOCUMENTS TO: [funding@rcbdub.org](mailto:funding@rcbdub.org) or Church Fabric & Development Fund, Representative Church Body, Church of Ireland House, Church Avenue, Rathmines, Dublin 6, D06 CF67.

### **3. Local Development Fund Application (to access parish investment)**

#### Purpose:





If a parish has a Church Fabric investment (an investment resulting from the sale of a church under the Constitutional provisions of the Church Fabric & Development Fund and held in trust by the RCB) it may apply to use the capital of this investment towards the development of an initiative which supports the long term mission of the Church.

Like the Central Development application, the aim is to encourage existing excellence and offer opportunities for future creative initiatives and the specific focus of the Local Development application of parish funds is on initiatives which create impact at a local level.

It is hoped that the use of Local Development funds for this purpose will provide a fresh form of collaboration between the central and local churches.

#### Preferences:

Priority would be given to applications for initiatives which:

-  Develop Church and mission, creating impact at a local level
-  Are initiated locally
-  Generate activity
-  Are sustainable in the medium term (5-10 years)










There would be no geographical constraint on the use of the funds, within the island of Ireland; both income and capital of Local Development Funds may be applied within or outside the parish as long as the necessary approvals from the Diocesan Council and RCB have been obtained.

Please note that the proceeds of the Parish Investment should be used for approved purposes that extend the mission of the Church, and *should not* be used to:

- fund diocesan levies; or
- supplement a stipend; or
- purchase investment assets.

Information to be included in the application:

In order for an application to be successful, it is important that the parish initiative has been thoroughly planned. An application must be supported by a planning document which should include the following:

-  Description of the initiative
-  Planned aims and outcomes
-  Explanation of impact on the local community
-  Partnerships including other parishes, Church groups or external organisations involved
-  Financial model and/or budget
-  Expected timeline
-  Staffing needs including required expertise or specific responsibilities
-  Funding including fundraising planned or achieved, complementary funding and other awards/grants
-  Any other relevant information.

In addition to the planning document, the application must also be supported by the signature of Diocesan Secretary on behalf of the Diocesan Council, certifying the Council's approval of the initiative.

The application form requires details of the investment currently held in trust for the parish. The RCB provides a useful online tool to help calculate the value of general unit trust investments. It can be found in the 'Managing Investments' section of [www.ireland.anglican.org/parish-resources/parish-finances](http://www.ireland.anglican.org/parish-resources/parish-finances).

Review of applications:

Requests by parishes to use Local Development Funds for the development application would be reviewed by the RCB Church Fabric & Development Fund sub-group (as set out above). It is envisaged that Diocesan Councils would have a role in supporting local initiatives through the application process.

The above criteria would be reviewed by the RCB Church Fabric & Development Fund sub-group and may be amended from time to time.

Deadline:

There would be no deadline for making requests under the development application; the RCB Church Fabric & Development Fund sub-group will respond to applications and enquiries as they are received.

Forms:

Local Development application forms can be found in the 'Funding & Grants' section on [www.ireland.anglican.org/parish-resources/parish-finances](http://www.ireland.anglican.org/parish-resources/parish-finances).

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