# Guidelines for Applicants Level 1 Grants

## Introduction

We are delighted that you are looking for a grant from the Seeds For Growth Fund. A huge part of our Fund's purpose is about encouraging experimentation and pioneering in the Church of Scotland. We look forward to seeing your ideas.

The Church of Scotland’s General Assembly instructed that **Seeds For Growth** be established to support the numerical and spiritual growth of the Church.

This document is designed to give you information about the Fund and provide guidance on the sort of information we are looking for.

Level 1 Grants allow you to:

* Experiment and test small scale project ideas
* Lay the foundations for a larger project, for example by doing local research via community meetings or distributing questionnaires to identify local strengths that could be built upon
* Run an event
* Hire or purchase equipment that will support your idea
* Develop the skills and knowledge of people for them to engage better in their work within the Aims of the Fund.

## Who can apply?

Application forms are usually completed by a Church of Scotland congregation or Presbytery. However, groups of congregations or Presbyteries can also work together but please contact us initially to discuss your ideas. Partnership and ecumenical working is encouraged.

## How much can we apply for?

Level 1 Grants are for up to £1,000 for a period of up to a year.

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## Project Eligibility Criteria

Successful applications will be for projects that support at least one of the following areas:

To support the numerical and spiritual growth of the Church of Scotland through:

1. Developing mission through new worshipping communities
2. Developing and nurturing faith in those under the age of 40
3. Fostering discipleship and revitalisation within established congregations, with the aim of growing the existing congregation or developing a new worshipping community.

Applications for the following will be prioritised:

* Developing mission through new worshipping communities and church planting
* Engaging in intergenerational approaches to and participation in worship.

## Can we apply for and hold more than one grant?

Yes, as long as you can demonstrate that you can manage them all effectively.

## Can we apply if we hold a grant from the Small Grants Fund or Pioneer Mission Fund?

Yes. Seeds For Growth Grants can be held alongside grants from the Small Grants Fund and the Pioneer Mission Fund.

## What can and cannot be funded?

We are willing to fund training, salaries, equipment or hire of space as long as you can show that this is essential to the aims of your project.

Awards cannot be used for:

* Church repairs
* Covering retrospective costs
* Making up shortfall in existing congregational income.

Our Fund is aimed at the planting of new churches and establishment of new worshipping communities. However, projects of social engagement as part of a clear plan to begin a worshipping community can be funded.

## Match funding

“Match funding” is funding which is used to “match” the funding provided by a grant maker and comes from other sources.

Seeds For Growth is designed to provide grants for missional projects, which have few potential funders in the wider funding world.

There will be no requirement for match funding although grant applicants are encouraged to identify potential additional sources.

## How do we apply?

Application forms can be sent to the Grants Unit ([grants@churchofscotland.org.uk](mailto:grants@churchofscotland.org.uk)) at any time and are assessed on a rolling basis.

In addition to this document, you should make sure you have the following (available by emailing [grants@churchofscotland.org.uk](mailto:grants@churchofscotland.org.uk)):

* Seeds For Growth Fund Level 1 Grant Application Form.
* Sample extract minute. If you are a congregation, an extract minute from the Kirk Session will be needed supporting the application.
* Applications from both churches and Presbyteries must be submitted with a document from an authorized person in Presbytery (such as the Mission Officer. Business Convener or Clerk) confirming support for the application.

Please read through the form and these guidelines carefully before completing your Level 1 Grant Application Form.

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## Support for applicants

Online training sessions are offered to support the making of applications to the Fund. We can answer questions about the form; however, we cannot review draft applications. Dates of these sessions will be available by emailing [grants@churchofscotland.org.uk](mailto:grants@churchofscotland.org.uk)

## What is the Assessment Process?

Stage 1: All applications will receive an acknowledgement email. Your application form will be reviewed to ensure that it is eligible and gives enough information to proceed to full assessment. If the application is ineligible or there is insufficient information, your application may not go forward.

Stage 2: the Grants Unit may contact you for further information and the Grants Manager will assess the application and make the final award decision.

Projects will be assessed against the following criteria:

* Applications should:
* Be focused on a defined *project* (rather than a *post*)
* Demonstrate a visionary approach to church growth, church planting and pioneer mission
* Set out the anticipated effect of the project at a congregational or Presbytery level
* Include a clear plan and measurable targets
* Demonstrate a commitment to good collaboration/partnership working, including ecumenical partners
* Show how the grant will help meet the costs of the project

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## How quickly will awards be made?

We aim to make Level 1 awards within 4 weeks of the date of application. The money is to be spent within 12 months of receipt.

## If the application is unsuccessful can we reapply?

Basic feedback on the application will be given in the notification of assessment letter and as long as the project is eligible you can submit a modified application form at any time.

## Payment Details

If the application is successful we will write to you requesting bank details of the congregation or presbytery.

## Reporting

Once the project is completed, within one month you will be expected to provide a single side of A4 report on how it went, what you learned and the impact that it had. You also need to report what the money was spent on. Individual receipts with a value of over £100 must be kept for possible inspection by the Fund. Your accounts should be incorporated as Restricted items into the annual accounts of your congregation or presbytery.

We will also be holding quarterly online gatherings where people will be encouraged to share what they are doing and for us to learn from each other.

We would also welcome receiving short videos of your project. We will issue guidance on how to provide this when the time comes to report.

## Data Privacy

Note that the Privacy Agreement you will be asked to agree to when completing the application form is available on the Church of Scotland web site <https://www.churchofscotland.org.uk/site/privacy-centre/grants-data-privacy-notice>.

**If you have any further questions about the Seeds For Growth Fund please send them to:** [**grants@churchofscotland.org.uk**](mailto:grants@churchofscotland.org.uk)