

Grants and Loans for Church Buildings

Information for Applicants



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OF ENGLAND

Diocese of Leeds

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I. Church Buildings Grants

The Diocese of Leeds has a number of restricted funds, which are available exclusively to support church buildings. Therefore, in order to support mission across the Diocese we launched a Church Buildings Grants scheme in 2021. The scheme will provide £80,000 of grants per year for a minimum of five years (i.e. 2021 – 2025)

The aim of these grants is to support churches with maintaining and improving their church buildings, as vital centres of worship, community and mission. We are particularly keen to support projects that reduce the environmental impact of our buildings as we aim to meet the Church of England's 2030 carbon net-zero target. With this in mind parishes that can provide evidence of having conducted an energy audit on their building will be favourably considered. Alongside this we will also consider all items of maintenance and improvement to the structure of the church, including heating and lighting systems, particularly if your proposed works have been specified in a Quinquennial inspection report or identified through your maintenance plan. The terms of the restricted funds mean that any grant cannot include work on organ or bells, furnishings or any work to churchyards or churchyard walls.

Grant Size

Grants awarded can be up to a maximum of £5,000 per parish (including multi-church parishes which may allocate between churches). Please be aware, however, that during 2021 and 2022 the highest grant awarded was £2,000 due to the high volume of grant applications received each year. We anticipate a similarly high number of applications during 2023.

Please also note that we are unlikely to award a grant that will cover 100% of your project cost. In most circumstances we would expect you to contribute to your project cost from your parish reserves or match fund from a third-party funding source.

Grants awarded will be valid for 12 months from the date of the grant offer.

Grants will not be awarded retrospectively for work which has already been carried out.

Funding Rounds

There will be three funding rounds per year. Deadlines for each funding round in 2023 are:

28th February 2023 for grants made in March

30th June 2023 for grants made in July

31st October 2023 for grants made in November

Decisions

Decisions will be made by a committee which will include a Bishop, an Archdeacon, an Incumbent, the Chief Financial Officer and a Stewardship Officer. Others will be invited to attend meetings if required.

Eligibility criteria

Parish Size

Applications from churches and parishes are invited according to the funding limits set out in the Grant Size section, although the grants' panel are keen to support projects where the need is greatest and which offer the greatest benefits to the building and community.

Parish Finance

Preferential consideration will be given to applicants who have limited reserves to fund their project. Parishes will be expected to have utilised their own resources before approaching the diocese and will be asked to confirm what unrestricted and restricted building funds are held.

Environmental Considerations

In line with the Diocesan Strategic Aims to reduce carbon emissions, applications for projects that demonstrate long term environmental benefits are encouraged. Examples of this are, funding towards low energy lighting, more efficient and sustainable heating or insulation improvements.

Environmental improvements that have been identified via an [energy audit or checklist](#) will be favourably considered.

What is needed in a grant application?

Applicants need to complete the application at Appendix A. The application should be as simple and straightforward as possible; however, a good description of the project should be forthcoming, with details of the church / parish applying and full contact details of two people who can talk about the project if clarification is needed.

Along with the application, supporting documents, such as a Quinquennial Inspection Report, other professional recommendation, a formal tender/ up to three quotes and relevant photographs should be provided. Applications which also provide evidence of regular building maintenance & inspection e.g. church maintenance plan, maintenance checklist and/or an energy audit will be favourably considered. The National Churches Trust provide a helpful template for a [maintenance plan/checklist](#) on their website. Further details on how to conduct/arrange an energy audit are available on the Diocese of Leeds website at the link <https://www.leeds.anglican.org/environment/energy-audits>

Contact

For further information please contact us via e-mail at

ResourcingParishes@leeds.anglican.org or telephone Janet Edmond on 07376 525684

Completed application forms should be returned to Janet Edmond, Church House, 17-19 York Place, Leeds, LS1 2EX, or e-mail ResourcingParishes@leeds.anglican.org.

***For the Grant Application Form please go to Appendix A**

2. Parish Loan Scheme

These loans provide a readily accessible source of funds to parishes for major works which a parish would otherwise be unable to complete.

The aim of this loan is to support churches with maintaining and improving their church buildings, as vital centres of worship, community and mission. We are particularly keen to support projects that reduce the environmental impact of our buildings as we aim to meet the Church of England's 2030 carbon net-zero target; but we will consider all items of maintenance and improvement to the structure of the church and its contents. This can include heating and lighting systems as well as work on organ, bells and furnishings. Works to churchyards and churchyard walls will also be considered.

Loan Size

Loans of up to £25,000 can be applied for.

Application Deadlines and Decisions

Loans can be applied for at any time.

Loan applications will be reviewed by the Chief Financial Officer and DBF Finance Manager, and depending on the size, may be referred to the Finance, Assets and Investments Committee for decision. The Committee meets nine times a year.

Applying for a Loan

A completed loan application form supported by the Accounts for the last two years and a cash-flow forecast covering the loan period should be submitted.

Terms and Conditions

The following terms and conditions are in place:

- 1) Interest is charged on all loans at 4.0%. Early repayment of the loan will result in a lower interest rate being applied retrospectively as listed below:
 - a) Loans repaid within 12 months are not subject to interest charges.
 - b) Loans repaid within 3 years are subject to interest charges at the rate of 2.0%
 - c) Loans repaid after 3 years and within 5 years (maximum period of loan) are subject to interest charges at the rate of 4.0%.
- 2) Repayments are due by monthly standing order over the term of the loan.
- 3) Loans not taken up within 12 months of being granted will automatically lapse and re-application will have to be made.
- 4) The PCC must sign a form of Undertaking to Repay.

All loans are granted at the discretion of the Leeds Diocesan Board of Finance and are subject to the terms and conditions as stated.

***For the Loan Application Form please go to Appendix B**

Appendix A

Application for a Church Building Grant (continue onto more pages if necessary)

What is your name and the name of your church or parish? (please indicate if you are a single or multi-church parish)

What is your project?

Are proposed repair works to be carried out as a result of a Quinquennial Inspection, Maintenance Plan or Energy Audit? If so, please provide a copy. If not, please detail why the work is being undertaken.

Please explain what short and long term benefits your project will offer to your building and community?

Have you sought Archdeacon's permission and/or have you applied for a faculty for this application?

How much will your project cost? (Provide a breakdown of costs).

Have you been out to tender for your project or provided up to three quotes?

Please detail any grants applied for and/or committed by third parties.

How much would you like to apply for? (Maximum grant available is £5,000)

How will you make up the shortfall (if any)?

Please state the amount of your unrestricted and restricted reserves:

Restricted Building Funds

Unrestricted General Funds

Have these funds been allocated? And if so what for?

Full contact details of at least two people involved in the project

Please return this application to Janet Edmond, Church House, 17-19 York Place, Leeds, LS1 2EX, or e-mail ResourcingParishes@leeds.anglican.org.

Checklist of documents that you are advised to consider including with your application:

- Completed Application Form *
- Quinquennial Inspection Report
- Maintenance Plan
- Energy Audit
- Contractor Quotation/s
- Copy of List B or Faculty Permission letter
- Relevant Photographs

*Denotes document is mandatory

Appendix B

Application for a Parish Loan (continue onto more pages if necessary)

Parochial Church Council of	
Purpose for which loan is required	
Total cost of above scheme (A): £	Amount of Loan required (B): £
Has DAC approval been given YES/NO	Period of Loan..... (Max 5 years)
How does the Parish propose to fund the difference between A and B above?	
Financial Information:	
Current Year Share Request £	Amount paid to date £
Outstanding Share Arrears (if applicable) £	
Outstanding Diocesan Loan (if applicable) £	
On behalf of the Parochial Church Council, we apply for the above loan and enclose	
(1) Accounts for the last two years (2) Cashflow forecast for the loan period	
Chair of PCC	Date:
Secretary of PCC	Date:
Notes	
(1) Loans initially attract interest at 4.0% per annum Interest will be refunded if the loan is repaid within 12 months Interest will be recalculated at 2.0% if the loan is repaid within 3 years Interest will remain at 4.0% if the loan is repaid within 5 years	
(2) Repayments are by monthly standing order over the term of the loan	

Please return this application to Janet Edmond, Church House, 17-19 York Place, Leeds, LS1 2EX, or e-mail ResourcingParishes@leeds.anglican.org.