



# How to ...

## Fundraise for your project

### Welcome

Your church has decided to tackle a big project, and although your usual fundraising activities are key to keeping everyone engaged, these won't raise sufficient funds. This page deals with identifying, applying to and raising funds from Central Government and grant-giving trusts.

### How to maximize your chances of success

This is done by considering two things:

- Identifying the most appropriate funder(s)
- Writing a concise cover letter, a clear statement of need and completing the application process correctly

### Identifying the most appropriate funder(s)

[Bristol Diocese's](#) funding page lists national trusts and identifies local trusts that have Bishop's Staff as trustees. The [Parish Resources](#) website has a useful section on [funding](#), including a list of 74 charitable grant-giving trusts, available [here](#). This list is broken down into the following sections, so you can research those trusts that have a particular preference to give to your project (there is some overlap of what projects trusts like to support):

- [Conservation, Preservation, Heritage and Restoration](#) (27 trusts)
- [Bells, Organs, Windows and Other Specific Funding](#) (15 trusts)
- [Community Projects / Improved Facilities](#) (17 trusts)
- [Christian / Religious Activities](#) (13 trusts)
- [Landfill Communities Fund](#) (10 trusts)
- [Lottery Funding Available](#) (11 trusts)

[National Churches Trust](#) has a very good searchable database for advice, support and funding, enabling you to conduct a specific [search](#) for funding sources.

The [Charity Commission website](#) enables you to search by charity name or number. Study their charitable activities and follow a link to their accounts. The accounts indicate the size of grants donated and the type of organizations to which they have donated recently (for comparison). The Charity Commission and the Institute of Fundraising have produced [a useful guide](#).

The [Church Build](#) website has many useful links and ideas for funding sources.

The [Funds for Historic Buildings](#) website contains two useful links:

1. A [funding search page](#) which lists funding sources and their priorities or preferences for giving; funding advice and links. There is also a [refined search page](#) where you can personalize your search to pinpoint specific sources of funding
2. A [further information page](#) with links to statutory bodies and further funding sources

The Church of England's Church Care website has information directed at PCCs with pages on [grants available](#) and [other sources of funding](#).

[Aslackby Trust](#) is a grant-giving body founded by architects, and may support projects for buildings of outstanding architectural merit.

## Writing a concise cover letter, a clear statement of need and completing the application process correctly

Once you have identified the funder(s) you want to apply to, you need to prepare three things:

1. **A cover letter** This is always required (either physically or electronically)
2. **A statement of need** (may not be required if an application form is detailed)
3. **An application form**

The [Devon Historic Churches Trust](#) website is a good place to start. There is a really good section on pre-application procedures and [is your project vision clear?](#)

The [Funds for Historic Buildings](#) website contains a [general funding advice page](#), with top tips on how to make a funding application to Heritage Lottery applications, grant-giving trusts, companies and individuals.

1. The **cover letter** should state briefly who you are, what you are seeking money for, where you are based, and what difference the money will make immediately and in the future. It should be a stand-alone document, and be no longer than one side of A4 paper.

2. A **statement of need** is simply that. It goes into more depth than the cover letter, and should include specific details and financial information. A statement of need states the need for the project and a short history may be useful to place your project in context. A section on where else you are seeking funding can also be useful – to demonstrate the diversity and creativity of your fundraising. Photos, architects' drawings or sketches can liven up this document. Two pages should be sufficient for the text – but it could run to three pages with diagrams.

3. An **application form** can be daunting; but you can be confident that any questions the trustees may raise will be addressed. You must honour word limits, particularly for central funding. Writing the long answers in a word processor, then cutting and pasting them into the document has two benefits: there is an automatic word count and you can save the answers for another application form (you'll find most application forms ask the same questions in a different format).

### Don't forget...

1. Use the language that the funding provider uses to reflect their priorities. This may mean you have to write a slightly different letter and statement of need for each application you make, but it makes it easier for the funder to identify with your cause, and will therefore regard you more favourably
2. Ensure you have had a conversation with your PCC and incumbent about your ethical policy on funding. For example, does the PCC accept funds generated from Lottery sales or tobacco sales (relevant for many Bristol based grant-giving trusts)
3. Many funders state: "Only registered charities may apply". However, this doesn't apply to PCCs as they are "excepted" charities. In accordance with the Parochial Church Council (Powers) Measure 1956, "The PCC is not required to be incorporated but has the status of a body corporate with perpetual succession, but without a common seal."
4. Please see our [PCC and Parish Officers Training](#) brochure for more information about fundraising workshops or training opportunities

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