

Diocesan Development Fund (DDF)

Guidance for making an application for a grant to co-fund a project

Introduction

To assist organisations in applying for a grant from the Diocesan Development Fund (DDF), to co-fund a project the Diocesan Secretary has compiled this guidance on behalf of the Diocesan Board of Finance (DBF). We hope that this may be helpful to you, in conjunction with the attached application form and summary of Diocesan strategic priorities .

The purpose of the Diocesan Development Fund (DDF) is to give time-limited small grants to co-fund change projects and activities which support the strategic direction and development of the Diocese of Sodor and Man and which are intended to make a significant difference to mission and ministry in the Isle of Man. The grants are intended to match other funds that the applicants secure from elsewhere, not to entirely fund the initiatives.

Mission Partnerships, Parishes or church connected voluntary organisations with a Christian ethos and basis can apply for a grant. If you are intending to apply please discuss your proposal with the Diocesan Secretary before a formal application is submitted. This is to ensure that you are aware of what is involved, for the Diocese to provide support, advice and guidance as required, to establish if you have or will obtain match funding from elsewhere, and above all, to try to avoid wasted effort and disappointment.

Please contact Andrew Swithinbank on 07624 314590 or diosec@sodorandman.im if you have any queries or wish to consider submitting an application.

Application Criteria

Each application for a grant will be assessed according to the criteria below.

Show how your proposal supports strategic priorities, and developments :

Applications must :

- Demonstrate an understanding of the strategic context in which the proposed activity will operate.
- Indicate a strong vision and a realistic plan to implement the vision.
- Aim to enhance or change existing patterns of mission and ministry
- Pursue new opportunities for growth and development in mission and ministry particularly in outreach to the community and wider population
- Make a strong connection between their proposal and the Diocese's principles, current priorities and intended developments.

The attached document outlines the Diocese's priorities for 2019-2021 inclusive.

This gives a brief overview summarising messages introduced by the Bishop and discussed by participants at various events over the last year – Diocesan Conference, Diocesan Study Day, several Diocesan Synods etc. – and relates these to the purpose of the DDF.

Applications must demonstrate compliance with several of the principles and priorities depending on the nature of the activities they propose - be they ministry, mission, fellowship, educational, outreach or social action. All applications must explain how the initiatives they propose strengthens our shared life as Christians and demonstrates the church as actively serving the wider community in a way which is thoughtful, compassionate, prophetic, caring, and joyful.

Be clear about your intended outcomes

Your intended outcomes for your proposal must :

- Clearly explain what you want to achieve
- Be ambitious but realistic.
- Show what difference the proposed activity will make.
- Show how the effectiveness of the proposed activity will be monitored and evaluated

Be clear about the inputs proposed

Applicants must :

- Be clear about what you actually intend to do and what it will take to do it
- Explain the scale and extent of the proposal
- Focus on targeting input on key areas to deliver a substantial and lasting change.
- Indicate that the inputs are sufficient to deliver the intended outcomes
- Explain how the project will be managed and who is accountable for the grant's use.

Provide Evidence

Applicants must support their proposal by:

- evidence of need
- analysis of the likelihood of success.
- evidence that the interventions will be effective. (Show how similar initiatives have worked elsewhere or, if your proposal is a completely new untested approach, explain your rationale as to why you think it is likely to deliver the desired outcomes.)

Show how your proposal is sustainable

Applicants must :

- have a realistic plan for the future of the project if they expect it to continue beyond the length of the grant.
- show how they have or are going to attract funds from other sources to match the requested grant.
- show how they are going to secure the impact of the work beyond the grant period.

Make sure you demonstrate authority to deliver

Applicants must show how their PCC, Mission Partnership or voluntary organisation's leadership team is fully engaged with the proposal. Even when the proposed activity will be delivered by project staff or volunteers the leadership team has ultimate accountability for the use of the grant and for ensuring its impact is sustained beyond the life of the grant.

Application Process

- The scheme will be launched and active from February 2020.
- Application forms and guidance notes will be available thereafter on the Sodor and Man diocesan website and circulated to Mission Partnership Leaders.
- Applications must be made on the form, following the instructions within it and in these guidance notes and must relate to several of the diocesan principles and current priorities as described on the attached document.
- Brief additional relevant material may be submitted to support the application if necessary .
- The Diocesan Board of Finance (DBF) have agreed to make up to £80,000 in total available spread over the next few years to match funds and resources which applicants secure from elsewhere.
- Applications will be considered against the criteria above by a panel consisting of a few members of the DBF. If the panel require additional expertise in the specific subject matter of a particular application they may co-opt an independent adviser to join the panel. The panel will make recommendations to the full DBF.
- There are no specific application rounds or deadlines. Applications can be submitted when they are ready at any time from March 2020 onwards.
- The panel will meet as and when required.

We hope that this guidance will help colleagues in devising their proposals. After the launch of the scheme in February 2020 I am happy to try and advise on initial ideas and then to provide comments on draft proposals as a “critical friend”.

Andrew Swithinbank, Diocesan Secretary, last revised 30th January 2020.