

13.8 EXTERNAL FUNDING GRANTS FOR PROPERTY PROJECTS AND COMMUNITY PROGRAMS

A. Application

These procedures are to be followed whenever a Parish is applying for a funding grant (external to the Diocese) to contribute to the costs of a property project and/or running a community program.

Please note additional sections of the Diocesan Handbook and their requirements may also apply to projects involving:

Refurbishing and maintaining parish property: refer to Section 13.1

Church Faculties: refer to Section 13.2

B. Roles

Parishes are responsible for initiating grant applications as well as implementing any successful grants. However, for legal reasons grants need to be made under the name 'Trustees of Church Property for the Diocese of Newcastle' (TCP).

A Parish must have the approval of the Diocesan Chief Executive before making any grant application in the name of TCP.

C. Process

The below steps indicate the process to be followed when developing an application for grant funding

Step 1 Discuss proposed project with Incumbent and Parish Council – If the proposed project is supported by the Incumbent and Parish Council it is usually helpful to nominate a certain individual/s as a Delegate who will be responsible for co-ordinating the application, including liaising with diocesan authorities and others.

Step 2 Brief Property Officer – Once there is a reasonable level of clarity about what is to be proposed the Parish Delegate should contact the Diocesan Property Officer to discuss how the Parish can proceed. This will assist to clarify what information and approvals will be required and what timeframes are needed to meet the grant submission deadline. They may also be able to assist with understanding what building standards may apply to different types of works.

Step 3 Review grant information - Different grants are provided for a wide range of purposes and are assessed against different criteria. Parish Delegates should review the available information and the questions asked on the application form to ensure your project will qualify and address the required criteria.

Step 4 Collecting quotes and information – Understanding the answers to the following questions will assist:

- a. What does the Parish aim to achieve through this project? How will this project contribute to the mission and ministry of the Parish?
- b. What is required to make the project a success?
- c. Does this align with the grant criteria and conditions?
- d. What will be done by Parish volunteers?
- e. What will be done by external contractors and how much is this likely to cost? It is best to get quotes where relevant.
- f. Will there be any ongoing costs and how will these be paid for?
- g. How will any disruptions to existing activities be managed?
- h. Is development approval required from Council?
- i. What approval is required from the Diocesan office?
- j. How long will it take to get all the approvals, supplies and works complete?
- k. Will the grant fund the entire project? If not how will other funds be sourced.

Step 5 Draft grant application – Parish delegates should prepare the application form and respond to all the relevant fields. A copy of the application should then be sent to property@newcastleanglican.org.au for review and approval on behalf of the Diocesan Chief Executive.

For online grant applications you will need to save a draft application and email the login details so that the application can be reviewed and approved before finalising the application. In many cases the final step of the application is a certification by an authorised officer which can only be done by Diocesan officers.

For grants run through www.smartygrants.com.au please use the login details for the TCP: Username = parishreturns@newcastleanglican.org.au
Password = Angdon134

Answers to some common application questions are provided below:

Legal Status of your organisation	Incorporated Non-Government (Not for Profit)
Organisations ABN	31 876 908 346
Registered Name of Organisation	Trustees of Church Property for the Diocese of Newcastle
Trading Name of Applicant Organisation	Anglican Parish of XXXX
Postal address	PO Box 817 Newcastle NSW 2300
Primary phone number	02 4926 3733 (Option 1)
Goods & Services Tax (GST)	Yes

Registered with Australian Charities & Not-for Profits Commission (ACNC)	Yes
ATO Deductible gift recipient status	No
Public Liability Insurance Certificate of Currency	<i>Can be downloaded from the insurance section of the parish portal website</i>
Organisations Primary Contact Name	Mrs Linda Wilson
Primary Contact Persons Position	Chief Operating Officer
Primary contact email	parishreturns@newcastleanglican.org.au

Step 6 Diocesan approval for application

The application will be reviewed by Parish Services who will contact the Incumbent to confirm the application has their support before being approved. It is important to note that is approval is for the grant application only and where separate approval is required for the project works (eg. Worth more than \$25,000 or requiring development consent) this will still need to be obtained through normal processes.

Where a letter a land owner's consent on behalf of TCP is required this will be provided at the time of Diocesan approval.

D. Successful grants

If a grant application is successful a Funding Deed contract will be issued to be signed by TCP on behalf of the Parish. The Funding Deed will set out the terms and conditions that apply to the grant, including key milestones and deadlines which must be met.

E. Payments

It will depend on the terms of the Funding Deed if funds are made available in advance or will be reimbursed after the project is completed.

Funds will be paid to TCP's trust account and invoices for works will be paid from this account. Invoices should be emailed to accounts@newcastleanglican.org.au for payment with the following information:

- The grant reference number (as specified in the Funding Deed)
- A description of what the invoice is for
- Confirmation that the works/goods have been received with no known faults

Office use only Instructions for grant administration

Applications

1. Review application and confirm no identified non-compliance issues
2. Check if Bishop's approval required
3. Call Parish Incumbent to confirm support
4. Confirm DCE approval to issue land owner consent and submit application
5. Notify Parish application finalised

Funding Deeds

1. Review document to make sure details are correct
2. Provide copy to Parish Delegate and confirm they agree to key deliverables and milestone dates
3. Submit for execution by DCE
4. Set up new grant contract in Dynamics database
5. Upload scanned copy of funding deed to contract documents
6. Schedule key dates as forward activities/tasks
7. Send contract link to Finance and request tax invoice (if required)
8. Monitor due dates and coordinate communication for deliverables