# Sawell Family Fund grant for meeting houses: guidance and application form

## Guidance

### Aims of the fund

The purpose of the grants is to develop and enhance meeting houses. These improvements should serve meetings' worship. They should also inspire the local community to value, use and enjoy Quaker premises. Small grants are available to

* Obtain and develop information necessary to inform, enable and progress threshing and reach decisions about the future of meeting houses. This would include carrying out surveys, feasibility studies, producing designs, submitting planning applications and other preparatory work when planning improvement or development works on a meeting house, or when considering the purchase of a meeting house.
* Fund consultants to advise on community engagement and carry out building use options appraisals.
* Fund procurement consultants to advise on contracting with management companies for lettings and/or maintenance.

Individual feasibility and development grants are available up to a value of £5,000.

No project will be awarded more than £15,000 towards development costs in any five year period.

Award of funding from the Sawell Family Fund does not affect the eligibility or likelihood of a subsequent request to the Meeting Houses Funds for grant or loan towards actual works in the future.

Meetings should only apply to this fund if they believe that they cannot reasonably afford to do the work from their own resources and that they therefore need the money to progress the project.

The fund may only be used for fees and costs that are unpaid. It cannot be used to recoup money already spent.

### Applications process

Fill in the form and either:

send it to Head of Finance & Resources, Britain Yearly Meeting, 173 Euston Road, London NW1 2BJ

OR

Email it to [finance@quaker.org.uk](mailto:finance@quaker.org.uk) marked for the attention of the Head of Finance & Resources.

A letter supporting the application signed by the relevant area meeting clerk or clerk of area meeting trustees should be sent with the application. The letter should state that the area meeting and its trustees are aware of the proposals to develop or improve the meeting house and that they support this.

### Once your application has been submitted

Applications for funding will normally be processed within two working weeks of the application being received.

The Head of Finance & Resources or Recording Clerk plus one other member of management team will consider applications for development funding. They will decide whether to award the sum requested in full, part or decline it.

### Grant offers and conditions

If your application is successful, you will receive an offer of a grant which will be valid for six months from the date of offer.

You will be asked to sign and return the acceptance form within 30 days. Please allow up to two weeks for the payment, which will be made by BACS

Grant offers are made subject to terms and conditions including the following:

* Consultants and other professional advisors used should be suitably qualified e.g. member of relevant professional organisation.
* We will request a brief report within six months of the payment being made.
* We would like to share your experience with us and may contact you for this purpose.
* We ask meetings to consider a donation to the Meeting Houses Funds in the future so that we can continue to support others. Meetings may choose to raise the money by holding a coffee morning, a special collection or from other sources when funds allow.
* We ask that the meeting considers how the meeting house be better used by community groups.
* We ask that the meeting considers how the meeting house is made more accessible and open to the visiting public, beyond times of worship.

## Application form

### Meeting house details

Meeting house for which you are making an application:

Date of application:

### Grant

How much grant do you wish to apply for?

### Contact details

Name of contact for the application:

Contact’s postal address:

Contact’s email:

Contact’s telephone number:

Contact’s role at meeting:

### More information about the meeting house

Please give a brief description of the issue being explored that relates to the meeting house. Please include a summary of any relevant minutes.

Describe what you will use the grant for.

How have Friends in the meeting been involved in the development and thinking process so far?

Do you have a maintenance plan for the meeting house?

What has been the average annual income for the meeting house over the last five years?

What has been the average annual expenditure on the meeting house over the last five years?

How often does meeting for worship take place in the meeting house? How many people usually come?

Will the meeting house be more accessible for people with a disability (mobility, vision, hearing etc.) as a result of the work?

How will sustainability improvements be considered as part of this feasibility and development work?

Apart from the local meeting how many people and groups use the meeting house? How often?

Do you hold events? When is the meeting house open to visitors outside of meeting for worship? If it is only open for worship please say why.

Would you be interested in being contacted by someone from the groups below to give support and advice on your project?

* Quaker Stewardship Committee (QSC) Link Friend
* Quaker Life staff from Friends House
* Vibrancy worker

### Bank account into which you want the paid

Bank name and address:

Account name:

Sort code:

Account number:

### Is there any additional information you wish to add to your application?

23/11/2018