How to...
Create a case for support for building projects

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Creating a case for support is the foundation for writing strong grant applications. This document provides a suggested framework for how to structure your case for support for a building project, and some suggested information to include in each section.

When creating a case for support for building projects, open with a summary paragraph about your church, your location and what your vision and mission is. Summarise what this application is for and what difference the project will make to your church/community.

Who we are and what we do
Include the following:

- How many people use your building each week.
- What activities you do – separate into 'church' activities (e.g. toddlers, warm space, memory café etc) and 'hire' activities (e.g. brownies, slimming world, karate).
- Mention community connections e.g. work in schools, nursing homes, links with other community groups. You could consider using the National Churches Trust Calculator to capture the social and economic value you church brings to its community.

The need

- What is the 'problem' you are trying to solve e.g. currently no accessible toilets, kitchen is not fit for purpose, roof is leaking.
- Some stats relevant to your application e.g. what other community spaces are there in the area? Do you need to meet access requirements? Are there problems of social isolation?
- Include information about a community survey, if you have done one. If not, consider doing one!
- Also consider including a quote from a current building user about the wonderful things you do OR what the problem is e.g. "I used to come to church each week but as I'm getting older I now often have to leave half way through the service as I can't use the toilet". You can write something and ask a congregation member if they would be willing for it to be attributed to them.

Sources for statistics:

- [Church Urban Fund Look Up Tool](#)
- [Bristol City Council Ward Profiles](#)
- [ONS Local Statistics Tool](#)
- [ArcGIS](#)

Our response

- What are you going to do to respond? Explain what your project is and how you are going to do it.
- How will the practical thing that you are doing (e.g. putting in a new kitchen) help you to achieve your vision (being a welcoming space).
- Link your 'response' back to 'the need' e.g. our community survey showed there is a problem of social isolation in the area so our new kitchen will enable us to open a community café twice a week.
- Explain what you have done so far to prepare for the project e.g. got architect plans, got DAC permissions, got at least 2 quotes etc.
- Explain why you have the leadership and skills to oversee this project.

Budget

- Mention that you have got 2/3 quotes and say why you have chosen this contractor.
- Provide an itemised budget, including items, labour, VAT, fees etc.

Fundraising strategy

- Start this section with couple of sentences about your fundraising so far.
- Include a table with current funding secured and the gap. It is always best to have some funding secured and it looks good if the church is putting some of it's own money in.

Source	Amount
Legacy	
Congregational giving	
Church fundraising	
Trust A	
Total	

- Say which other trusts you are planning to apply to/have applied to with amounts e.g. a grant of [amount] from the [name of trust] would enable [name of church] to …
- Final sentence about what the impact your project will have.

Written by: Lydia Nash, Philanthropy and Partnerships Manager