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# How to...

## Create a case for support for ministry projects

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 ministry project, and some suggested information to include in each section.

When creating a case for support for a ministry project, 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:

- Some information about your congregation e.g. size, demographic, style of worship/theology.
- What ministries you currently deliver as a church e.g. toddlers, warm space, messy church.
- What links you have in the community e.g. work in local schools, nursing homes, community groups, charities.

### The need

- What is the 'problem' you are trying to solve e.g. lack of youth provision, need for better links with local school, social isolation.
- Some stats relevant to your application e.g. what other youth provision is there in the area? Are other churches/community groups working on this issue?
- 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. head teacher of local school saying how much they value the work you do with them. You can write the quote and check the person is happy to have it 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.
- If you want to employ someone with this funding, be specific about the activities they will do e.g. run a weekly youth club, do mentoring in the local school etc. You could also consider attaching a job description to the application.
- Link your 'response' back to 'the need' e.g. our community survey showed there is a lack of youth provision in the area so our response is to employ a detached youth worker who will run youth drop in sessions from our church building.
- Explain why you have the leadership and skills to oversee this project – if employing someone, who will line manage them? Do you have volunteers to support a paid employee?

## Budget

- Provide an itemised budget, this may be multi-year if you are employing someone. If it includes employing someone make sure you include pension and NI costs and ideally a slight increase of salary each year.

## Fundraising strategy

- Start this section with a 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 its own money in.

Source	Amount
Legacy	
Congregational giving	
Church fundraising	
Trust A	
<b>Total</b>	

- 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.

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