

East Midland Baptist Trust Company

Small Building Project Grant

Guidance Notes



Amended May 2026

Small Building Project Grants are given to support Baptist churches in membership of the East Midland Baptist Association (EMBA) in the maintenance, renewal and development of their church buildings.

Church buildings are often inherited as a gift from our forebears and their maintenance and proper use is part of the ongoing mission of the church. Maintenance can be a challenge though, particularly in the case of older buildings.

The East Midland Baptist Trust Company (EMBTC) established the Small Building Project Grant fund to assist churches in their mission by encouraging them to deal with essential fabric issues before they become too serious. These grants are not intended as a contribution towards large projects where they would represent a small portion of the total budget, but for smaller projects where a successful application would make a noticeable difference.

ABOUT THE GRANT

- The maximum grant awarded is normally £5,000 and should be at least match funded by the church. The grant awarded will normally be no more than 50% of the actual costs.
- A church would not normally apply for a Small Building Project Grant more than once in any five-year period. Please note that priority would normally be given to those churches requesting a grant for the first time.
- A grant may be awarded alongside a loan from other funds.
- Where a church building is listed, a grant will only be awarded where appropriate consent has been obtained.
- A grant request must be authorised by either the church meeting or deacons/leadership team of the church.
- Churches that have sufficient reserves to cover the project costs are asked not to apply.

CRITERIA

- The church must be in membership of the EMBA and in good standing with the Association.
- The church should have a track record of giving responsibly to the annual Home Mission appeal. Churches are encouraged to give 5% of their general income to Home Mission with a minimum requirement of 4% for grant eligibility.
- The church should have a clear mission focus.
- The total value of the project should not normally exceed £75,000.

APPLICATION PROCESS

- Any application will need a Regional Minister (RM) commendation. Therefore before completing the application form, you should contact your RM who will discuss both the project and the application with you.
- Applications for Small Building Project Grants can be considered at any point in the year. Completed applications should be sent by email to your Regional Minister who will then write a commendation and forward on to the EMBA Admin Lead for processing.
- Grant decisions will be taken by the RTL, a second Regional Minister and the EMBA Treasurer. Payment of successful applications will be processed by the EMBA Admin Lead.
- The church will be advised by email of the decision and the grant will be paid by BACS direct to the church's bank account.
- All grants awarded will be reported to both EMBTC Trustees and the EMBA Directors.

FINAL STAGES

- The church is expected to carry out the work within the stated timescale.
- Following completion of the project, the church should take an offering by way of thanks to the EMBTC Small Building Project Grant fund to facilitate the funding of grants to other EMBA churches.
- For reporting purposes to the EMBA, a feedback report should be submitted to the EMBA Admin Lead, upon completion of the work together with a few photos.
- Invoices should be provided by the church to the EMBA Admin Lead as evidence that the money has been spent in accordance with the original application.
- A grant will need to be repaid:
 - If the church does not complete the project within six months of the grant being awarded
 - If the church does not provide copy invoices.

If you have any questions relating to the Small Building Project Grant process, please contact your Regional Minister.