# East Midland Baptist Trust Company

## Small Building Project Grant

## Guidance Notes

## Amended September 2021

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

Maintenance of church buildings is a constant challenge. Many churches can be negligent of basic repair work because of fear of the costs involved.

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. Maintenance of the fabric of church buildings is often the neglected aspect of church mission.

* 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.

**CRITERIA**

* The church must be a member church of the EMBA and in good standing with the Association.
* The church should already be meaningfully supporting Home Mission.
* The church has a clear mission focus which the project supports.

**APPLICATION PROCESS**

* Any application will need an RM commendation, therefore before completing the application form, you should contact your Regional Minister who will discuss both the project and the application with you.
* Applications for Small Building Project Grants will be considered at any point in the year. Completed applications should be forwarded to your regional minister in the first instance. The Regional Minister commends the application and forwards to the EMBTC Director with responsibility for Small Building Project Grants (and copies in EMBA Admin Lead).
* The EMBTC Director will then review the application. This will normally involve contacting the church to discuss the project, considering whether any consents are necessary, and considering any estimates and other information received from the church. The EMBTC Director may need, at their discretion, a site meeting to discuss the project.
* The EMBTC Director will then be in a position to recommend whether a grant should be awarded (after consultation with the Moderator of EMBTC) and arrange payment (via EMBA Admin Lead) from EMBTC directly into the church’s bank account (if appropriate) so that the work may commence.
* The church will be advised by email of the decision.

**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 EMBTC Director with responsibility for Small Building Project Grants upon completion of the work together with a few photos.
* Invoices should be provided by the church to the EMBTC Director with responsibility for Small Building Project Grants as evidence that the money has been spent in accordance with their 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 queries / questions relating to the Small Building Project Grant process please contact your Regional Minister or Gary Anderson (EMBTC Director with responsibility for Small Building Project Grants) at***Email: [buildinggrants.embtc@gmail.com](mailto:buildinggrants.embtc@gmail.com) Tel: 07872 301 340