

# How to apply for a grant from the Verulam House Trust Fund

1. The **Purpose** of the Verulam House Fund Trust is to enable laity and clergy in St Albans diocese to engage in the mission and ministry of the Church, especially through the promotion of spirituality, education, service and witness.
2. The overall purpose is addressed by duly-appointed and elected trustees on behalf of the Diocesan Synod in accordance with the Trust Deed, dated June 1997.
3. The Trust Deed envisages that within the Verulam House Fund (VHF) the trustees will set up funds for projects and for bursaries and that they will exercise powers to preserve capital values.
4. **Projects** : The trustees have set up a fund investing four-ninths of the initial VHF as a projects fund. Loans may be made from the capital of this fund or grants may be made from the investment income and from any other monies applied to this fund by the trustees, such as surplus income from the capital preservation fund.
5. Early in each new calendar year the trustees will decide what is available for disbursement in grants and/or loans for that year. Proposed projects will normally be considered by the trustees twice a year, after the end of January and after the end of July, for award in the following six months.
6. Projects proposed should be able to show how they will enable laity and clergy to engage in the mission and ministry of the Church, especially through the promotion of spirituality, education, service and witness.
7. In setting out a project proposal applicants will be asked to give a description of the project, a statement of its aim, a fully costed budget, details of how the project will be managed and how its effectiveness will be assessed, including arrangements for reporting back to sponsors. The trustees will require to be satisfied that the project falls within at least one of the overall purposes of promoting spirituality, education, service or witness. Applicants may be encouraged to show how a project, focussing on any one purpose, will promote the others.
8. The VHF will not normally fund more than fifty per cent of the cost of any project.

9. Awards will not normally be made for projects for which the trustees decide it should be the task of the Diocesan Synod to make budgetary provision through the Common Fund.
10. Each project application should be from a responsible body in the parish, deanery or diocese, and the application should be accompanied by a copy of the appropriate resolution in support of the project, passed by that body, giving voting figures and the signature of the chairperson and the secretary.
11. Application to the projects fund may be for loans or for grants (or for a combination of the two).
12. The trustees will bear in mind that the award of loans will reduce the capacity of the projects fund to make grants, and will normally give priority to grant applications.
13. Applicants for loans will be asked to indicate the number of years over which they intend to repay. The trustees may at some stage come to specify a normal maximum. Applicants will be asked to show evidence of ability to repay the loan. Interest will normally be chargeable equivalent to the annual rate of inflation.
14. **Bursaries** : The trustees have set up a fund investing two-ninths of the initial VHF, known as the bursaries fund. Grants may be made from the investment income and from other monies applied to this fund by the trustees, such as surplus income from the capital preservation fund.
15. Applications for bursary grants may be made to the trustees at any time. They will be dealt with in the order in which they are received. The trustees may need to consider the appointment of a bursary fund grants officer. In any one calendar year the trustees will not give in grants more than they have allocated for disbursement for that year.
16. Prospective grantees will be expected to show how a grant will help their development in at least one of the areas of spirituality, education, service or witness.
17. Applicants will be asked to give a description of the event or activity for which they are seeking funding, a state-ment of its aim, a fully costed budget and a statement of how its effectiveness will be assessed, including arrangements for reporting back to sponsors. The trustees will require to be satisfied that the event or activity falls within at least one of the overall purposes of promoting spirituality, education, service or witness. Applicants may be encouraged to show how a project, focussing on any one purpose, will assist their development in relation to the others.

18. The VHF will not normally fund more than fifty per cent of the cost of a person's participation in any event or activity. The VHF would normally expect applicants to make some contribution to the cost of the event or activity themselves.

19. The trustees will normally give priority to lay applicants and to those clergy who do not have access to diocesan or other charitable funds.

20. Applications should normally be from individuals, and should be supported by a letter from their incumbent, or church council, or rural dean, or deanery synod, or archdeacon, as appropriate.