

# St Paul's Hammersmith External Giving Policy & Guidelines

April 2013

## Background

The Church's vision is to glorify God by becoming a transforming community in Hammersmith, London and beyond. Part of its mission is to promote and support activities inside and outside the Church that transform lives.

Many of these activities take place in and around Hammersmith. There is also an emphasis on worldwide mission and this is backed by a number of Church members who make up its Global Vision Group. Part of the support that may be needed for "transforming" work, both locally and abroad is financial. The funds available for this purpose are limited - £15,000 for 2013; decisions on the allocation of these funds are made by the Church's External Giving Group. The allocation of funds is restricted to people and organisations associated with St Paul's Church. International disasters and national charitable organisations are responded to in other ways.

## Principles

The principles underlying the External Giving Policy are as follows:

- a. The proposed activity should accord with the teaching of Christ.
- b. Applications should have clearly defined objectives, be capable of fulfilment and have criteria for assessing achievement.
- c. Applicants should have attended St Paul's Church for at least two years and taken part in Church life. Applications can be made for personal support, or on behalf of the organisations applicants are or will be working with.
- d. The process for determining grants should be open and transparent. The Church generally should be aware of the External Giving system, how to apply and how decisions are reached. These decisions will be made by the External Giving Group whose composition should be agreed by the Parochial Church Council, to whom an annual report of grants made is submitted.
- e. Throughout it must be borne in mind that all the grants are made out of funds contributed to the Church by its members.
- f. Subject to the amount of the year's allocation and the number of applications, priority will be given to applications from people and organisations who have built up a partnership with the Global Vision Group, and do not have adequate alternative funding.
- g. Grants will only be given in response to a formal application.

## Guidelines

The guidelines for available support are as follows:

- a. People working abroad. For those working abroad for one or more years: up to £1,500 for individuals and £2,000 for couples. For those abroad for shorter periods: discretionary, depending on financial circumstances and likely expenses.
- b. People working in Britain. Grants will depend on individual circumstances and whether applicants can obtain other grants, funding or salaries for the proposed work.
- c. Organisations or individuals who are not directly connected to the ministry of St Paul's but have made a significant contribution to our ministry. Single gifts of up to £2000.

## Application procedure

In order to apply for support under categories a and b above please follow the steps below:

1. Complete the application form available from the Accounts Department, St Paul's Church, Queen Caroline Street, London W6 9PJ. Tel 020 8748 3855 Email [church@sph.org](mailto:church@sph.org) or online at [www.sph.org/globalvision](http://www.sph.org/globalvision).
2. Return the form to the External Giving Group c/o St Paul's Hammersmith or preferably by Email to [church@sph.org](mailto:church@sph.org). You may then be asked to provide further information or clarification.
3. A decision should be made within two months of the submission of all the required information. The date of payment will then be agreed with successful applicants.
4. The name of successful applicants and the amount awarded will be available to Church members. Unsuccessful applications will not be identified.
5. You will be expected to provide within a month of the conclusion of the aided activity a short report on the extent to which the activity's objectives have been achieved.
6. You may be asked to attend an interview but otherwise you are not permitted to lobby in support of the application
7. Applicants engaged in long-term, or open-ended, work will be asked to reapply annually, with appropriate updating.

In order to apply for support under category c above:

Any member of the church (but usually the vicar) may make in writing a request to the EGG for a one-off gift to an organisation or individual in appreciation of a specific contribution to the ministry of St Paul's.