



Net Zero Carbon Capacity-Building Grant: Funding Agreement – Lichfield Diocesan Board of Finance

In line with your recent request, a grant has been awarded to you towards capacity-building to support delivery of the [Routemap to Net Zero Carbon](#), as set out in your application. The aim of these grants is to:

- enable the diocese(s) to achieve some or all of the diocesan “Routemap to Net Zero Carbon” milestones, and
- enable the diocese(s) in turn to support the churches, schools, and others in their diocese(s) to deliver key Routemap milestones for churches, schools, etc.

Grant details:

Lead Diocesan Board of Finance:	Lichfield Diocesan Board of Finance
Group (for partnership applications):	N/A
Amount requested:	£103,666
Amount awarded:	£180,000
One para summary of activities to be funded:	<p>The funding will be used to support delivery of Lichfield’s Net Zero Carbon plans through the Lichfield Diocesan Board of Finance employing the following new roles:</p> <ul style="list-style-type: none"> • NZC Project Manager (FT @ £42,000 salary) • Additional capacity (up to £76,334) to support delivery of the NZC strategy, exact roles to be agreed once the strategy has been developed and the new NZC project manager is in post.
Specific grant conditions (in addition to general conditions below):	<p>Grant Condition</p> <ul style="list-style-type: none"> • That Lichfield Diocesan Board of Finance agree with the national NZC Programme team the use of the additional aspect of the awarded grant (£76,334) to enable additional capacity to deliver their NZC Strategy once developed. • That milestone 4.1.1 is completed in early 2024. • That milestone 4.1.4 is completed in 2024. • That a relevant member of NCIs staff is included in the induction plan for the new roles. • That Lichfield Diocesan Board of Finance agree a grant payment schedule with the NZC Programme Team, including the drawdown of the additional aspect of the awarded grant when agreed.

General grant conditions:

- A person employed by the lead Diocesan Board of Finance commits to joining the NZC network, to share information and learnings. (Other parties in the application are also very welcome to join.)
- This grant is reserved funding, only to be used to enable progress towards Net Zero Carbon objectives. In accepting this grant, you agree that the funds will be spent only on the items, services or activities, and in the timescales, as laid out in your application to the Council. This includes any specific conditions of grant listed above.
- If circumstances change, and you wish to use the funds or a proportion of the funds in another way, you must contact the Net Zero Carbon Programme Team to discuss the situation and seek a variation. Any material changes to the use of the funding must be agreed by email by a member of the Net Zero Carbon Programme Team in advance of money being committed and may, in some cases, require reconsideration by the Grants Panel. Whilst best efforts should be made to use all funding by end 2025, it is understood that delays may occur and extensions may need to be agreed. Agreement to changes will not be unreasonably withheld.
- Future years of funding will only be released once the required monitoring report is completed and returned, and has cleared the evaluation process.
- You are required to keep a detailed record of costs allocated to the grant. Please keep copies of all receipts and invoices for at least three years after you receive your final payment so that they are available to our auditors on request. (If an existing member of staff is doing extra hours, please keep a note of the additional payroll costs, as evidence of the expenditure.)

- We reserve the right to withhold a grant or require repayment if:
 - we find that any false information is deliberately supplied to the Grants Panel, Archbishops' Council, or its officers;
 - if the work undertaken is not the work for which the grant was approved (and if we have not been informed of and approved these changes).
- You agree that any under-spend on this grant will be returned to the Archbishop's Council, so that it may be redistributed to other dioceses in need of our support.
- Any contracts placed or employees hired are fully the responsibility of the Diocesan Board of Finance, not of the National Church Institutions. Appropriate procurement / HR good practice should be followed in both recruitment and management of any contractors / staff, ensuring relevant legislation is applied.

Payments

The Archbishops' Council (the Council) makes payments directly to project bank accounts via Bankers Automated Clearing System (BACS). We will aim to ensure that payment reaches the bank account within 30 working days of receiving and approving the relevant documentation. We will discuss with you the most appropriate way of phasing the funding and arranging payments. We may make payment at our discretion, and in one or more stages to be agreed at the grant acceptance stage.

Claiming your grant

Your first payment will be payable only when you are due to start your project. When you are ready to draw down the funds (which, unless there are exceptional circumstances, must commence within one year of the date of the final signature to this agreement), we ask you to write to us with suitable proof that the project is underway, such as a contract or invoice: where there is a salary element, please provide a signed employment contract(s). (If an existing member of staff is doing extra hours, please keep a note of the additional payroll costs, as evidence of the expenditure.)

Monitoring and evaluation

Half-way through each calendar year, we will arrange an online monitoring meeting with the primary contact for this grant, to discuss how the work is progressing. Towards the end of each calendar year, we will send a short template monitoring form for you to complete. Further payments are linked to the return of this information.

We may also undertake a broader evaluation of the funding programme, in which your diocese may be asked to participate.






Holding your information

We will hold the information provided in your application for the purposes of managing and reporting on this grant.

We reserve the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.

Publicity and promotion

The Archbishops' Council and the Church Commissioners may wish to mention your project in their national publicity – for example, in their Annual Reports. This will be based on information supplied in your application but, in the case of more extensive publicity, we will contact you before proceeding.

Signed for and on behalf of the Archbishops' Council:	Signed for an on behalf of the Lichfield Diocesan Board of Finance
<div>DocuSigned by:  769986AE47DC4F0...</div> <div>Julian Atkins</div> <div>Net Zero Carbon Programme Director</div> <div>12 February 2024</div>	<div>DocuSigned by:  2C29C824CE59487...</div> <div>Julie Jones</div> <div>Diocesan Secretary and CEO</div> <div>15 February 2024</div>
<div>DocuSigned by:  07E0D9E508944E7</div> <div>[If >£50k] William Nye</div> <div>Chief Officer, Archbishops' Council</div> <div>13 February 2024</div>	<div>DocuSigned by:  12ED7FE04AF744E...</div> <div>The Rt Revd Dr Michael Ipgrave OBE</div> <div>Bishop of Lichfield</div> <div>16 February 2024</div>
<div>DocuSigned by:  34B6B610182F4DC...</div> <div>[If >£150k] Charlotte Cook</div> <div>Church Commissioner and Archbishops' Council's representative on the Net Zero Carbon Programme Board</div> <div></div>	<div></div> <div></div> <div></div> <div></div>

13 February 2024