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Capital Projects: Keeping Everyone on Board and Setting Up Longer Term Structures
Community Partnership and Funding

• Community – working with the wider community.

• Partnership – working with other organisations at all levels, local, regional and national.

• Funding – sourcing the funding for activities.
Not just about finances!

• Sustainability is about the long term future of a project – it’s about structures for the future.
• It’s about strong project development and management during the build and in the future.
• It can make or break a project if you get it wrong.
• So, based on our experience and the experience of others these are my top 10 tips.
Tip 1: Evidence of Need

• Base your project on a proven need.
• Carry out consultation with the whole community – people and organisations.
• Talk to Stakeholders – at all levels who may be useful to your project.
• Interrogate the Statistics – LA, Church House, web sites.
• Use existing research – CLP’s, Local Strategies, Neighbourhood Plans.
Tip 2: Set up ‘working’ groups.

- Involve as many people as you can that can usefully contribute to the project.
- Set terms of reference so the responsibilities are clear.
- Make sure there are clear lines of authority and communication.
- More than on working group may be needed.
Tip 3: Ensure there is an effective secretariat

• Accurate minutes of every meeting – some funders will require to see these.

• Clearly defined actions, allocated to an actual person, that are followed up and reviewed at each meeting.

• Regular cycle of meetings – keep things moving – set these at the outset.
Tip 4: Find the right skills

• Don’t use the usual suspects – remember your community will have a wide range of skills.

• TO define what skills you have and those you will need to find, carry out a skills audit.

• Cast the net as widely as possible – and have courage to do this.
Tip 5: Write a good architects brief.

• Take your time – don’t go straight to an architect – form follows function and you need to establish the function first.
• Base the brief on what your consultation has told you – what is it people said they needed?
• Check it with your consultees and then check it again with an objective 3rd party.
Tip 6: Think about financial sustainability.

- Think about money – do some business planning!
- It’s what the funders will want to see.
- Great for focussing the mind on project development.
- Covers most elements you need to think about.
Tip 7: Legalities

- What are the legal requirements of your project?
- What do the funders want to see?
- Is a lease or license necessary – is this possible?
- Take legal advice – this may have a cost but it’s better to pay now than later when you are in a legal dispute.
Tip 8: Communication

- Keep telling the story – give regular updates.
- Use all the means available.
- Twitter, face book and other social media can be a way of engaging with young people.
- Use local web sites, local media and newspapers and radio.
- Use your organisational comms team.
Tip 9: Governance

• What is the right structure for your project?
• Agree the structure and lines of communication and levels of authority. These need to be articulated.
• Be inclusive – involve as many people as you can.
• Make sure everyone involved knows who retains overall responsibility.
• Do things need to change as the project develops?
Tip 10: Learn from others

• Go and visit other projects – best training tool there is.

• Talk to your local support organisations, such as Local Authority Regen Team, or local VCS support.

• Use the existing resources and read case studies.
Crossing the Threshold: a step by step guide to developing your place of worship for wider community use and managing successful building projects

www.hereford.anglican.org
Crossing the Threshold

- Currently being updated in partnership HRBA>
- Incorporates the latest learning and practice for church building development.
- Up to date with known links and resources.
- Supported by The All Churches Trust.
• Questions?