



**Walpole Old Chapel:
Brief for Fundraising Consultant(s)**



Background

Walpole Old Chapel is a Grade II* listed Independent chapel dating from c1690. It is on the Heritage at Risk register and is urgently in need of major repairs, which will include removing all the failing lath and external render, repairing or strengthening the timber frame, and re-covering the whole in traditional materials.

The Friends of Walpole Old Chapel (CIO) took over ownership and management of the Chapel from the Historic Chapels Trust in March 2026. Under the previous arrangement, FWOOC managed the Chapel on a day-to-day basis for HCT, including organising public access; hosting weddings and funerals; managing utilities; and putting on public events.



FWOC has been awarded a Development Phase grant from The National Lottery Heritage Fund towards a major conservation and community project as it takes ownership of the chapel. FWOC seeks an experienced Fundraising Consultant (a single consultant or small team of consultants) to support activities in the development phase of the project

Consultants are welcome to apply for multiple open roles currently being procured by FWOC and to propose how they would align different project elements. In addition to **Fundraising Strategy & Support**, these are **Business Planning**, and **Activity Planning**. The role of **Evaluation Consultant** is not available with any of the opportunities listed above.

Purpose

FWOC seeks a Fundraising Consultant to support two vital activities during the Development Phase:

1. **Set a short, medium, and long-term fundraising strategy** as part of the Business Plan;
2. **Support short-term fundraising efforts** leading into the Delivery Phase of the project;
3. **Provide input and context to help FWOC and the wider team shape strong funding applications and potentially approach a bridge loan provider like the Architectural Heritage Fund for the Delivery Phase.**

The consultant will work alongside FWOC trustees and other team members to enhance capacity and ensure a sustainable and fundable future for the Chapel.

Duration

This work will be completed between the July 2026 and February 2027.

Tasks



Fundraising Strategy and Development Support July 2027 to February 2027

Strategy Development

Work with FWOOC trustees to set a long-term fundraising strategy, aligning with the updated Business Plan and future ambitions. This should:

- Identify realistic income targets and fundraising models;
- Segment into short, medium, and long-term goals.
- **Funding Research & Planning**
 - Identify and prioritise appropriate funders (e.g. trusts, foundations, local philanthropists);
 - Research and outline potential sources of income for capital, engagement, events, and operating costs;
 - Develop specific plans for:
 - Subscriptions or membership schemes;
 - Personal giving (including local supporters);
 - Donations and legacy/bequest fundraising.
- **Capacity Building**
 - Advise FWOOC on low-resource fundraising tools and platforms;
 - Suggest improvements to donor communication, acknowledgements, and messaging;
 - Support trustees to develop confidence and clarity in making fundraising approaches.



- **Funder Communication Materials**
 - Draft up to three small-scale fundraising approaches (e.g. case for support, letters of approach);
 - Provide core fundraising narrative text that can be used in external funding bids (to be submitted by others);
 - Create a timeline and simple action plan to track progress and responsibilities.

- **Funding Application Support**
 - Support preparation and submission of funding applications as identified in the Delivery Phase;
 - Support FWOOC to approach bridge loan providers like the Architectural Heritage Fund as need.

Fee

The budget for the Fundraising Consultant role is £8,000 plus VAT

Programme Management

The consultant will report to a named FWOOC Trustee and work closely with other consultants. The work will be delivered flexibly, with key milestones to be agreed in advance. A simple log of time and activities will be maintained.

Application Process

To apply for this position, please email us at hinfo@walpoleoldchapel.org if you would like further information or clarification about the role. We would be happy to discuss the possibility of including one or more of the other roles being procured at the same time



as the Activity Plan Consultant. Full applications should be emailed to hinfo@walpoleoldchapel.org by 5 pm, Friday 19th June.