



## SUSSEX HISTORIC CHURCHES TRUST

### GRANT APPLICATION GUIDANCE NOTES

Sussex Historic Churches Trust makes grants to assist places of worship of all faiths within East and West Sussex that are at least 100 years old.

Please carefully read these guidance notes and then complete all sections of the online form.

If you have any questions, please contact [grants@sussexhistoricchurchestrust.org.uk](mailto:grants@sussexhistoricchurchestrust.org.uk) and we will be delighted to help. We look forward to receiving your application.

#### **What are grants for?**

Grants are confined to works of essential repair to the fabric of the church building, the emphasis being on maintaining the structure wind and weatherproof. Works of decoration and embellishment are generally not considered for assistance (although their restoration and conservation are eligible), nor are central heating and electrical maintenance, or works to church halls, parish rooms, churchyards, etc.

Professional fees and VAT are taken into account when considering applications. It should be assumed that full recovery of VAT on the building works will be received under the Listed Places of Worship scheme.

#### **How often does the Trust consider applications?**

The Trust meets twice a year, in Spring and Autumn. The meetings for 2026 are on April 10 and September 18; the application deadline is two weeks before each meeting.

It is essential that applications be submitted well before the intended commencement of the work in order to avoid any delays.

You should apply as soon as your architect has been appointed and a builder's estimate accepted.

The Trust expects all applicants to have made approaches, where appropriate, to the Heritage Lottery Fund, the National Churches Trust and other grant-giving bodies.

Participation in the annual Ride and Stride event should also be shown.

**Only in cases of genuine emergency (e.g. storm damage, sudden leaks) can the process or timetable of considering and making grants be varied.** The build-up of repairs as indicated by the Quinquennial Inspection Report is not viewed as an



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emergency.



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#### **Permissions and oversight**

The Trust requires the works to have been approved by a faculty or other equivalent procedure, a copy of which must be submitted with the grant application.

The works must be specified, organised and overseen by a qualified architect or surveyor; we may wish to see the specification and to visit the church in advance of considering your application for a grant.

#### **Release of funds**

In most instances funds will be released directly after the meeting at which the grant offer was made, on receipt of a form, signed by a person competent to do so, that the sum will be returned should the works not proceed.

#### **Avoiding delays**

To avoid any delays in processing and responding to your application please make certain that all questions have been answered and the relevant documents attached.

PLEASE NOTE: Any personal information collected will be used only in connection with your application for a grant. Find out how we protect and manage submitted data in our [Privacy Policy](#)

#### **Media & publicity**

Please note that successful grant applicants may be contacted by our copywriter with view to writing a story about their repair and restoration project for our website news pages and social media.