



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 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.

How often does the Trust consider applications?

The Trust meets twice a year, in Spring and Autumn (in 2025, the meetings are April 7 and September 12); 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 should also be shown. It should be assumed that full recovery of VAT on the building works will be received under the Listed Places of Worship scheme.

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 needed as forecast in the Quinquennial Inspection Report is not generally viewed as an emergency.



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Competent and approved suppliers

The Trust expects all works to be properly organised and specified by a competent architect or surveyor, and approved by a faculty in the Church of England or equivalent approval in other denominations.

Copies of those approvals must be submitted with the application. The Trust will have to offer grants subject to the Heritage Lottery Fund processes being complete and the Diocesan Faculty obtained. The Trust may wish to see the specification for the work and to visit the church.

Release of funds

In all cases grants will be released only upon the presentation of the architect's/surveyor's written certificate confirming that the work that is the subject of the grant has been satisfactorily completed, or for larger schemes that work to a greater value has been undertaken.

Final payment of the grant should be requested within two years of the date of the offer letter. The grant will automatically expire if not claimed within three years, unless the Trust has agreed an extension.

Avoiding delays

To avoid any delays in processing and responding to your application please make certain that all questions have been answered, that the form is signed and with the items listed attached to the application.

PLEASE NOTE: Any personal information collected will only be used to administer your Grant request. Find out how we protect & manage submitted data in our [Privacy Policy](#)