

SUSSEX HISTORIC CHURCHES TRUST

GRANT APPLICATION

Sussex Historic Churches Trust welcomes the opportunity to assist places of worship of all faiths that are more than 100 years old within East and West Sussex.

Please carefully read the information and guidance notes complete all sections of the form and return to the details below.

If you have any questions you would like to ask or are having any issues completing the form please contact us using the details below as we will be delighted to help.

We look forward to receiving your application.

PLEASE RETURN COMPLETED FORM TO

Mrs Pat Farmer (*Secretary*)
Sussex Historic Churches Trust
Old School Cottage
School Road
Wisborough Green
West Sussex RH14 0DU

Tel: 01403 700492
email: farmerpatricia@btinternet.com

INFORMATION AND GUIDANCE NOTES

The Trust is able to make grants to places of worship that are at least 100 years old and used for public worship. In order to consider doing so we need all the information requested on the form and the items listed below.

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 three times a year (February/March, June and October) and it is essential that applications be submitted well before the intended commencement of the work in order to avoid any delays. The application should be made 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 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 seen as emergency.

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. It is recognised that in some cases the Trust will have to offer grants subject to the HLF processes being complete and the Diocesan Faculty obtained*. In some cases the Trust may wish to see the specification for the work and visit the church.

Release of funds

In all cases grants will only be released 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 this 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 are answered and that the form is signed with the items listed included as part of the application.

OMISSIONS WILL CAUSE DELAY. Write clearly, or preferably type the answers. The Committee will see the form – if they have difficulty in reading the application they may have difficulty in making a grant!

APPLICATION FORM PROCESS

Check that included with the application are: (tick each box on the left hand side)	
<input type="checkbox"/>	Completed form signed by the incumbent, priest in charge or minister, Countersigned by architect/surveyor
<input type="checkbox"/>	Copy of the latest set of accounts
<input type="checkbox"/>	Copy of faculty or equivalent authorization for other denomination (* see previous page)
<input type="checkbox"/>	Photographs showing general view of the church, externally and internally
<input type="checkbox"/>	Copy of your architect's/surveyor's letter confirming:-
<input type="checkbox"/>	Need for work and urgency
<input type="checkbox"/>	Tender costs obtained based on specifications and drawings

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](#)

GRANT APPLICATION FORM

1 Church and dedication

Church electoral roll Average Sunday attendance.....

Grade of building Age of building

Opening times

If closed, contact to call to arrange a visit.....

Name and address of correspondent

.....

..... Tel.....

3 Brief outline of proposed work for which assistance is required (list main elements only)

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4 Cost of work:-

Recommended builder's tender £.....

Architect's fees and expenses £.....

VAT on work and expenses £.....

Contingency allowance £.....

Total anticipated cost of project £.....

5 Funds available (give date of application if decision is awaited):

From church accumulated funds £.....

From State aid (EH or HLF) £.....

From HCPT or other charities £.....

From private donations/promises £.....

Total funds available £.....

6 We anticipate that from our local fundraising over years further funds can be provided of £.....

7 FINAL ANTICIPATED SHORTFALL £.....

8 Does your parish participate in the annual 'Ride & Stride' event? Yes/No

If so what amounts have been raised in the last three years?

9 I/We apply to the Trust for a grant and/or interest free loan* towards the cost of our repair Works.

(*Delete as applicable or, if both a grant and loan are required, leave unamended)

10 I/We confirm that the figures and accounts submitted are to the best of my/our knowledge and belief correct and complete and that all necessary authorizations have been granted and that work has not yet started.

Signed Block capitals

Official designation

On behalf of the parish/church of

11 I confirm that I am the architect/surveyor appointed to oversee the work on behalf of the applicants and that I shall issue certificates authorizing payments to contractors at the appropriate times.

Signed Block capitals

Official designation

On behalf of (business) Date

**Send completed form and supporting material
to the address shown on the page 1**