



Suffolk Historic Churches Trust Grant Application

Guidance Notes

If you have received this application form electronically or downloaded from the SHCT website you may, if you prefer, fill it in on your computer. The application and supporting documents can be sent as attachments to an e-mail for the attention of the Grants Secretary via shct@btconnect.com

Alternatively, it can be filled in by hand and sent by post to:

**The Secretary, Grants Committee
Suffolk Historic Churches Trust
Brinkleys, Hall Street
Long Melford
Suffolk, CO10 9JR**

Telephone/Fax: 01787 883884

website: www.shct.org.uk

**N.B. ALL APPLICATIONS WILL BE ACKNOWLEDGED. IF NO
ACKNOWLEDGMENT IS RECEIVED PLEASE CONTACT THE OFFICE**

CRITERIA FOR THE AWARDS OF GRANTS

1. The church or chapel must be in regular use as a place of worship by a congregation of any denomination.
2. In principle the building should be of historic or architectural interest.
3. To be eligible for a grant the Trust requires that a church or chapel 'must be accessible to the public'. Either the church or chapel should be open or, if not there should be clear signage to help the visitor gain access to the building. (see guidance note 1).
4. Priority will be given to work involving repairs to or restoration and maintenance of The fabric of the building.
5. The project for which funds are sought must have a properly scheduled programme of repairs drawn up by an approved architect or surveyor.
6. The necessary planning permission or Diocesan faculty must have been granted.
7. The applicant must show that there is a need for financial support.
8. No applications can be considered for retrospective work

General

- Please complete all sections fully; do not rely on reference to the supporting documentation.
- The application must come from the PCC and not other supporting organisations.
- Do not forget to enclose the supporting documentation (see section 21). Complete copies of your Quinquennial Report are not required, but a relevant extract and photographs that help explain the project are welcome.
- Grants awarded by the Trust but not claimed within 2 years automatically lapse but may be reconsidered on fresh application.
- Major repairs can be phased.
- The SHCT no longer administers grants from Landfill Tax Credit Funding but may be able to act as a 'Third Party Contributor' for churches applying provided the project falls within our criteria.
- Grants awarded can be claimed when an applicant can show, by way of receipted contractors' invoice or an architect's interim payment certificate, that work at least equivalent in value to the amount of the award has been completed.

Application Form Notes

1. If including Electoral Roll numbers please do so separately from the Active membership.

How often is your church unlocked and open for visitors? If the church is sometimes locked is there a list of key holders with their telephone number. Ecclesiastical Insurance where appropriate recommend that churches are kept open because of the positive effect that it can have on security. They support the Church of England Cathedral and Church Buildings Council drive to help churches be 'Always Welcome'. "There is no impact on church insurance premiums if a church is open during daylight hours and proper risk assessments have been completed" <https://www.ecclesiastical.com/documents/church-security-guidance-notes.pdf> .

2. Churches and Chapels can become 'Friends' of the Trust for a modest fee, currently £25 per annum. We very much appreciate this regular support and in return waive the 2% grant application administrative charge. In addition, 'Friends' can access our guide to other grant aid available for churches and updates on other issues affecting the maintenance.
- 3 The annual Ride and Stride event (formerly known as the sponsored Bike Ride) is held on the second Saturday in September. The support of sponsored cyclists and all the churches and chapels that open to welcome them is vital to the success of this our main fund-raising event. Everyone benefits as half the money raised goes to the individual riders nominated church the other half is held by SHCT and is distributed through our grants scheme.
4. It is essential we have a summary of the project and its cost here in addition to the required supporting documents such as architects schedule and contractors estimate. This is necessary as the application form may need to be circulated, without the supporting documents, between members of the SHCT Grants Committee. Fill in

here a brief description of the works for which you want to apply for grant aid. Please separate preliminary, investigation/survey work and exploratory work. Remember to include the contractor's costs, professional fees and a contingency figure. The total VAT should be included as a separate figure. Note that VAT can be offset under the Listed Places of Worship Scheme applications can be submitted online. more information at; <https://listed-places-of-worship-grant.dcms.gov.uk/>.

If you are planning phased works, please state the individual phases clearly.

5. It is important to give us a summary of your financial situation in addition to sending a copy of your latest accounts please make sure you complete this section. **N.B. Please give balances after any funds contributed to this project have been deducted.**
 - a. General Fund is the location of funds for the annual running cost/operating expenditure of your church from which items such as parish share, insurance etc. are paid.
 - b. Restricted Funds are amounts that cannot be used due to restrictions applied when acquired by the parish i.e. a legacy given for a specific purpose. It would be helpful, but not essential, to have details of these. If income from such Funds is to be used on this project this should be listed in section **19 d**.
 - c. Designated Funds (sometimes called Fabric Fund) amounts already put aside for other projects (give details)
6. The Trust expects that you will keep a financial reserve please indicate the amount here if possible.
7. **b.** Include amounts that it is anticipated will be raised from events associated with this project.
 - c. What amount will be taken from the General Fund for this project?
 - d. Is there income from Restricted Funds that can be applied to this project?
 - e. The amount already raised and put aside specifically for this project.
 - f. All other sources that are contributing to the costs of this project.
8. NB: only include amounts already awarded not amounts hoped for.

If you have any queries about filling in the application form, please contact the Grants Committee Secretary:

via website: www.shct.org.uk e-mail: shct@btconnect.com Telephone 01787 883884.