

Suffolk Historic Churches Trust

Registered Charity No 267047

APPLICATION FOR A GRANT TOWARDS REPAIRS AND RESTORATION OF AN HISTORIC CHURCH OR CHAPEL IN THE COUNTY OF SUFFOLK

**(N.B. Please refer to the accompanying guidance notes when completing
this application for funding support)**

Applicant:

Town/Village:

Name of Church/Chapel:

Name of Applicant:

(who may be contacted if necessary)

Office Held:

Telephone Number:

Address

Postcode

Email:

I consent to the holding of this data for the administration of SHCT Grants process. The Privacy Statement is available on the SHCT website or by contacting the SHCT office.

Name:

Date:

Please provide the following details:

About your church or chapel:

1. The approximate date of construction of the church or chapel.

If a listed building, please indicate category: Grade I Grade II* Grade II

2. Please give a brief description of your church or chapel, drawing attention to any points of particular historic or architectural interest.

3.
 - a. What is the population of your parish? (adults only)

 - b. What is your active church membership (*see guidance note 1.*)

 - c. How do you ensure that the public has reasonable access to the church? (*see guidance note 1.*)

4. Has your Church a current subscription as a 'Friend' of the Suffolk Historic Churches Trust (*see note 2*)

5. Does your church support the SHCT Annual Sponsored Bike Ride? (*see note 3*)

About your project:

6. Background information about the condition of the part of the church for which a grant is being sought. Please attach a copy of the relevant documentation.. (e.g. extract from Quinquennial Inspection Report)

7. Your architect's name and address

8. Name(s) and address(es) of your proposed contractor (s)

9. Will the work be phased? If 'yes' for which phase are you seeking a grant?

10. Estimated start and completion dates

11. Please set out clearly a summary of works for which help is sought. (***NB. refer to guidance note 4***). Specify the costs of each main item and include fees. Give the total cost of the project showing VAT total separately. (*Visit the Listed Places of Worship website for information on how to offset VAT costs www.lpwscheme.org.uk*).

It is essential we have a summary of the project and its cost here in addition to the required supporting documents as application forms may need to be circulated for the information of members of the SHCT Grants Committee

About your requirement for financial assistance:

12. What is the current position of your resources? (*See guidance note 5*)
 - a. The General Fund
 - b. Restricted Funds
 - c. Designated Funds
13. Have there been any significant changes in the balances since your last year end and why?
14. In your latest annual accounts what was the total income and expenditure of your General Fund?
15. Do you have access to any associated funds (such as 'Friends') specifically for the maintenance of the church? If so, please specify.
16. What is your reserves policy (*see note 6*)
17. Other than this project are there any known major requirements for funding in the next 24 months? If so, please give details:
18. What sums are you expecting to use to provide towards the current work from: (*see note 7*)
 - a. Parochial or local contributions
 - b. Special or fundraising events
 - c. The General Fund
 - d. Restricted Funds
 - e. Designated Funds
 - f. Other (e.g., Friends Group)

19. Have you/will you apply for a grant from: (if a grant has been made, please say how much) *see note 8*

a. Heritage Lottery Fund (please specify which Grant Programme applied for)

b. Landfill Tax credits (please specify to which body you have applied)

c. Grants from other bodies (please specify)

20. In addition to any grant that Suffolk Historic Churches Trust might make, how do you intend to meet any shortfall in funding?

21. Is a Faculty needed from the DAC for the proposed work?

Has a Faculty been granted?

22. The application is supported by:

- Architect's schedule of work.
- Copy (ies) of contractor's estimates.
- A record of money spent on the church/chapel fabric in the last 5 years.
- Copy of latest Accounts.

Applications must be approved by two Church officials Vicar or Minister, Parochial Church Council Secretary, Churchwarden, or equivalent officer.

Name

Name

Office Held

Office Held

Date

Date

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 architectural or historic 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.

This application and supporting documents may be sent by e-mail to for the attention of the Grants Secretary via shct@btconnect.com

Alternatively, it can be sent by post to:

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

Telephone/Fax: 01787 883884

web: www.shct.org.uk

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