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# NOTTINGHAMSHIRE

## HISTORIC CHURCHES TRUST

Registered with the Charity Commission No. 1171623

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### APPLICATION FOR GRANT ASSISTANCE

*Nottinghamshire Historic Churches Trust aims to support as many projects as it possibly can, but it does require from you information as to what the project is about.*

***You may find it helpful to read the Guidance Notes and General Information on page 4 before completing the form. Please feel free to use additional sheets if required.***

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#### **DETAILS OF THE CHURCH/CHAPEL**

1. Name of Church or Chapel:
2. Address/Location:
3. Denomination:
4. Deanery/Circuit etc.
5. Brief Description of Church/Chapel (eg. date, building materials etc):
6. Is the Church a Listed Building:  Yes  No If yes, what grade:

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#### **YOUR CONTACT DETAILS**

7. Name and address for all correspondence:
  - e-mail address:
  - Contact telephone number:
8. Status of Applicant

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## PROJECT DETAILS

9. Summary of the works for which grant assistance is sought:

**Please supply a photographic illustration of the project.** *(If supplying in digital form, please send on CD or DVD. It should be noted that unless applicants request otherwise, these photographs may be used by the Trust to illustrate projects they have supported.)*

10. Has the approval of the appropriate authorities been obtained (eg. for Anglican churches, a faculty)?  
**(Note: no grant can be made unless permission has been obtained before work commences)**

11. Has a professional adviser (eg an architect) been consulted? Please give details: -

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## FINANCIAL INFORMATION

12. Estimated cost of proposed works (excluding VAT): £

Estimated cost of professional fees (excluding VAT): £

**(Please supply copies of estimates and/or priced specifications [or architect's tender summary].)**

*Normally, \*For projects with a value over £5,000, at least THREE estimates are required;*

*\*For projects with a value between £5,000 and £2,000, at least TWO estimates are required;*

*\*For projects with a value of less than £2,000, at least ONE estimate is required*

13. How much money do you have in the bank which may be used for this project?

*Please supply a copy of the financial accounts for the last completed year for the organisation responsible for the upkeep of the building.*

14. Have you made a grant application to the National Churches Trust\* or any other grant-aiding body? *(if yes, please give details)*

15. What amount of the total project cost has already been raised or promised £

*More detailed information as to how the project has been funded may be required at a later date.*

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### SUPPLEMENTARY INFORMATION

16. When is work expected to commence?

*[Please note that a grant cannot be made for repairs carried out before the application has been made. Nor can a grant be made in respect of works begun before the outcome of the application is known, excepting where prior permission to begin has been explicitly given by the Trust (eg where the works are urgent). The Grants Administrator will be pleased to facilitate this if required.]*

17. When is work programmed for completion?

18. Has any work already commenced?

Yes  No

19. Is your body a Charity?

Yes  No

20. Please confirm that you are a “not for profit” organisation?

Yes  No

21. What is the name of your local planning authority?

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### STATEMENT OF PUBLIC ACCESS

22. Is the building open for regular public worship?

Yes  No

If the church or chapel is normally kept locked, how do you make provision for visitors?

Please give a general statement regarding your policy towards public access:

SIGNED:

DATE:

## **GUIDANCE NOTES AND GENERAL INFORMATION REGARDING GRANT APPLICATIONS**

The Trust considers requests for grant aid on a quarterly basis, with four rounds of decision-making meetings being held throughout the year. The table below outlines the relevant dates, including the deadlines for each round. If an application misses that deadline, then it will be put forward to the next round of meetings.

<b>Timescales for 2024/25</b>	Round 1	Round 2	Round 3	Round 4
<b>Deadline for application submission</b>	26 <sup>h</sup> March	29 <sup>th</sup> August	31 <sup>st</sup> October	13 <sup>h</sup> February 2025
<b>Grant Meetings</b>	2 <sup>nd</sup> May	12 <sup>th</sup> September	14 <sup>th</sup> November	7 <sup>th</sup> March 2025
<b>Trustees' meeting</b>	22 <sup>nd</sup> May	30 <sup>th</sup> September	30 <sup>th</sup> November	13 <sup>th</sup> March 2025

You may wish to note that grants normally cover only a percentage of the total cost of repairs, and the church or chapel is expected to make a substantial contribution.

- It is advisable to read the conditions of grant assistance very carefully before making your application.
- The completed form together with estimates and/or architect's tender documents, a copy of the financial accounts for the last completed year for the organisation responsible for the upkeep of the building, photographs, and any other supporting documentation (eg details of the work proposed, faculty, certificates etc) should be sent to the Grants Administrator at the address below.
- **Please also ensure that you have the correct postage for the size and weight of the package – the Trust cannot pay for excess postage charges.**
- Acknowledgement of receipt of completed forms is not normally made. If you do wish to receive acknowledgement, please ask for an e-mail response, or enclose a stamped, addressed envelope when submitting the application.

**If you require any assistance with completion of the forms, or any other aspect of the application process, please do not hesitate to contact the Grants Administrator.**

**Completed applications should be sent to:**

***Mrs Margaret Lowe***

***Grants Administrator***

***Nottinghamshire Historic Churches Trust***

***1 Gayhurst Green***

***Park Lane***

***Old Basford***

***Nottingham***

***NG6 0LZ***

Telephone: 07757 800 919 e-mail: [info.nhct@gmail.com](mailto:info.nhct@gmail.com)

[www.nottshistoricchurchestrust.org.uk](http://www.nottshistoricchurchestrust.org.uk)