

# Suffolk Historic Churches Trust Grant Applications

## Guidance Notes

### 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

- 3. b** If including Electoral Roll numbers please do so separately from the Active membership.
  - c** 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.
- 4** 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.
- 5** The annual 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.

- 12.** 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 [www.lpwscheme.org.uk](http://www.lpwscheme.org.uk). If you are planning phased works, please state the individual phases clearly.
- 13.** 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.
- 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) or committed to this project.
- 17.** The Trust expects that you will keep a financial reserve please indicate the amount here if possible.
- 19.** **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.
- 20.** 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](http://www.shct.org.uk) e-mail: [shct@btconnect.com](mailto:shct@btconnect.com)) Telephone 01787 883884

*Grant Application guidance notes revised 30<sup>th</sup> April 2018*