

Northumbria Historic Churches Trust

Registered Charity No 511314
Registered Address: 20 Aykley Vale, Aykley Heads, DURHAM DH1 5WA

GRANT APPLICATION FORM

Please write **clearly** in **black** ink.
Keep your answers entirely **within** the boxes.

About your church

Church name Location/town
Denomination Local authority
Diocese/area Post code

When was the church built (state century if earlier than 1800)?

Listing grade (I, II*, II or UNL) Conservation Area?

World Heritage Site? Associated ancient monument?

Describe your church and its significance in the community (maximum 100 words)

Church usage

Average Sunday attendance (all services)

Population of parish or catchment area

Average number of all religious services in a month

For what purposes other than worship is the church used?

Is the church open or closed during daylight hours?

Briefly describe arrangements for access if closed

Upkeep of the church

Date of last Quinquennial Inspection or equivalent condition survey

Description and cost of significant work (not maintenance) in the last 5 years, and how it was funded (maximum 50 words)

Do you have a schedule for routine maintenance?

Contact point

Details of the person who will act as contact point with us

Name

Address

Telephone Email

Your repair project

What work would the grant be used to help pay for?

If these repairs are part of a wider project, describe that wider project

What approvals are required, and which do you have already?

Faculty/consent from the church authorities

Need

Got

Planning/conservation area consent

Scheduled monument consent

Other (state which)

Realistically, what is the earliest date work could start?

Details of the person who will oversee the project on behalf of the church (eg architect)

Name

Address

Telephone

Email

Please state any qualifications of this person relevant to supervision of the project

Finance

Costs

On what are the repair costs based?

Repair costs

£

Contingencies (if any)

£

Professional fees

£

VAT

£

TOTAL

£

If total funds are less than the total costs, how do you propose to make up the difference?

Are there further repairs needed after completion of this project?

If so, and you have an estimate of cost, please state the figure here

£

How much is your church asked to contribute to central church funds each year?

£

Funds

State briefly how you plan to pay for the work

Secured or pledged

From existing church funds

£

English Heritage / HLF

£

Other (name)

£

Applied for or anticipated

LPW (VAT) grant

£

Further local fund raising

£

Northumbria HCT

£

National Churches Trust

£

Other (name)

£

TOTAL

£

Is any of the work covered by an insurance claim?

You **must** enclose the following information with this application (tick boxes to confirm)

- Copy of the listing description or other “heritage description” if relevant.
- Colour photographs: 1 or 2 external and 1 or 2 internal of the church as a whole, plus 2 to 4 photos showing more details of the repairs needed. Required format:
EITHER digital jpeg photos at an original resolution of not less than 5 megapixels
OR unmounted prints (minimum 15cm x 10cm) on **photo paper**.
PLEASE DO NOT SEND MORE THAN THIS WITHOUT PRIOR AGREEMENT
- Audited/examined annual accounts covering the last **two** completed financial years. Include all those relevant to the church or parish, such as associated trusts and Friends' organisations, even if the funds are not available for repairs.
- The most recent report of a Quinquennial Inspection or equivalent survey:–
EITHER a copy of the full report (which on request can be returned once a decision has been made on your application) **OR**
A copy of the summary **AND** of extracts relevant to the repairs which are the subject of this application.

In addition you should send us the following information **if** it is already available and it is feasible to do so (tick boxes as applicable)

- Statements of Significance and Need (if relevant to this project)
- Specification of works
- Summary of tenders
- Responses of other funding bodies to your requests for funding
- Copies of relevant reports or written advice about the proposed work

DECLARATION

To be signed by the priest or minister responsible for the church, or some other person with full authority to sign on behalf of the relevant governing body.

- 1 I am authorised to apply for a grant to the Northumbria Historic Churches Trust (NHCT) on behalf of the priest or minister and the relevant governing body of the church.
- 2 The information given in this application is to the best of my knowledge accurate and reliable.
- 3 I have read and understood the Guidance Notes and the Standard Conditions of Offer.
- 4 Any photographs or images provided by the applicant to the NHCT may be freely used by NHCT for publicity purposes.

Name			
Post held			
Signature		Date	

The completed and signed application form, and all supporting documents, should be sent to:
The Secretary, Northumbria Historic Churches Trust, 20 Aykley Vale, Aykley Heads, DURHAM
DH1 5WA