

NORTHUMBRIA HISTORIC CHURCHES TRUST

STANDARD CONDITIONS OF OFFER

1. The work for which grant is offered is carried out substantially in accordance with the information current at the date of offer and known to us. This includes any drawings/specification/scope of works/bill of quantities, and employment of professional advisers, but is subject to any specific conditions contained in the grant offer. We accept no responsibility for the specification of the work, or the manner in which it is carried out.
2. Where information relevant to the work has not at the date of offer been made known to us but we have asked for it, we will need to approve that information to confirm the grant offer.
3. Unless you have already done so, you will get at least three competitive tenders for the work, and will accept the lowest tender, unless we agree otherwise in writing.
4. You will tell us when the work has started within two weeks of its doing so.
5. You must claim payment within two years of the date of the grant offer. We may want to inspect the completed work before making payment. You should allow 4 weeks between our receiving a valid claim and our sending a cheque, if **no** site inspection is needed. We do not make interim payments of grant.
6. You may claim payment once the work has reached the stage of practical completion. You should send us
 - a) a copy of the practical completion certificate or equivalent documentation
 - b) a statement of how much has been spent
 - c) appropriate evidence for the majority of the expenditure, such as copies of invoices, receipts, architect's valuation certificates
 - d) a set of colour photographs showing the building as a whole and, if feasible, those parts of the building to which the work has been carried out
 - e) the name of the body (the recipient of the grant offer) to which the cheque is payable. We do not make payment to individuals, contractors or professional advisers.
7. If the cost of the work goes down, we may reduce the amount of our offer. We are under no obligation to increase our offer if the cost goes up.
8. Our representative(s) will be given access to the property at any reasonable time by prior appointment, before during and after completion of the work, to inspect and record the execution of the work and the condition of the building.
9. We may publicise our grant, and the work and/or project it supports.
10. Any variation to the specific or standard conditions of offer is only valid if we confirm it in writing.