

Northumbria Historic Churches Trust



Registered Charity No 511314
www.northumbriaht.org.uk

Grant Claim Form

On behalf of the governing body of (*insert name of church*) I claim payment of the grant offered in the Trust's letter of (*insert date*), for the amount of (*insert amount*). In support of this claim I am providing the following information.

- A copy of the architect's practical completion certificate or equivalent documentation that shows the work has been satisfactorily completed
- A statement of how much has been spent on the workⁱ
- Appropriate evidence for the expenditure, such as copies of invoices, receipts, architect's valuation certificatesⁱⁱ

Up to four colour photographs showing the building as a whole (external and internal) and up to four more detailed photographs of the parts where the work has been carried out

(*please send original digital photographs as jpeg files on a CD or by email to secretary@northumbriaht.org.uk*)

I confirm that to the best of my knowledge and that of the governing body, the conditions of the grant **have/havenot**ⁱⁱⁱ been met.

NAME	
POST HELD	
SIGNATURE	
DATE	

The **grant cheque is payable to**..... as the recipient of the grant offer. (Please note that payment cannot be made to individuals, contractors or professional advisers).

The completed claim form and supporting documentation should be sent by email to the Secretary of the Northumbria Historic Churches Trust at secretary@northumbriaht.org.uk. If you have any difficulty or need to send documents by post please contact the Secretary on 01661 852523.

Please leave this box blank for NHCT office use

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- ⁱ This refers to the cost of the grant aided work, which may not be the total project.
 - ⁱⁱ We do not require invoices for every small item of expenditure, as long as most of the expenditure is accounted for
 - ⁱⁱⁱ Delete as appropriate, and if necessary include a note explaining which conditions have not been met, and the reasons.