

# Northumbria Historic Churches Trust



Registered Charity No 511314  
www.northumbriahct.org.uk

## GRANT APPLICATION FORM

*Please print form and write clearly in black ink*

### Section 1: About your church

Church name  Location/town

Denomination  Local authority

Diocese/area  Postcode

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

Listing grade ( I,II\*, II or UNL)  Conservation area? Y/N

Other statutory designation/protection

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

**Section 2: Church usage**

Average Sunday attendance (all services)

Population of parish or catchment area

Average number of religious services a month

For what purposes other than worship is the church used?

Is the church open or closed in daylight hours?

Briefly describe arrangements for access if closed

**Section 3: Upkeep of the church**

Date of last Quinquennial Inspection or equivalent building survey

Description and cost of significant work (other than maintenance) in the last five years, and how this was funded (*maximum 50 words please*)

Do you have a schedule for routine maintenance? Y/N

**Section 4: Contact details**

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

Name

Address

Telephone

Email

**Section 5: Your repair project**

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

If these repairs are part of a wider project, briefly describe the wider project

What approvals do you have already?

*Please do not send copies of approval documents unless requested to do so*

What approvals do you still need to obtain?

What is the earliest date work could start?

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

Name

Address

Telephone

Email

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

**Section 6: Finance**

**Costs**

Describe breakdown of costs

Repair costs	£	<input type="text"/>
Contingencies (if any)	£	<input type="text"/>
Professional fees	£	<input type="text"/>
VAT	£	<input type="text"/>
<b>TOTAL</b>	<b>£</b>	<input type="text"/>

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

Are further repairs needed after completion of this project?

Yes/No

If yes, and you have an estimate of cost, please state

£

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

£

Please tell us how you became aware of NHCT as a potential source of funds

**Funds**

State briefly how you intend to pay for the work

*Secured or pledged*

From existing church funds	£	<input type="text"/>
Heritage Lottery Fund	£	<input type="text"/>
Other ( <i>please state</i> )	£	<input type="text"/>

*Applied for or anticipated*

LPW (VAT) grant	£	<input type="text"/>
Local fundraising	£	<input type="text"/>
<b>NHCT</b>	<b>£</b>	<input type="text"/>
Other ( <i>please state</i> )	£	<input type="text"/>
<b>TOTAL</b>	<b>£</b>	<input type="text"/>

Is any of the work covered by an insurance claim? Yes/No

**Section 7: Further information required**

Please include the following information with this application (tick boxes to confirm) by email to [secretary@northumbriaht.org.uk](mailto:secretary@northumbriaht.org.uk) If you need to send by post, or if you have any difficulty sending this information, please contact the NHCT Secretary on 01661 852523.

Copy of the listing description or other heritage description if relevant

One or two external and one or two internal colour photos of the church as a whole, plus two to four photos showing more details of the proposed repairs. *Please send digital jpeg photos by email or enclose digital photos on a CD with a postal application.*

Audited/examined accounts covering the last two completed financial years. Please 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 building survey - *either full report or summary plus extracts relevant to the proposed repairs*

In addition please send us the following information if available and if feasible to do so (tick boxes as applicable)

Statement of Significance and Need

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

### **Section 8: 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 accurate and reliable, to the best of my knowledge
3. I have read and understood the Guidance Notes and the Standard Conditions of Offer
4. Any photos or images provided by the applicant to NHCT may be freely used by NHCT for publicity purposes.

Name

Post held

Signature

Date

Please submit your completed application electronically or, if you need to send it by post, contact the NHCT Secretary on 01661 852523.