

Northumbria Historic Churches Trust



Registered Charity No 511314
www.northumbriahct.org.uk

STANDARD CONDITIONS OF OFFER

1. The work which is to be funded by the grant from Northumbria Historic Churches Trust has not yet started.
2. We may withdraw the offer if it has not been accepted within three months.
3. The work 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 work/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.
4. Where information relevant to the work has not at the date of the offer been made known to us but we have asked for it, we will need to approve that information to confirm the grant offer.
5. Unless you have already done so, you will obtain at least three competitive tenders for the work, and will accept the best tender.
6. Within two weeks of the work starting you will tell us in writing the start date and the forecast completion date. As the work progresses, you will keep us informed through regular updates.

7. The grant may be paid before the whole project is complete, if it has been used to pay for a specific part of the work; this must be agreed at the start of the project when you inform us of the start date and forecast completion date, as set out in paragraph 6 above. Payment may be claimed once the work has reached an appropriate stage of practical completion, which can be demonstrated by a trader invoice or invoices.
8. To claim payment please complete the grant claim form. You should also send us:
 - a) a copy of the architect's practical completion certificate or equivalent documentation that shows the work has been satisfactorily completed
 - b) a statement of how much has been spent, together with appropriate evidence for the expenditure, such as copies of invoices, receipts, architect's valuation certificates
 - c) two to four colour photographs showing the building as a whole (external and internal) and if feasible, up to six more detailed photographs of the parts where the work has been carried out. Photographs must be electronic jpeg files sent electronically or by post on a CD.
9. In any event you must claim payment at the very latest within two years of the date of the grant offer. We may want to inspect the completed work before making payment. You should allow four weeks between our receiving a valid claim and making payment, if no site inspection is needed.
10. 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.
11. 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.
12. We may publicise our grant and the work and/or project it supports.

13. Any variation to the offer or its conditions is only valid if we confirm this in writing.