

# Northumbria Historic Churches Trust



## STANDARD CONDITIONS OF OFFER

1. The work 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 two competitive tenders for the work, and will accept the best tender however as a Trust we are aware that in some areas there may not be a wide selection of craftsman to choose from so will take this into consideration.
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. You may claim payment once the work has reached the stage of practical completion, using the Grant Claim Form together with the requested information on that form.
8. 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.
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.  
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.