

HEREFORDSHIRE HISTORIC CHURCHES TRUST

NOTE FOR APPLICANTS FOR GRANTS



PLEASE READ THESE CAREFULLY BEFORE COMPLETING THE FORM

1. The Trust is concerned with the preservation, repair, maintenance, improvement, upkeep, beautification and reconstruction of Christian churches of all denominations within the boundaries of the County of Herefordshire.
2. Grants cannot be given for general maintenance of lighting, heating, decoration or furnishings. Projects associated with health and safety issues or implementation of the Disability Discrimination Act will be considered.
3. When conservation work is necessary to stained glass, wall-paintings, bells, monuments or historic furnishings, application must also be made to The Council for the Care of Churches. (Fifth Floor, Church House, Great Smith St, London, SW1P 3NZ)
4. It is an essential condition that an approved architect should be in charge of the work, and that a FACULTY OR ARCHDEACON'S CERTIFICATE, or appropriate building works approval has been applied for. No Grant can be actually paid until the Faculty or Certificate or evidence of building works approval has been presented to the Secretary.
5. Grants are conditional upon the work being executed in accordance with the specifications approved by the Diocesan Advisory Committee or appropriate authority. No payment will be made until the secretary has received evidence (receipted bills or architect's certificates) confirming that work to the value of the grant has been completed.
6. Grants remain in force for two years. If not claimed by then, they will automatically lapse, and re-application must be made. If there is likely to be a long delay before taking up the grant, it is helpful if the Treasurer is informed.
7. The Trustees will require evidence that every effort has been made to raise funds locally. Application for assistance should also be made to English Heritage when appropriate and to the Historic Churches Preservation Trust (31 Newbury Street, London EC1A 7HU).
8. Applications are considered by the Trustees at their meetings in **APRIL AND OCTOBER.** The result will be communicated to the applicant immediately the decision is made. Completed application forms, with supporting documents, must be received by the Secretary **BEFORE 15 MARCH OR 15 SEPTEMBER.** Receipt of the form will be acknowledged.
9. Provided that the Faculty, Archdeacon's Certificate or formal approval has been obtained there is no need for the start of the work for which the grant application is being made to be delayed until the result of the application is known. Please note that this DOES NOT apply to English Heritage or Historic Churches Preservation Trust, who both insist that NO work is started until their grant has been authorized.
10. If the work to be done arises from a Quinquennial Inspection, please indicate which parts of it the architect has designed as **URGENT** and which as **NON-URGENT.**
11. If the applicant is not the Incumbent, the form must be signed by that person also.
12. A copy of the PCC's or managing body's most recent statement of accounts and copies of any letters from English Heritage or other organisations that have awarded grants in the respect of the project associated with this application must be submitted with the application form.

Please return the attached application form as soon as possible, together with any leaflet describing the church to:

**Sarah de Rohan, Honorary Secretary HHCT, Birley Court, Birley, Herefordshire, HR4 8ET
Tel: 01568 720423 derohans@btinternet.com**

NB It is not possible to give any estimate of grant amounts prior to the meeting of the Trustees.

Revised 2007

THE HEREFORDSHIRE HISTORIC CHURCHES TRUST

Application for a Grant



Church and Dedication:		
Population of Parish:	Average Attendance at Services:	
Brief description of purpose for which Grant is required:		
Has application for a Grant been made to English Heritage or Historic Churches Preservation Trust?		
Has a Faculty/Archdeacon's Certificate been obtained? <i>(See Note 4)</i>		
Name and Address of Architect in Charge:		
Cost of Repairs		
Total estimated cost of work described above	£ _____	
<i>Less</i>		
Money already available:		
From the Parish	£ _____	
From other Grant-aiding source (please name)	£ _____	
	Sub-Total £ _____	
	Total Requirement £ _____	
Any other information which may help the Trustees to reach a decision:		
Date:	Signed: <i>(Applicant)</i>	Print Name:
Date:	Signed: <i>(Incumbent when not the applicant)</i>	Print Name: