

# Berkshire Historic Churches Trust

## Grant Application Form

The Trust was set up by a Declaration of Trust dated 6 February 1984, and the name changed in June 2020. Its objective is to raise funds for and make grants towards the repair and improvement of churches in the Royal County of Berkshire. Applications for grants are considered by the Trust's Executive Committee using documentation provided by the applicant. Grants, where offered, are normally paid on completion of the project.

**Please read the terms and conditions at the end of this document before completing the form.**

### 1. About the church

Please provide all of the required information about your church/chapel/meeting house ("church").

1.1 Name of church (For Anglican churches give parish and dedication; for other denominations give the name by which the church is usually known, and denomination)	
1.2 Address and postcode	
1.3 Frequency of Sunday services	
1.4 Average attendance at Sunday services (State number of services if more than one)	
1.5 Number and type of other services each month	
1.6 Nature and frequency of community activities in the church: (a) organised by the church, (b) arranged by other organisations	
1.7 Is the church open for visitors? (If so, give details)	
1.8 Number on the electoral or membership roll	
1.9 Have you enrolled as a supporter of the Berkshire Historic Churches Trust?	
1.10 Do you participate in Ride + Stride?	

### 2. About the church building

2.1 Age of building and name of original architect (Give date of building and name of architect if known, otherwise give the approximate age)	
2.2 Is the church a listed building? (If so, please state grade - I, II* or II)	

2.2 Statement of significance (List any features of special religious or architectural and/or historical interest (including furnishings and memorials), including the work of any known architect or artist, or association with a famous person or event. Alternatively, if you have a Statement of Significance you may attach it).	
2.3 Date of last quinquennial inspection	
2.4 Name of inspecting architect	
2.5 Do any items identified in the QI report still require action? (Please attach a copy of the QI report with a summary of actions taken/to be taken)	
2.6 Do you have a maintenance plan? (Please attach a copy)	

### 3. Proposed works

All costs should be quoted *exclusive* of VAT

3.1 Reason for works (eg repair recommended in Quinquennial Report/urgent repair)		
3.2 Description of works and estimated cost (excluding VAT) (Give a brief description of the proposed work. If it is part of a larger project please tell us how this element fits in to the whole. It would be useful to attach your Statement of Need (if you have one), project plans/drawings/ documentation, and photographs of the items needing repair. For costs we prefer a builder's quotation rather than an architect's estimate: if you have only the latter, please make this clear. If the estimate includes contingency, please show that as one of the elements.)	Description (main elements of works):	Cost:
Total project cost (excluding VAT)		
Eligible project cost (excluding VAT) (Please deduct from the total above the cost of any elements which are not eligible for support by the Trust; see Terms and Conditions)		
3.3 Is this part of a larger project? If so, please provide a summary of that project.		
3.4 Name and address of project architect/surveyor		
3.5 Name and address of main contractor		
3.6 How many estimates did you get?		

3.7 Do you have approval for the work from the appropriate authority (diocese/ denominational body, local authority)? (Answer yes or no, and give name of applicable body or authority. If you have obtained a faculty or other licence please attach a copy of this.)	
3.8 Proposed start date	
3.9 Estimated completion date	

## 4. Summary of costs

All costs should be quoted *exclusive* of VAT

4.1 Net cost of the eligible work (from 3.2 above):		£
4.2 Net cost of other work, not eligible for a grant from the Trust:		£
4.3 Architect's fees and expenses		£
4.4 Other professional fees (please specify):		£
4.5 Incidental work		£
4.6 Contingencies (where not already included in the cost as shown in 3.2)		£
4.7 VAT on all work and fees:		£
4.8 Is VAT reclaimable on all or part of the project? (The Trust expects that you will reclaim VAT where applicable)	Subtract the VAT reclaimable:	– £
4.9 TOTAL PROJECT COST:		£

## 5. Fundraising

	Details / Notes	Status	Amount
5.1 How much is allowed to the project from the church's own funds? (Please enclose a copy of the most recent church accounts)			£
5.2 How much have you received from local fundraising and donations?			£
5.3 Have you applied to other grant-giving bodies or charitable trusts? (If so, please name them and give the current state of the application and the sum(s) promised if known):			£
5.4 TOTAL FUNDS AVAILABLE:			£

## 6. Financial Summary

6.1 TOTAL COST OF REPAIRS (from 4.9 above)	£
6.2 TOTAL FUNDS AVAILABLE (from 5.4 above)	£
6.3 CURRENT SHORTFALL (6.1 – 6.2)	£

## 7. Applicant's Details

(This should be completed by a representative of the church, not by the project architect, and should be the person with whom we will normally communicate)

7.1 Name	
7.2 Position	
7.3 Address	
7.4 Email	
7.5 Telephone	
7.6 Church's bank details	

## 8. Declaration

8.1 Signature of applicant:			
8.2 For and on behalf of: (This is the formal name of the applicant, eg 'the PCC of xxxx')		8.3 Date:	

If you require any advice or need help completing this form, please contact the Secretary/Grants Administrator by email to [grants@berkschurchestrust.org.uk](mailto:grants@berkschurchestrust.org.uk) or phone 01865 859973. When this form is complete please return it and all supporting documents by email or by post to Brookside Cottage, 53 Thame Road, Warborough, Wallingford OX10 7EB

Please supply copies of the following documents and anything else that you feel will assist the Trust in its assessment of your application. Please note that documents cannot be returned.

- o Full certified accounts of the church for the latest year;
- o Faculty, licence or other approval for the works, if obtained;
- o The most recent Quinquennial Inspection report (or at least the summary of items requiring attention) with a brief summary of actions taken or to be taken on these items;
- o Any architect's or specialist consultant's report on the proposed works;
- o Drawings and specification for the works, if relevant;
- o Builder's tender or Architect's estimate of costs;
- o Photographs – Please include (a) any photographs you wish to submit in support of your application, and (b) a high resolution digital image of the church which we may reproduce in our Annual Report or other publications (including permission from the photographer and any people in the picture);
- o Completed subscription form (if your church does not already subscribe)

This form is primarily intended for repairs to the building; if the application relates to alterations to the building (for example to improve access or create flexible space) and/or additional facilities (such as toilets or kitchen), more information will be needed. This should be provided as a separate document setting out the basis of the project, how it will affect the use of the building by the congregation and by the local community, and how it will contribute to sustainability (for example, by bringing in additional income from hire of the facilities for local community events). The Trust is more likely to consider a grant for a project which can demonstrate a clear benefit to sustainability, with realistic financial projections for the future income and expenditure to be achieved by the project, supporting evidence of the need (e.g. that other facilities do not exist or are inadequate) and that there is positive interest and support from the community.

Please let us know if the work is part of a larger project, and if so, describe briefly what the larger project entails. We will be willing to consider separate applications for later stages.

For Trust use only:	
Reference:	
Date received:	
Date discussed:	
Grant offered:	£
Special conditions:	

## Terms and Conditions

We support Christian churches, chapels and meeting houses of all ages and denominations that belong to or are associated with *Churches Together in England*, and in regular use for worship. We can contribute to projects of any size but priority is given to works of repair that are necessary for the continuing life of the building as a place of worship.

Grants may be given for works to the structure of the building (roof, walls, floors, windows, doors, towers and spires, bell-frames, and rainwater goods), replastering, heating and lighting, rewiring, wall paintings, stained glass, monuments inside churches, specialist cleaning and treatment of insect and fungal infestations. The installation of roof alarms is also supported where these are approved by the insurer.

We encourage churches to make use of their buildings for the benefit of the community at large, where this meets a demonstrable local need and provided such adaptation of the building can be achieved without compromising its special architectural or historical qualities and sense of place, and to this end modest grants may be available for improving accessibility and for new facilities in or attached to the church, such as kitchens and toilets.

Grants, whether for repair or for adaptation, are normally restricted to works on the building (or part of the building) forming the worship area and related attached parts such as vestries and porches, but excluding church halls, meeting rooms or schoolrooms outside the worship area, or living accommodation within the church building. We may exceptionally give grants for churchyard walls and lychgates if they are of architectural or historical significance.

We do not give grants in respect of bells, organs or audio-visual systems. We do not give grants for liturgical re-ordering or for removal of pews, for redecoration (except where this is required as a result of urgent repair work), nor for purchase of furnishings (such as chairs) or work on existing ornaments, moveable furnishings and fittings unless these are of historical significance.

Grants are given only for capital projects for repair or adaptation, not for recurring maintenance or operating costs.

### Grant conditions

In general, we expect that building work should not have commenced before a grant has been offered and been accepted, but may make an exception if work is needed as a matter of urgency. However, work which has been completed before the application is submitted will not be eligible for a grant.

Work on listed and heritage buildings should be carried out using appropriate materials and methods, and under the direction of a certified architect or surveyor.

All required approvals must have been obtained before commencing work. This may include a Faculty or Archdeacon's approval (or the equivalent in other denominations), and/or planning permission and Listed Building Consent where applicable.\*

The church must have addressed, or show clear plans to address, maintenance and general repair, including items identified in the latest Quinquennial Inspection report.

The church must have a documented Maintenance Plan covering regular inspection and maintenance tasks.\*

The church must be open to visitors on a regular basis, outside the times of services.\*

[\* Please contact the Trust if you need further information on these matters.]

### How to apply for a grant:

If your project meets the criteria listed above and you agree to abide by the conditions stated, you should:

- i. Contact us as early as possible – see page 5 for contact details. We will be happy to talk through your project with you and discuss your application before you submit it
- ii. Complete this application form and return it with the documents listed on page 5. We prefer to have applications submitted electronically where possible

We may ask for clarifications or additional information so that we can properly review the application.

The application will be considered by our Executive Committee, which meets quarterly, and we will let you know the outcome.

### Your obligations:

If you accept our offer of a grant, you are deemed to agree to:

- i. Accept the grant by letter or email within three months of the offer being made.
- ii. Not start the work until the result of your application has been confirmed: if the work needs to be carried out urgently, please contact the Grants Administrator before works start.
- iii. Complete the work in accordance with the approved drawings/specification, under the direction of the inspecting architect appointed for your church, or by a suitably experienced architect or chartered surveyor.
- iv. Provide periodic reports to the Trust on the progress of the works, and any significant variation which is considered necessary.
- v. Complete the work and claim the grant within three years of the offer being made. The grant will lapse after this date unless an extension of time has been agreed with the Trust
- vi. Keep the church open for a period of at least five years after the work has been completed. (If you do not, we will expect the grant to be returned.)

In return for a grant, we encourage all recipients to support the Trust's work by:

- i. Subscribing to the Trust for a period of at least three years: unless you are already a subscriber you should return a signed form with your acceptance letter and arrange a

standing order for annual payment of subscriptions.

- ii. Participating in the annual Ride+Stride event and encouraging your congregation to become involved by either walking, cycling, riding or other form of participation, or by sponsoring a participant or manning the church.

**Payment of grants:**

Grants are normally paid on completion of the specified works, as certified by the architect/surveyor. For minor or specialist works we may accept an invoice from the supplier/contractor as evidence of work done.

Where work is undertaken in phases a *pro rata* part of the grant may be paid against completion of each phase. On a case-by-case basis the grant may be paid against an interim certificate or certificates for a substantial part of the work, provided we are satisfied that the specified work will be fully completed.

If there is a significant variation to the scope identified in the application, in particular if part of the work is omitted, the Trust reserves the right to review the amount of the grant.