



Gloucestershire
Historic Churches Trust

Guidance Notes for making an application for a grant from GHCT

Before you start:

We recommend that you read the advice on Funding for Church Buildings on the Diocese of Gloucester website: <http://www.gloucester.anglican.org/parish-resources/church-buildings-and-churchyards/grants-fundraising-and-money/>

Please note the following conditions for a grant:

- 1 Grants will not normally be offered for substantial repairs unless the work has been specified by an architect or surveyor with appropriate conservation training.
- 2 For Church of England churches, application must be made to the DAC for a faculty or approval under List B. Similar provisions apply for other exempt denominations such as Roman Catholic and Methodist and you must make it clear how far the approval process has progressed.
- 3 Applicants are expected to support the work of the Trust by an annual donation and/ or by taking part in the annual sponsored Ride+Stride on the second Saturday in September with church members riding, walking or driving and with the church open on the day.
- 4 The church must be adequately insured and properly maintained.

Notes to help you:

- 1 The Grants Committee will need to be clear from your application:
 - how far the project has got in terms of approvals, tender prices etc, and
 - how much money is still needed. Please show clearly what other grant applications you have made or are planning, and the results.
- 2 The Grants Committee will take into consideration the contribution made by your church to the local community. Preference will be given to churches which are open as much of the week as possible, and those which can demonstrate active engagement with other organisations locally, especially schools.
- 3 Please include recent photographs of the exterior and interior of the church and, if possible, others showing details relevant to the project.
- 4 Please include relevant details of the work, for example a schedule of work, conservator's report, or a ground plan or drawing where alterations are being made.
- 5 Applications may be entirely electronic or in hard copy form or a combination. If you are close to the deadline an electronic application form should be sent even if

other papers are following by post. Please do NOT send anything by special delivery.

- 6 A checklist of attachments is given below.
- 6 The Grants Committee normally meets on the first Mondays of June and December. The deadlines are 30th April and 31st October. Later applications may be accepted but this cannot be guaranteed.

When completed, the form with attachments should be sent or emailed to the Grants Secretary:

Jonathan MacKechnie-Jarvis 73 Forest View Road Tuffley Gloucester GL4 0BY
or jonathanmj@virginmedia.com

General enquiries telephone 01452 502174 daytime only please, but email is preferred.
Please do NOT send applications by special delivery.
Applications will usually be acknowledged immediately by email.

Checklist of attachments:

- If you feel it helpful, please attach a covering letter giving any additional and relevant information about your church and your project
- The most recent accounts, even if these have not yet been audited. If unaudited accounts have to be sent, the latest set of audited accounts must also be sent.
- If you have a Friends organisation or other related charity dedicated to supporting your church, please also send its latest accounts.
- Details of the work. Please send enough detail for us to be able to grasp what is proposed.
- Photographs relevant to the application, along with electronic copies if possible.

After the Grants meeting

We aim to contact applicants immediately after the meeting by first class post. Smaller grants are usually made at once in the form of a cheque. Larger grants may be presented at a service at your church.

In some cases at its discretion, the Committee may award a grant to be paid at a later stage, eg on commencement of the work.

We would like to be kept updated as the works progress and are completed and may wish to use photographs for publicity purposes. This will be discussed with you in advance.

The above notes cannot cover all contingencies. If you have any questions or problems about your application, please get in touch.

JMJ/23/04/2018