

Notes for guidance in applying for a grant

Please read carefully before making your application

The Trust is concerned with the preservation, repair, maintenance and improvement of Christian places of worship of all denominations within the County of Herefordshire. Our focus is on providing advice, development stage grants and limited partial funding of execution phase work.

Applications are normally considered by the Trustees at their meetings held in **April (the primary occasion for awarding grants for the year ahead) and October**, and grant applications **must be submitted before the 15th March or 15th September** for consideration at the appropriate meeting. PCCs/managing bodies are encouraged to get in touch at an early stage to discuss their project and the best way of going ahead.

Small grants in respect of urgent repair work highlighted by a quinquennial inspection or to prevent rainwater damage etc are sometimes made outside of the timescales given above and the best approach here is to ring/email the Trustee responsible for liaising with churches, whose contact details are given below.

The Trustees will wish to see evidence that every effort has been made to raise funds locally. Awards will only be made to places of worship that have joined the Trust as a member – please see details {here} – who are encouraged to become involved with us in initiatives such as Ride & Stride and Music in Quiet Places.

On receipt of the grant application one of the Trustees will normally make a site visit, unless one has already taken place, to familiarise themselves with the project prior to it being considered at the formal meeting.

Once awarded payment of any grant will only be made:

1. On the production of a copy of the Faculty or other authorisation to the Churches Trustee;
2. Against evidence that work to the value of the grant has been undertaken (receipted invoices or architect's certificates).

Grant awards remain in force for **two years** and if not claimed within that period automatically lapse, when re-application will be necessary. Please inform the Trust if there is likely to be any delay in taking up the award.

If you would like to discuss any aspect of this or are unsure about applying for a grant please contact the Trustee responsible for liaising with churches:

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