

Notes for Completing the Application Form for an HCCPT Grant

1. *Building for which grant aid is sought*

- 1.1. Give the commonly used name.
- 1.2. Full address of the building including the post code.
- 1.3. The listing grade and description of the building, if not known, may be obtained from the Local Planning Authority.
- 1.4. Alterations involving demolition to any building within a Conservation Area, even if not listed, may require Conservation Area Consent.

2. *Applicant/body making this application*

- 2.1. Give name or denomination e.g. Church of England, Roman Catholic, Methodist, Baptist, URC, Society of Friends.
- 2.2. This should be the body or a delegated person initiating the intended project e.g. Parochial Church Council, Minister etc.
- 2.3. This should include the name and address of the person to whom all communications relating to the application should be made.

3. *Architect/Surveyor*

- 3.1. In general, to be eligible for grant aid, a project must be supervised by a chartered architect or chartered ecclesiastical surveyor. Please give the name, qualifications, address and telephone number of the architect or surveyor.

4. *Summary of project*

- 4.1. Briefly describe the circumstances which have initiated the project e.g. quinquennial inspection etc. Give a brief list of the major components of the work to be carried out, indicating where necessary any proposed phasing of the work or matters of urgency.
- 4.2. If the application for grant aid covers only particular phases or parts of the proposed work, please give separately, details of this work.

5. *Resources and funding*

- 5.1. Give the total cost of the project including all intended or projected phases as set out in 4.1 if known, including any professional fees. Costs should if possible be based on submitted or accepted tender prices.
- 5.2. Indicate the likely VAT status of the work.
- 5.3. Give the total amount of grant aid being sought from HCCPT. Please remember that the Trust's resources are limited and that there are many calls upon them. Only in very exceptional circumstances is the Trust likely to be able to grant more than a small proportion of the project costs (and there is a strict limit of giving no more than 50% of the total). The preferred projects are those where the fabric of a building requires immediate works of repair. Projects involving new amenities/re-ordering, heating and lighting, re-wiring, re-decoration, new bells or organ repairs are less likely to receive favourable consideration. Under no circumstances can grants be made for work already in hand or completed. The Trust suggests that phasing of major projects would help to overcome this constraint, allowing non-eligible work to proceed whilst other is being considered.
- 5.4. The level of grant aid offered by HCCPT may depend on funding already to hand or promised. List those other sources you have already approached and the funding achieved to date. If necessary, indicate which funds are conditioned for specific aspects of the project. Indicate what resources of your own will be committed to the project and how you will seek to raise further funding within the community or church membership.
- 5.5. Briefly describe any recent work carried out on the church/chapel either as repairs or otherwise and the approximate funding raised.
- 5.6. It is helpful to the HCCPT to know approximately how many regular members of the congregation will benefit from the proposed works. The HCCPT can then also judge the likely burden on them of raising the supporting funding.
- 5.7. Additional funding for HCCPT is derived from the Annual Sponsored Ride and Stride event held at the beginning of September. State whether your church/chapel has participated in the event within the last five years.

6. *Project management*

- 6.1. It is assumed that the likely works to be grant aided will require official approvals which may include that of the Local Planning Authority or the church/chapel authorities before work may commence. Please supply copies. No decision about grant aid can be made until evidence of such approvals has been provided.
- 6.2. The site plan provided should be based on the latest OS large scale plan for the locality with the curtilage of the property clearly marked in RED. The architect's/surveyor's full specification as submitted to tender or other such specification detailing all work to be carried out as a part of the project should be provided. Estimates or tenders for the work set out in the specification above from at least two contractors must be provided. They should both be estimates for identical work. Any variations must be noted and separately priced.
- 6.3. The HCCPT would normally expect the architect/surveyor to provide a final certificate once the specified work is completed. In the case of major projects interim certificates would also be expected. Payment of the grant will only be made against such certificates. The HCCPT reserves the right to visit on completion of the work.
- 6.4. State what level of fees the professionals (architect, engineer etc) will be paid at.

6.5. It is important that the HCCPT knows the anticipated time-table for the project. Under no circumstances will grant be offered in retrospect but for genuine emergency repairs the HCCPT will make every effort to speed up consideration of an application.

7. ***Authorisation and certification***

7.1. Please indicate the name of the body making the application.

7.2. The sum applied for should agree with the amount entered in box 5.3.

7.3. Please confirm what supporting documentation has been enclosed with the application and obtain as many authorized signatories as are required for your applying body.

8. ***Payment details***

Please provide the details of the bank account of the applying body into which any grant payments may ultimately be paid to allow electronic transfers to be made where appropriate.

Please remember that the calls made on the funds available are considerable and that unfortunately the level of grant likely to be offered will only meet a minor portion of the total project costs.