



Grant Application Form

CHURCH NAME:

1. Applicant Details

Name:		Telephone:	
Position:		Application date:	
Address:			
Email:			

2. Church Details

Parish and Dedication:			
Architect:		Date of last Quinquennial Inspection:	
Number on Electoral Roll:		Frequency of Sunday services:	
Average attendance at Sunday services:		Annual Insurance Premium:	£
Member of the Norfolk Churches Trust?		Participant in NCT Annual Bike Ride?	
Is there an NCT leaflet holder in church?		Is the church open for visitors?	
Do you have a Friends Group?		Faculty/Archdeacons licence?	
Is there an annual maintenance plan?		Is the church in a group parish:?	

3. Repairs

(i) Summary of proposed repairs (200 words)

<i>(ii) Description of repairs eligible for NCT funding (do not include VAT)</i>	<i>Estimated Cost</i>
	£
	£
	£
	£
	£
	£
TOTAL (carry over to section 4))	£

<i>(iii) Summary of repairs carried out during the past five years (200 words)</i>

4. Estimated Costs of Project

	<i>Details/Notes</i>	<i>Cost</i>	<i>Estimate or Quote?</i>
Cost of repairs eligible for NCT grant (<i>from 3(ii)</i>)		£	
Architect's fees and expenses		£	
Other professional fees (please specify)		£	
		£	
		£	
Incidental work (exc. VAT)		£	
Contingencies (exc. VAT)		£	
VAT on all work and fees		£	
TOTAL COST OF REPAIRS		£	

5. Funds Available

Please note that the latest PCC accounts and where applicable Friends Group accounts must be provided with this application.

	<i>Details/Notes</i>	<i>Amount</i>	<i>Status *</i>
Fabric Fund		£	
Restoration Fund		£	
Restricted funds (please itemise)		£	
Donations (please itemise)		£	
		£	
Fundraising (please itemise)			
General Fund		£	
National Lottery Heritage Fund		£	
National Churches Trust Grant		£	
Patron or Lay Rector		£	
Insurance payment		£	
Other grants (please specify):		£	
VAT to be reclaimed via LPWGS*		£	
TOTAL FUNDS AVAILABLE		£	

* *Status:*

- *A – application made, awaiting decision*
- *S – secure*
- *D – declined*

Summary of money-raising events and applications planned by PCC (200 words)

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6. Financial Summary

TOTAL COST OF REPAIRS (as above, 4)	£
TOTAL FUNDS AVAILABLE (as above, 5)	£
CURRENT SHORTFALL	£

If you require any advice or need help completing this form, please contact Scilla Latham:

Email: secretary@norfolkchurchestrust.org.uk

Telephone: 01379 677272

Please return all completed grant applications and supporting paperwork and photographs by email to: secretary@norfolkchurchestrust.org.uk

Postal applications should be sent to:

The Secretary, Norfolk Churches Trust, Manor Farmhouse, Diss Road, Tibenham, Norwich, NR16 1QF

Please read the notes on completing the form on the following page.

Notes for completion of Grant Application Form

This grant scheme is intended for churches that are already members of the Norfolk Churches Trust; consideration will be given to applicants who join the Trust at the time of submitting their application. The annual membership subscription (currently £30 pa) is payable by Standing Order. If possible, please submit the form and supporting documents electronically; however we accept applications, either typed or hand written if this is the only method available.

1. Applicant Details

Please note this form should be completed by the PCC (not the architect or other adviser).

2. Church Details

Please provide quotations for the repairs and good quality photographs of areas under consideration to support your application.

3. Repairs

Please write a brief description of repairs explaining why they need to be done without delay, and if your shortfall is significant, which other organisations you are approaching for funding.

The Norfolk Churches Trust funds the following work: repairs to the fabric of the building, rain water goods & drainage, windows, furnishings including pews, screens, monuments, historically significant organs, bell-frames, and clocks. Additionally re-decorating when it is integral to a repair, and electrical switchgear.

The Trust does not fund: re-ordering projects, the installation of new facilities, re-wiring, central heating or routine redecorating

4. Estimated Costs of Project

Please ensure that the figure provided for the total cost of repairs matches the total from 3(ii).

Please itemise all professional fees (excluding VAT) where known. This can include structural surveys, environmental survey, archaeology, environmental survey & specialist conservation reports.

Please provide a total VAT figure to cover all itemised costs.

5. Funds Available

Please note that an up-to-date copy of PCC accounts and where applicable Friends Group accounts must be provided with the application. Please provide details of any bequests or ring-fenced funds not available for the repairs and clear evidence of all funds available.

Please use the *Status* column to indicate whether funds have been secured (S), applied for (A) or declined (D).

* Listed Places of Worship Grant Scheme (www.lpwscheme.org.uk) - the Trust expects PCCs to reclaim the VAT through this programme.

6. Financial Summary

Please ensure that the figures included here match those provided under sections 4 and 5.