



## GRANT APPLICATION

**Repair Grants** are awarded for work to Christian churches and chapels for carrying out repairs to the fabric in order to preserve the buildings for current and future use by worshippers and the wider community.

**Improvement Grants** are awarded for work to church buildings that will assist with their sustainable long-term use both for worship and for wider community purposes, such as the provision of kitchen and toilet facilities, heating, and disabled access.

### Information for Applicants

To avoid any delay in the progressing of your application this form must be fully completed. Lack of information may delay the consideration of your application.

The following supporting documentation must be submitted with your completed application: -

- A copy of the architect's specification or detailed estimate relevant to the proposed work.
- Photographs of the area of the church where the work is planned.
- CofE: A copy of the Faculty, or a notice from the Archdeacon authorizing the work to be undertaken in accordance with the list B provisions.
- Other Churches: A covering letter from your diocese/area/district/circuit or equivalent supporting the proposed work.
- If the authorizations are in process a letter indicating when approval is expected.
- A full set of church accounts as presented to the annual church meeting together with any further recent and relevant information.
- If there is a 'friends' organization that supports the church, a copy of their accounts.
- Any other documentation deemed necessary to support your application.

It is essential that the work has been specified by an architect and has been subject to the tender process. Grants will only be awarded in exceptional circumstances if this requirement has not been met.

The completed application must be signed by an officer of the church. When this is not the case a letter of support from the priest/minister must be sent with the application.

Hard copy applications only, email copies are not acceptable.

**We encourage you to also apply to other grant-making bodies.**

Further advice is given on our website.

## **Procedure**

Two copies of the completed application and the other documentation shall be sent to the Committee Secretary. Please be sure to include a contact telephone number for someone who is able to discuss the application and the proposed work. This could save a lot of unnecessary correspondence and delay in processing your application.

The application must be made before work starts on site.

Your application will be considered by the Grants Committee. Prior to the meeting a committee member will contact you to discuss the application and discuss any changes in circumstances since the application was received.

The committee meets to consider applications four times a year.

### **Applications should be sent to:**

JL Bloomfield JP  
Hon Secretary FECT Grants Committee  
39 Lake Rise  
Romford  
Essex  
RM1 4DZ  
01708 745273

Office use only:

Ref. No.

P&M

IMP

MTG

## CHURCH DEDICATION & LOCATION

Name: \_\_\_\_\_ Deanery / Area: \_\_\_\_\_

Town / Village: \_\_\_\_\_ Borough / District Council: \_\_\_\_\_

Post code: \_\_\_\_\_ Website address: \_\_\_\_\_

Electoral Roll Number: \_\_\_\_\_

(for non CofE Churches, number of members)

## DETAILS OF THE CHURCH

Age: \_\_\_\_\_

Is your church listed?: Yes No

Grade: \_\_\_\_\_

Points of architectural and historic interest:

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Date of last quinquennial/structural inspection of the church: \_\_\_\_\_

Name of architect who undertook the inspection: \_\_\_\_\_

Is the church adequately insured? Yes No \_\_\_\_\_%

Is there a Stewardship/Planned Giving Scheme in the parish? Yes No

How many members are there in the scheme? \_\_\_\_\_

Is Gift Aid recovered from HMG? Yes No

When was the scheme last renewed? \_\_\_\_\_

## SUPPORT FOR FOECT

Annual membership/Regular donation Yes No

Ride & Stride Yes No

Other \_\_\_\_\_

# SUMMARY OF PROPOSED WORK

Category of grant for which this application applies: Repair  
Improvements

Details extracted from the Specification. (This section must be completed in full as committee members, other than the visitor, only receive a copy of the application with the meeting agenda.)

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Name & Address of architect who specified the work: \_\_\_\_\_

How many tenders were received? \_\_\_\_\_ Accepted tender price: £ \_\_\_\_\_

VAT:	£	_____
Fees:	£	_____
VAT:	£	_____
Total excl. VAT:	£	_____
Total incl. VAT:	£	_____

(You are advised to check if you are able to reclaim the VAT on the work, under the Listed Places of Worship Grant Scheme)

Authority for the planned work (refer to note in the information section)

CofE churches -	Has a Faculty application been submitted?	Yes	No
	Has the Faculty been received?	Yes	No
	Is the application being made under List B?	Yes	No
Other churches -	Do you have a letter authorizing the work?	Yes	No

Planned start date: \_\_\_\_\_ Planned completion: \_\_\_\_\_

Is the work to be completed in one stage? Yes No

Grants awarded by FECT in the past three years: £ \_\_\_\_\_

# FINANCIAL STATEMENT

**It is essential that this section is fully completed.**

Total funds available for the work £ \_\_\_\_\_ as at \_\_\_\_\_

Sources of the above funds, list individual elements

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Other funds that could be made available: £ \_\_\_\_\_

## Details of other funds held not available for this work

Is there a 'friends group' that supports work to the church?      Yes      No

## Parish Share

Your contribution to central church funds.

Request for this year      £ \_\_\_\_\_

Request for last year      £ \_\_\_\_\_ amount paid £ \_\_\_\_\_

## Applications to other grant awarding bodies

Landfill Communities Fund      Yes      No

The National Lottery Heritage Fund      Yes      No

Local Authority/County      Yes      No

Others (please specify) \_\_\_\_\_

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**CONTACT** (someone who is able to discuss the application and proposed work)

Name: \_\_\_\_\_ Position in church: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

**DECLARATION** (to be signed by a second person who is not the contact)

On behalf of the applicant church I certify that the information given in this form is accurate.

Name: \_\_\_\_\_ Position in church: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Attach signature  
as image or PDF

*Click inside box  
to select file*

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