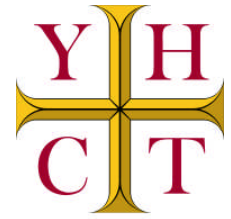


# YORKSHIRE HISTORIC CHURCHES TRUST

Registered Charity No. 700639



www.yhct.org.uk

## **GUIDANCE NOTES ON APPLYING FOR GRANT**

The Yorkshire Historic Churches Trust may assist Christian churches of any denomination used for public worship and situated in Yorkshire, as it existed before local government re-organisation in 1974. The church may be of any age and need not be listed.

### Eligible Works include:

- Repairs to the church fabric, eg. walls, roofs, floors, tower, bell frames, windows, stonework, repointing, rainwater goods.
- Conservation of fixtures and fittings, eg. monuments, furniture, stained glass.

Low priority works include repairs to bells, clocks, organs, and repairs to heating installations.

**NOTE: All works must be authorised by Faculty or equivalent before grants can be paid.**

### **INELIGIBLE WORKS:**

- New work eg. re-ordering, extensions, new heating and lighting installations.
- Repairs forming part of an overall re-ordering projects.
- Work which has already been started or completed before the application form has been submitted.
- Repairs to church halls, parsonage houses and/or other associated buildings.

## **NOTES ON COMPLETING THE APPLICATION FORM**

**Applicants are advised to await decisions from major grant-giving bodies prior to completing and submitting this form.**

1. Ensure your application is legible, signed and all questions have been answered. ***Incomplete forms may delay or result in your application being declined.***
2. All information must be provided in the spaces provided on the application form ie. do not refer to 'attached documents'.
3. Ensure all supporting documentation is provided.
4. Ensure all financial details are clearly shown and correct.

## **THE APPLICATION PROCESS**

1. Applications should be submitted for consideration by the Grants Committee by the following dates:

### Deadline for Receipt of Application

29<sup>th</sup> July 2011  
16<sup>th</sup> December 2011  
27<sup>th</sup> April 2012  
7<sup>th</sup> September 2012

### Meeting Date

9<sup>th</sup> September 2011  
3<sup>rd</sup> February 2012  
8<sup>th</sup> June 2012  
19<sup>th</sup> October 2012

2. The Grants Secretary will acknowledge receipt of your completed application and let you know when you can expect to receive a decision.

### Site Visit

3. Shortly before the grants meeting, a member of the Grants Committee may request a visit to discuss your project with you.

### Insurance

4. You should ensure that the appropriate insurances are in place to cover any risk that the inspector may be exposed to and advise him/her of any relevant health and safety matters.

### Decision

5. Following the Grants Committee Meetings, the Grants Secretary will inform you whether or not your application has been supported.

### Payment of Grant

6. If your project is successful and offered a grant, these may be claimed by submitting copies of receipted invoices and/or Architect's Certificates once expenditure has reached a sum in excess of the grant offered.

### VAT

7. VAT is zero-rated for all work associated with accommodation for people with disability and for work to a listed church where Ecclesiastical Exemption (Listed Building Consent) has been granted. Repair and maintenance of a listed building will require VAT to be paid on amounts invoiced but, under certain circumstances, the tax can be re-claimed through the 'Listed Places of Worship Scheme' (details available via the internet on [www.lpwscheme.org.uk](http://www.lpwscheme.org.uk)).

## **CONDITIONS OF GRANT**

All grants must be taken up within 3 years from the date of notification. If not claimed, the grant will be reviewed and in reasonable circumstances may be granted an extension of time. Failure to request an extension or take up the grant within the time frame will result in expiry and a new application will be required.

A copy of Faculty Consent (or equivalent) must be submitted before the grant will be paid.