

## YORKSHIRE HISTORIC CHURCHES TRUST

Registered Charity No. 700639

### 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. 'For clarification 'used for public worship' means used for that purpose at least twelve times a year. In exceptional circumstances an application will be considered where there is less public worship and the church or chapel is of particular architectural merit and is used for community events or purposes.

#### 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 and organs.

**NOTE All works must first be authorised by Faculty or equivalent prior to any grant being paid.**

#### INELIGIBLE WORKS:

- New work eg. re-ordering, extensions. All heating and electrical installations, including up-grading.
- Repairs forming part of an overall re-ordering projects.
- Work which has already been started or completed before the application form has been submitted.
- All work in connection with facilities for the disabled.
- Repairs to church halls, parsonage houses and/or other associated and ancillary buildings.
- Applications must be drawn up by an architect or a conservation accredited surveyor, or approved and supported by such a professional – any which are not will be ineligible.

### 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.
5. We encourage all applicants to approach other funding bodies as well as the YHCT when requesting funds for projects. Applicants requesting a grant of over £2000 must show they have approached at

least 2 other funding bodies, over £3000 at least 3 other funding bodies and over £4000 at least 6 other bodies.

6. Please ensure your application has the correct postage. Extra revenue charges will not be paid to retrieve your application from Royal Mail and will result in your application being returned to you after 21 days.

## **THE APPLICATION PROCESS**

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

<b>Deadline for Receipt of Application</b>	<b>Meeting Date</b>
Friday 1 <sup>st</sup> March 2019	Friday 12 <sup>th</sup> April 2019
Friday 23 <sup>rd</sup> August 2019	Friday 4 <sup>th</sup> October 2019

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, this 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.lpwsscheme.org.uk](http://www.lpwsscheme.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.

If the church is not already a Friend of the YHCT, we'd encourage all applicants to take up membership. By signing up as Friend, the church will receive our annual report, online newsletters and invites to all the events we hold throughout the year. The church will be joining a wide group of Friends who care about the historic fabric of the Christian church in Yorkshire whilst helping other churches benefit from funding for essential repairs and maintenance. Application details are available on our website.