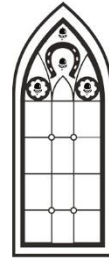


Rutland Historic Churches Preservation Trust



APPLICATION FOR GRANT OR LOAN towards repair and restoration of Places of Worship in the County of Rutland

Guidance Notes for Applicants

Rutland Historic Churches Preservation Trust (RHCPT) exists to provide a financial helping hand to any place of worship, open for public worship, of any denomination, within Rutland, in need or repair or restoration. The following extract from the Trust Deed demonstrates that the Trust has a wide discretion when considering applications:

"(The Trust was founded in 1954 for) the preservation, repair, maintenance, improvement, upkeep, beautification and reconstruction of churches in the County of Rutland and of monuments, fittings, fixtures, stained glass, furniture, ornaments, bells and chattels in such churches and of the Churchyard belonging to any of such churches..."

Submitting an application

The Trust is managed by a Board of Trustees and for every place of worship in Rutland there is a named Trustee with Special Responsibility (TSR) for supporting a group of churches. The starting point for developing a grant application is to contact your TSR. If you don't know who your TSR is, please email the Trust Secretary: rhcptrust@gmail.com The TSR will guide you through the application process and will be happy to look at and advise on a draft application so please contact your TSR well in advance of the closing date for applications. You are strongly advised not to submit your application until you have completed the consultation process.

The application form is available to download as a Word document from the website and must be completed electronically. The final version of the completed application form must be submitted as an attachment to an email sent to your TSR and copied to the Secretary whose email address is: rhcptrust@gmail.com A copy of the latest Independently Examined Report and Accounts for the place of worship should also be attached. If, for some reason, the accounts have not been independently examined at the time of application please discuss this with your TSR.

These Guidance Notes have been provided to assist you to complete the application form. The Trust needs certain information to make a decision about your application but has endeavoured to keep the application process as simple as possible. The TSR may also use the information to give further guidance on other sources of funding or to support you in completing the works for which you are seeking funding.

Application Submission dates

The Board of Trustees meets twice a year, usually in November and June, to consider applications for funding. Applications can be submitted at any time but to be considered at the next Board meeting **the closing dates for applications are May 31st and October 31st each year**. Retrospective applications for work which has already started or been completed are not normally considered. In exceptional circumstances, talk to your TSR.

Specific guidance on the application form

In the first section of the application form you are asked to provide information about the place of worship and the population it serves and contact details of the applicant. The application can be completed by any member of the governing body but it is expected that the content would be discussed with all relevant officers including the Treasurer, the Churchwarden and the Minister or their equivalents.

Q1. Please set out clearly the nature of the work in respect of which this application is made.

Please provide a brief description of the work for which you are seeking funding and when you aim to start. As previously stated, the Trust Deed gives RHCPT a wide brief but as there is rarely enough money to support every project, priority will be given to structural repairs such as roofs and the fabric of the building. Applications for routine maintenance such as gutter clearance and five yearly electrical checks will not be supported as budgeting for these should form part of your annual costs.

If the work was recommended in a Quinquennial Inspection Report please give the date of the Report and the architect's indication of the urgency of the work.

If your church is undertaking a programme of repairs, restoration or reordering, please list in order of priority and, if appropriate, state which elements you are asking RHCPT to support.

Q2. Is an architect engaged with the work? If so please provide a brief summary of the architect's specification.

Not every repair requires input from an architect but if one is involved, it is expected that the architect is on the denominational authority's approved list of architects.

If an architect's specification is available, summarising the information will help the Trust to evaluate the extent of the work proposed.

When an architect is engaged and the application is successful, the RHCPT Treasurer will require a copy of the architect's Certificate of Practical Completion to be submitted with the request for the funding to be released.

Q3. Does the work require permission from your denominational authority e.g. a Faculty, Archdeacon's Approval, or any other planning permission or building consents e.g. listed building consent? If so please give a brief summary of the progress made in obtaining the necessary permissions.

You may be required by your denominational authority to apply for permission to undertake the work. For example, the Church of England's Schedule 1 of the Faculty Jurisdiction Rules

describes which matters require a Faculty and which may be undertaken without consultation (List A) or undertaken subject to consultation (List B). These are updated periodically and details should be available on the Peterborough Diocese website.

Places of worship are eligible to apply to RHCPT before permissions have been approved but the Trust may defer a decision until relevant approval is received.

Q4. What is the estimated total cost of the work (excluding VAT)?

State the estimated cost excluding VAT.

Q5. Please provide a brief summary of the estimates which have been received for the work needed.

If you have more than one estimate for the work please state your preferred contractor in your response to Q12.

Q6. What funding do you already have in place?

Your response to this question helps RHCPT to evaluate where you are in terms of meeting your funding target or if it has already been met. Do not include any restricted funds which cannot be used for the work. RHCPT will consider awarding a grant when a place of worship theoretically already has enough funds in place, if the place of worship can make a case for not expending its available funds e.g. further repairs are planned in the longer term as recommended in the Quinquennial inspection report.

Q7, Q8 and Q9 are particularly relevant where RHCPT funding would be unlikely to be sufficient for the place of worship to complete the work. It helps the Trust to evaluate when the work is likely to start. Furthermore, due to their previous experience of supporting churches, TSRs often have knowledge of potential funding organisations and can use the responses to these questions to advise applicants of where else to apply if appropriate.

Q10. How much funding are you applying for from RHCPT?

RHCPT grants range from a few hundred pounds to a few thousand pounds. If an application is successful there is no guarantee that the place of worship will receive all the funding requested. The amount of funding awarded will depend on a number of factors including the Trust's available funds and the number of successful applications in the funding round. RHCPT is unlikely to provide sufficient funding to be the sole provider of grant funding, especially for large scale projects. However, in many cases the level of funding provided by RHCPT acts as "seed corn" funding which may encourage other funding organisations to provide financial support.

Q11. Please list all expenditure on the fabric of the place of worship incurred over the last five years

Responses to this question help the Trust to understand the overall programme of repair and restoration.

Q12. Please use this space to provide any additional information in connection with this application which you believe the Trust should take into consideration.

The form is designed to enable the applicant to provide all the information needed by RHCPT

to make a decision about funding but the Trust recognises that there may be special factors not covered by standard questions that the applicant feels has a bearing on the application.

The space allocated to each question of the proforma application form suggests the amount of space likely to be needed to answer each question. Responses boxes can be increased or decreased to suit the individual application.

Declaration

Compliance with the first two statements of the declaration should ensure that the applicant has sought appropriate advice to complete the application.

The latest Independently Examined Report and Accounts provides an indication of the financial health of the place of worship and assists RHCPT to decide on an appropriate level of funding. If there have been significant changes to the place of worship's finances since the Report and Accounts' end date and the applicant wishes the Trust to take this into consideration, please provide additional information in response to Q12.

Note on Independently Examined Accounts

We require accounts to have been independently examined in line with the Charity Commission's guidance CC31 and CC32. The guidance outlines the level of reporting required according to a charity's or church's income and the suitability of a person to be an independent examiner, for example, the examiner should not have a conflict of interest or have a close relationship with any member of the governing body.

https://assets.publishing.service.gov.uk/media/60d9dc0a8fa8f50abecebb89/CC32_independent_examination_of_charity_accounts_Version_June_2021.pdf