



# HAMPSHIRE AND THE ISLANDS HISTORIC CHURCHES TRUST

Registered Charity No: 299633

## GRANT APPLICATION FORM

<p><b>BEFORE COMPLETING THIS FORM</b> please read the accompanying document <b>'Conditions and Notes for Grant Applications'</b></p>	<p><b>Application No:</b> (office use only)</p> <p><b>Application received:</b> (office use only)</p>
<p><b>Name &amp; Address of Church or Chapel</b></p>	<p><b>Listed Building Grade</b> (e.g. I, II or II*):.....</p> <p><b>Denomination:</b>.....</p> <p><b>Diocese, if applicable:</b>.....</p> <p><b>DAC Approval or equivalent received for this application?</b>..... Yes <input type="checkbox"/> / No <input type="checkbox"/></p> <p>If 'No' please explain:...</p>
<p><b>Applicant's Name &amp; Address</b></p>	<p><b>Position Held:</b></p> <p><b>Telephone (home):</b>...</p> <p><b>Telephone (work):</b>...</p> <p><b>Mobile:</b>...</p> <p><b>Email:</b>...</p>
<p><b>Architect or Surveyor's Name &amp; Address</b> (who will be overseeing proposed works)</p>	<p><b>Telephone:</b>...</p> <p><b>Email:</b>...</p>
<p><b>Contractor's Name &amp; Address:</b></p>	<p><b>Telephone:</b>...</p> <p><b>Email:</b>...</p>
<p><b>Conservator (if applicable):</b></p>	<p><b>Telephone:</b>...</p> <p><b>Email:</b>...</p>

**BRIEF HISTORY OF CHURCH OR CHAPEL**

What is the average number of adults (18+) attending a main weekly service or equivalent?	
How many people are served by the building? (approx local parish/population size)	
How many services are held per month, on average?	

**REPAIRS AND OTHER WORK COMPLETED IN THE LAST 5 YEARS /AND ONGOING WORK**

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**IS OTHER WORK PROPOSED IN THE NEXT 5 YEARS ?..... YES / NO**

If YES please give details

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GRANTS ALREADY APPLIED FOR UNDER THIS CURRENT APPLICATION:		GRANTS OFFERED: (Amount and Date offered)	
English Heritage Joint Scheme	£	£	Date:
County Council	£	£	Date:
Local Authority	£	£	Date:
Other Grants	£	£	Date:
Other Funds Available	£	£	Date:
<b>TOTAL</b>	£	£	

**WHAT WORKS ARE YOU APPLYING FOR UNDER THIS GRANT ?**

Please describe fully the works under consideration.

**COSTING OF PROPOSED GRANT WORKS:**

Estimated cost of works	£...
Contingencies	£...
Fees	£...
VAT @...%	£...
<b>TOTAL</b>	<b>£...</b>



As a trusted partner of the **NATIONAL CHURCHES TRUST** we have access to a number of additional grants for repair projects as part of the **Partnership Grants Programme**. Over the last 5 years, the Programme has provided over £1 million in grant funding towards repairs at churches and chapels in the U.K. If your application is eligible for NCT funding, we shall make a recommendation and complete the initial application to NCT on your behalf.

HIHCT gratefully acknowledges the generous support of **Hampshire County Council**.

**Does your church raise money for the HIHCT Annual RIDE & STRIDE fundraiser?** YES  / NO

If 'YES' how much did your church raise last year? £....

**Is your church a member of the HIHCT?** YES  / NO

*Please note that the administrative charge of 2% is waived for churches that are members of the Trust*

Please see the HIHCT website for further details of grant applications and Trust membership – [www.hihct.org.uk](http://www.hihct.org.uk)

**ACTION**

**A list of items which MUST be submitted with this Application is given on the next page**

Please tick this box to permit the Trust to use any photographs, whether paper, electronic or on a CD/DVD, on our website, in our Annual Report or at our AGM presentation.

Signature:.....

Date.....

# HIHCT GRANT APPLICATION

## CHECKLIST

The following documents must be submitted with your grant application if it is to be considered by the Committee.

### PLEASE NOTE:

1. Documents may be submitted electronically as email attachments.
2. Hard copy documents may be submitted but are not required if already submitted electronically and receipt confirmed. **Hard copies of items submitted are non-returnable.**

- GRANT APPLICATION FORM – completed and signed (if submitting a completed Word document, the signature page should be submitted as a PDF or posted).
- CURRENT QUINQUENNIAL INSPECTION REPORT or Full Condition Survey of the building
- INCOME & EXPENDITURE SUMMARY and BALANCE SHEET from last audited accounts
- PRICED SPECIFICATION from the architect or builder
- PHOTOGRAPHS OF THE CHURCH OR CHAPEL – 2 or more; one showing the interior and one showing the exterior in its entirety. Additional photographs showing areas where work is required would be helpful.
- INTERIOR LAYOUT PLAN
- SITE PLAN
- DRAWINGS OF PROPOSED WORKS (if available. If not available, please explain)
- THIS CHECKLIST – to assist HIHCT when cross-checking documents received.

Please submit the above items to:

**Rosemary Walker**  
**Hon Secretary (Grants) HIHCT**  
**45 Nuns Road**  
**Winchester**  
**SO23 7EF**

Telephone: 01962 622274      Email: [grants@hihct.org.uk](mailto:grants@hihct.org.uk)