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|  | **HAMPSHIRE AND THE ISLANDS**  **HISTORIC CHURCHES TRUST**  Registered Charity No: 1181370  **GRANT APPLICATION FORM** |

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|  | **BEFORE COMPLETING THIS FORM**  **please read the accompanying document**  **‘Conditions and Notes**  **for Grant Applications’** | | | | | | **Application No:**  (office use only) | |  | | | | |
|  | **Application received:**  (office use only) | |  | | | | |
|  | **Name & Address of Church or Chapel** | | | | | | **Listed Building Grade** (e.g. I, II or II\*)**:**………  **Denomination:**…..  **Diocese, if applicable:**…..  **DAC Approval or equivalent received for this application?** **Yes**  **/ No**  **If 'No' please explain:**… | | | | | | |
|  | **Applicant’s Name & Address** | | | | | | **Position Held:**  **Telephone (home):**...  **Telephone (work):**…  **Mobile:**…  **Email:**… | | | | | | |
|  | **Architect or Surveyor’s Name & Address**  (who will be overseeing proposed works) | | | | | | **Telephone:**…  **Email:**… | | | | | | |
|  | **Contractor’s Name & Address**: | | | | | | **Telephone:**…  **Email:**… | | | | | | |
|  | **Conservator (if applicable)**: | | | | | | **Telephone:**…  **Email:**… | | | | | | |
| **BRIEF HISTORY OF CHURCH OR CHAPEL** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| What is the average number of adults (16+) 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** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **IS OTHER WORK PROPOSED IN THE NEXT 5 YEARS ?** **YES / NO**  If YES please give details | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **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 (*please specify*): | | | | | £ | | | £ | | Date: | | | |
| Other Funds Available | | | | | £ | | | £ | | Date: | | | |
|  | | | | |  | | |  | |  | | | |
| **TOTAL** | | | | | £ | | | £ | |  | | | |
| **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 @...........% | | | | £ | | | | |  |  | |
|  |  | **TOTAL** | | | | **£** | | | | |  |  | |
|  | | |  | | | | | | | | | | |
|  | | | | 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 HIHCT? YES** **/ NO**  If YES please provide membership number (if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Please see the Trust’s Terms and Conditions, specifically item 4* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **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.

Please tick this box to confirm you have read and accept the Trust’s Terms and Conditions.

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:

**Lady Walker (Rosemary)**

**Hon Secretary (Grants) HIHCT**

**45 Nuns Road**

**Winchester**

**SO23 7EF**

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