



Terms & Conditions for Grant Application

1 GRANT-FUNDED WORKS

- 1.1 Repairs must be supervised by a professional deemed appropriate by the Committee and whose Specification is accepted, in advance of the work starting, either by English Heritage, when Joint Scheme grants (English Heritage plus Lottery) are involved, or by architectural advisers of Hampshire & the Islands Historic Churches Trust (the Trust).
- 1.2 Grants are conditional on the work being executed strictly in accordance with the Specification submitted to and accepted by the Trust. Any deviation without prior agreement renders a grant liable to forfeiture.
- 1.3 Work must not start until the result of your application is notified to you. If repairs need to be carried out urgently, please contact the Grants Secretary before works start.

2 INSURANCE

- 2.1 The Church/Chapel must be adequately insured, including for the building works.

3 GRANT APPLICATION

- 3.1 Your application will be considered in the light of the information you give. Type (if possible) or write clear, concise replies to all the questions in the spaces provided. Do not refer to other documents or correspondence in your answers.
- 3.2 Give as clear a statement as possible of the amount needed to carry out the phase of repairs for which the grant is sought. If an extensive programme of works is planned, it may be best to divide works into phases and make the grant application specific to a phase scheduled for the immediate future. The Trust will normally consider a further grant application after three years have elapsed from the date the last grant was offered.
- 3.3 At least two up-to-date general photographs of the church must be submitted with the application. One exterior and one interior view is the minimum required but photographs showing details of the repairs needed are helpful as are those taken during the works.

4 ACCEPTANCE OF GRANT OFFER

- 4.1 Churches/Chapels that accept a grant offer must:
 - 4.1(a) be a member of Churches Together in England (CTE);
 - 4.1(b) sign up to membership of the Trust (or continue membership) for a minimum of five years following acceptance of the offer by returning a completed Standing Order to the Trust;

- 4.1(c) participate in and help raise funds for RIDE & STRIDE, the Trust's main fundraising event, held annually on the second Saturday of September. See the Trust's website or click [here](#) for details.

- 4.2 If the offer of a grant or a loan, is not accepted within three months of the offer being made, it will automatically lapse.

5 COMPLETION AND CLAIMING GRANTS

- 5.1 If the work is not completed and the grant is not claimed within two years of the offer being made, it will automatically lapse unless an extension has been agreed with the Trust. Such extensions are only given in special circumstances and are at the sole discretion of the Trust.
- 5.2 If your church/chapel is not a member or is a lapsed member of the Trust at the time the grant is claimed, the Trust reserves the right to deduct a 2% administration fee from the grant payment.
- 5.3 Photographs are required taken during and after completion of works and should be submitted in JPEG format where possible.
- 5.4 Proof of payment to contractors on completion of works (e.g. receipted invoices) must be received by the Grants Secretary before grant funds are released.
- 5.5 Churches may apply for further grants after three years have elapsed following the date of the last offer letter.

6 THANKSGIVING

- 6.1 You are asked to invite the Trust to promote its work at a Service of Thanksgiving or similar, which is likely to have a reasonable congregation.

7 DATA PROTECTION

- 7.1 Your personal details will not be shared with anyone outside the Trust. To see our full Privacy Notice, please click [here](#).

For further information or clarification please contact:

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