



NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

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SUBMISSION DEADLINE DATES FOR 2012 **GENERAL INFORMATION REGARDING GRANT APPLICATIONS** (revised 14 February 2012)

The Trust considers requests for grant aid on a quarterly basis, with four rounds of decision-making meetings being held throughout the year. The table below outlines the relevant dates for 2012, including the deadlines for each round. If an application misses that deadline, then it will be put forward to the next round of meetings.

Timescales for 2012	Round 1	Round 2	Round 3	Round 4
Deadline for application submission	Mon 23 January	Mon 23 April	Mon 30 July	Mon 22 October
Trustees' meeting	Mon 13 February	Mon 14 May	Mon 20 August	Mon 12 November

You may wish to note that grants normally cover only a percentage of the total cost of repairs, and the owner is expected to make a substantial contribution.

Please read the conditions of grant-aid and checklist of supporting information required very carefully before making your application as missing details in your request may delay a decision in the offer of a grant.

The completed form together with estimates and/or architect's tender documents, financial accounts for the last two completed years, photographs, and any other supporting documentation should be sent to the Grants Administrator at the above address. **Please also ensure that you have the correct postage for the size and weight of the package – the Trust cannot pay for excess postage charges.**

Acknowledgement of receipt of completed forms is not normally made. If you do wish to receive acknowledgement, please either enclose a stamped, addressed envelope when returning your forms, or make a clear request for an e-mail response.

If you require any assistance with completion of the forms, or any other aspect of the application process, please do not hesitate to contact the Grants Administrator through the methods above.