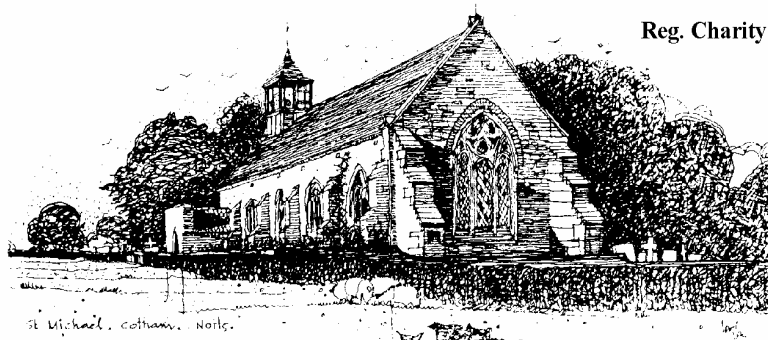


NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

Reg. Charity No. 518335



Linda M Francis, Grants Administrator, 15 Tattershall Drive, Beeston, Nottingham NG9 2GP
Telephone 07757 800 919 e-mail: linda.francis15@ntlworld.com

SUBMISSION DEADLINE DATES FOR 2009 (revised 27/11/08) **GENERAL INFORMATION REGARDING GRANT APPLICATIONS**

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 2009, 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 2009	Round 1	Round 2	Round 3	Round 4
Deadline for application submission	2 February	18 May	17 August	9 November
Trustees' meeting	23 February	8 June	7 September	30 November

A sum of money has now been made available to the Trustees through Waste Recycling Environmental (WREN) and following the Trustees' meeting, approval must be gained from ENTRUST for the disbursement of this Landfill Tax money. **THIS MAY TAKE UP TO A FURTHER 20 WORKING DAYS FROM THE DATE OF THE TRUSTEES' MEETING.**

You may wish to note that the majority of grants are awarded as a percentage of the total costs, normally at a level no greater than 25%, or above £5,000.

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 enclose an SAE when returning your forms.

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.