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## **SUBMISSION DEADLINE DATES FOR 2008 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 2008, including the deadlines for each round. If an application misses that deadline then it will be put forward to the next round of meetings.

<b>Timescales for 2008</b>	<b>Round 1</b>	<b>Round 2</b>	<b>Round 3</b>	<b>Round 4</b>
Deadline for application submission	8 February	12 May	22 August	7 November
Trustee's meeting	26 February	3 June	11 September	25 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 in the majority of cases, grants are awarded at a level of 25% of the final costs, up to a maximum of £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. **ALL THE FORMS LISTED BELOW SHOULD BE COMPLETED** (ensuring that the requested information is entered independently on each form (please do not cross-reference the Trust and Entrust forms as they have to be reviewed by different people).

- **FORM OF APPLICATION FOR GRANT ASSISTANCE (Notts. Historic Churches Trust form)**
- **STATEMENT OF PUBLIC ACCESS (Notts. Historic Churches Trust form)**
- **FORM 2 – “APPLYING TO REGISTER A PROJECT” (Entrust)**

Please return the completed forms and required supporting documentation to the Grants Administrator at the above address. Under no circumstances should the Entrust form be sent to Entrust direct. **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.

Registered Charity No. 518335

Patrons:  
Sir Andrew Buchanan Bt., Lord Lieutenant of Nottinghamshire  
The Rt. Revd. The Bishop of Southwell  
The Rt. Revd. The Bishop of Nottingham  
H H Judge Tony Mitchell