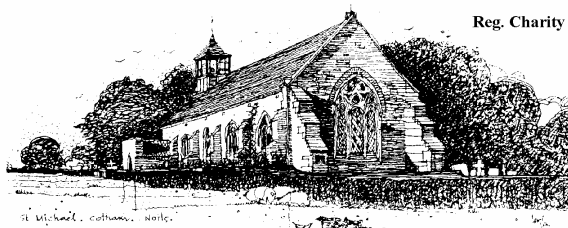


# NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

Reg. Charity No. 518335



Assisted by:



## APPLICATION FOR GRANT ASSISTANCE

**ALL** questions in both Section 1 and Section 2 of the accompanying form should be completed and the form returned to the Grants Administrator along with the supporting documentation listed below. Please note that missing information may delay or invalidate your application.

- Photographs illustrating the project (if supplying in digital form, please send on CD Rom)
- Copies of estimates and/or priced specifications (or architect's tender documents). Applicants are expected normally to provide **at least THREE estimates** for the proposed works
- Copies of the financial accounts for the last two completed years for the organisation responsible for the upkeep of the building (audited copies if available)
- Any other information that will support your application (eg details of work proposed, faculty, certificates, etc.)

### Please note the following two most important points:

1. Please send only **copies** of photographs, estimates, specifications, accounts, etc. The Trust is unable to return original documentation
2. Please ensure that you put the correct amount of postage stamps on your application. Due to the escalating cost to the Trust of underpaid postage, the Trustees regret that delivery of all underpaid packages will now be refused and will be returned to the sender.

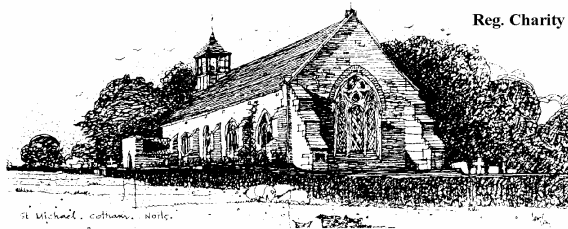
**Mrs Linda M Francis**  
**Grants Administrator**  
**Nottinghamshire Historic Churches Trust**  
**15 Tattershall Drive**  
**Beeston**  
**Nottingham**  
**NG9 2GP**

Telephone: 07757 800 919  
e-mail: [linda.francis15@ntlworld.com](mailto:linda.francis15@ntlworld.com)

[www.nottshistoricchurchtrust.org.uk](http://www.nottshistoricchurchtrust.org.uk)

# NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

Reg. Charity No. 518335



## APPLICATION FOR GRANT ASSISTANCE

This form and all requested supporting documentation should be returned to:  
**Mrs Linda Francis, 15 Tattershall Drive, Beeston, Nottingham, NG9 2GP**

### SECTION ONE

Please answer EVERY question. You may continue on additional sheets if required.

#### DETAILS OF THE CHURCH/CHAPEL

1. Name of Church or Chapel:

2. Address/Location:

3. Denomination:

4. Deanery/Circuit etc.

5. Brief Description of Church/Chapel (eg. date, building materials etc):

6. Is the Church a Listed Building:  Yes  No If yes, what grade:

#### YOUR CONTACT DETAILS

7. Name and address for all correspondence:

➤ e-mail address:

➤ Contact telephone number:

8. Status of Applicant

## PROJECT DETAILS

9. Summary of the works for which grant assistance is sought:

**Please supply a photographic illustration of the project.** *(It should be noted that unless applicants state otherwise, these photographs may be used by the Trust to illustrate projects they have supported.)*

10. Approximately how many people will benefit from this project?

11. What are the community benefits?

12. Has the approval of the appropriate authorities been obtained (eg. for Anglican churches, a faculty)? **(Note: no grant can be made unless permission has been obtained before work commences)**

13. Are you using a professional advisor (eg an architect)? Please give details

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## FINANCIAL INFORMATION

14. Total estimated cost of proposed works:	£
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*(Please supply copies of estimates and/or priced specifications (or architect's tender documents). Normally at least THREE estimates are required)*

15. Please give details of fund-raising activities made specifically towards the cost of the proposed works and amount raised:

16. Have you made a grant application to the National Churches Trust\* or any other grant-aiding body? (if yes, please give details)

\* *The National Churches Trust*, 31 Newbury Street, London EC1A 7HU  
Telephone 0207 600 6090. e-mail: [info@nationalchurchestrust.org](mailto:info@nationalchurchestrust.org). Website [www.historicchurches.org.uk](http://www.historicchurches.org.uk)

17. Have you submitted any other applications for a grant under the Landfill Communities Fund for this project? (if yes, please give details)

18. What amount of the total sum has been raised or promised	£
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*More detailed information as to how the project has been funded may be required at a later date.*

**NOTE:** Please supply a copy of the financial accounts for the last two completed years for the organization responsible for the upkeep of the building. **Failure to provide this information may invalidate grant assistance.**

**SUPPLEMENTARY INFORMATION**

19. When is work expected to commence?

20. When is work programmed for completion?

21. Has any work already commenced?  Yes  No

22. Is your body a registered Charity?  Yes  No

23. Please confirm that you are non-profit making:  Yes  No

24. What is the name of your local planning authority?

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**STATEMENT OF PUBLIC ACCESS**

If you are to benefit from grant-assistance offered through landfill tax, you must demonstrate that you provide public access to your church or chapel. It is recognised that there are security issues involved with keeping many places of worship open during the day, and you are not expected to maintain open and free access at all times. However, for the purposes of eligibility for grant from the landfill tax sources, you must fulfil **one or more** of the following requirements. Please indicate which:

4 evenings or more per week

2 days per week

12 weeks per year (a total of 84 days)

If a church or chapel is normally kept locked, how do you make provision for visitors?

Please give a general statement regarding your policy towards public access:

SIGNED:

DATE:

**Please continue to SECTION TWO**

## SECTION TWO

### Application to register a project with ENTRUST the regulator of the Landfill Communities Fund (LCF)

Please answer EVERY question

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#### PROJECT DETAILS

1. Title of the project:
2. A brief summary of the aims of the project (approx hundred words)
3. The date when you expect to start spending LCF monies on this project (mm/yy eg 03/08)
4. The date when you expect to complete spending LCF monies on this project (mm/yy eg 03/09)
5. The total cost of your project

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#### PROJECT BACKGROUND

6. Do you anticipate that any income will be generated by the project?  Yes  No
7. If yes, how much income per annum is expected? (to the nearest £1,000)
8. Please provide a **cost breakdown**, outlining what the LCF funds are to be spent on (*Outline here the main headings of expenditure for the project and the cost of each point*)
9. Are any of the LCF funds being used to purchase capital assets? – If so, please detail the same, with values and the proportion of asset which is being purchased with LCF monies
10. Please outline any connected parties involved in undertaking the project. (*Give brief details of all persons who will both benefit financially from the grant and who have in any way been in a position to influence the LCF spending. You may be asked for more details if required.*)

## LOCATION

11. Please confirm the address at which the project will take place

12. Please give the most appropriate postcode for where the LCF monies will be spent.

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## VALUE FOR MONEY

13. Will any type of recycled material or secondary aggregate be used in any of the project site works?

Yes       No

14. Number of full-time jobs that will be created or maintained directly linked to the delivery of this LCF-funded project.

15. Number of part-time jobs that will be created or maintained directly linked to the delivery of this LCF-funded project.

16. Number of training opportunities that will be created or maintained directly linked to the delivery of this LCF project.

17. Number of people you anticipate visiting the project site per annum after this LCF project is completed.

18. Number of school visits forecasted to the project site per annum once this project is complete.

19. Does the LCF-funded project make improvements or provide improved facilities for people with disabilities?

Yes       No

20. Where applicable has energy efficiency been considered?

Yes       No

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## YOUTH VOLUNTEERING

21. Number of volunteers expected to help in the delivery of this LCF project.

Outline definition for use with youth volunteering statistics:

- A youth is someone who is between the ages of 16 and 25 when they start working on a project.
- A volunteer is somebody who has offered their time to participate in the project and will receive nothing more than reasonable out of pocket expenses whilst carrying out works on the project site.

22. Number of youth volunteers working on this project

23. Number of youth volunteering days created by this project

**Project Registration – Object E** (the restoration of a church or other historic building of architectural interest)

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**SUPPLEMENTARY INFORMATION**

24. What is the name of the closest landfill site?

25. How far is this site from the project site? (in miles)

26. Please advise whether this project involves

Place of Worship

Structure of Historical or Architectural Interest

27. If the Structure is of Historical or Architectural Interest, please confirm the listing status

28. Please advise whether this project involves

Maintenance

Repair

Restoration

29. Please explain how the general public will have access to the building or structure

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**VALUE FOR MONEY**

30. Where applicable, the number of possible different uses the site can be put to once the provision, maintenance or improvement has taken place

31. Will any type of recycled material or secondary aggregate be used in any of the project site works?

Yes

No

32. The number of people that use the site currently per annum

33. The number of people anticipated to use the site per annum once the project is complete.

**PLEASE COMPLETE THE DECLARATION ON THE NEXT PAGE**

## DECLARATION

Please confirm each of the following statements by ticking the boxes and signing where appropriate below. The declarations below are firm obligations on the part of the applicant. If you are unable to confirm any of the following points, please contact the Notts. Historic Churches Trust (NHCT) or attach further details.

- I confirm that the project will not be operated for profit.
- I confirm that any Income earned by this project will either be re-invested in the running of the project or returned to NHCT as LCF derived funding.
- I confirm that any Assets or proportion of Assets purchased with LCF monies will be protected to ensure that any subsequent sale etc. does not result in the LCF monies being lost from the fund.
- I confirm that to the best of my knowledge, there is no connection between any contractors carrying out the project and the donating landfill operator.
- I confirm that I have followed the NHCT's guidance regarding the requirement for tendering or competitive quotes when appropriate.
- I confirm that I will inform NHCT of any change in project aim, duration or expenditure after registration.

**To the best of my knowledge and belief, the information on this form is true. I am authorised by:**

[Name of organisation]

to sign this declaration

## Your signature

In capitals, please:

Your name:

Date:

*The completed form, together with supporting documentation, should be posted to:*

*Mrs Linda M Francis  
Grants Administrator  
Nottinghamshire Historic Churches Trust  
15 Tattershall Drive  
Beeston  
NOTTINGHAM  
NG9 2GP*