



NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

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SUBMISSION DEADLINE DATES FOR 2011 GENERAL INFORMATION REGARDING GRANT APPLICATIONS (amended 7 March 2011)

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 2011, 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 2011	Round 1	Round 2	Round 3	Round 4
Deadline for application submission	Mon 7 February	Mon 16 May	Mon 15 August	Mon 7 November
Trustees' meeting	Mon 28 February	Mon 6 June	Mon 12 September	Mon 5 December

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 15%, or above £3,000.

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 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.