

**DIOCESE OF LLANDAFF**

**CHURCH BUILDING GRANTS**

The Llandaff Diocesan Grants Committee will apply the criteria below when considering applications for grants from the Church Building Funds. Use the form on p.3 for your application.

The Diocesan Grants Committee meets four times a year. Closing dates for applications are:

Applications received after these dates will be considered at the next scheduled meeting of the awarding committee.

* March 31
* June 30
* September 30
* November 30
* Copies of the applicant’s most recent accounts or financial report must be submitted with all applications
* Applications must have the support of the Ministry Area Committee and be recorded in the minutes of a meeting of the MAC or Buildings Sub-Committee

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**CHURCH IN WALES (RB) GRANTS FOR THE REPAIR, EXTENSION, OR PROVISION OF PLACES OF WORSHIP**

Funding Provider: Ecclesiastical Insurance and the Representative Body of the Church in Wales.

Available Grant: Up to a maximum of £3,000

**Criteria:**

1. Applications must be supported by the Archdeacon and Diocesan Grants Committee.
2. Applications must only relate to the church or place of worship. Retrospective applications for completed work are ineligible.
3. Works relating to churchyards are not eligible.
4. The Diocesan Property Committee must provide confirmation that the church will not close within 5 years.
5. Works must be in accordance with faculty rules and, where applicable, planning permission and building regulations.
6. The resources available for grants are limited and the Committee will wish to see that the parish has made every effort to secure funds from external sources. The maintenance of existing places of worship will be the priority and, in relation to extension or new construction, the parish will need to show a genuine need. The Committee will be influenced by the desire to meet the needs of an increasing congregation; the improvement of the use and facilities in an existing building; meeting the requirements of current legislation (such as Disability Discrimination Act 1995 and Health & Safety Regulations).
7. Grants are payable either in full at the completion of the works or in stage payments supported in each case by a copy of the appointed architect’s certificate or equivalent professionally qualified advisor’s endorsement.
8. Grants must be taken up within 2 years of the date of the award and no further applications for that church will be considered for two years, except in exceptional circumstances.

**Eligible Costs**

* Works of repair to the fabric of a church including stained glass or decoration unless such works represent less than 10% of a major repair project.
* Works to improve safety and accessibility.
* Extensions

**Grant Rates**

Maximum £3,000 or 100% of eligible costs where project costs are below £3,000.

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**DIOCESAN CHURCHES & PASTORAL FUND**

* CPC grants are for repair, renewal or maintenance of **unlisted** church buildings
* The maximum grant available is £1000.
* CPC grants are not available for new work or items covered by insurance.
* A grant for payment of the excess on an insurance policy on a second claim for vandalism damage to a church within a calendar year will be considered.
* Applications will be considered in the following priority:

Category A

* roofs
* walls
* floors
* heating
* lighting
* works to improve accessibility
* re-wiring

Category B

* internal decoration and furnishings
* bells
* clocks
* organs
* re-leading glass

**CHURCH BUILDING GRANT APPLICATION FORM**

**Section A: CONTACT INFORMATION**

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| Please provide the details of the person to contact about this application:  Name:  Role in the Ministry Area /Church:  Telephone:  Email (essential): |

**Section B: THE BUILDING**

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| --- |
| Name of Church:  Ministry Area: |

Is the building Listed, and if so what grade?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Grade I |  | Grade II\* |  | Grade II |  | Not Listed |  |

**Section C: THE BUILDING PROJECT**

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| **Please state how the grant would be used and provide a full description of the proposed works** (include detail such as removal of ….., construction of ….., repair of …… etc.) |
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| **When do you propose to start the project?** (The committee cannot consider retrospective applications) |
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**Section D: PERMISSIONS AND REGULATIONS**

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| Does the work require a faculty or List B permission? YES / NO |
| If yes, has either faculty/List B been approved? YES / NO |
| If you are awaiting the outcome of a faculty or List B application, when was the application submitted? |
| *If you are not sure about answers to any of these questions please contact sarahperons@churchinwales.org.uk* |

**Section E: COSTS & FINANCE**

|  |
| --- |
| **£** |

1. Amount of grant you are requesting:

(The amount of grant awarded will be determined by the Diocesan Grants Committee and up to a maximum of £4000)

|  |
| --- |
| **£** |

1. Full cost of the project:
2. What amount are you contributing towards the cost of the project?

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| --- |
| **£** |

1. Where you expect any shortfall to come from:

|  |  |
| --- | --- |
| Funder | Amount |
|  | £ |
|  | £ |
|  | £ |

**Section F: SUPPORTING DOCUMENTS**

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| **Supporting Documents -** Please tick any that apply | |
| **Accounts /Report detailing current financial situation**  Please note it is **essential** for full current financial information to accompany all applications. Applications will not be processed unless the most recent accounts are provided |  |
| **Quotation(s)** (if applicable) |  |
| **Invoice(s)** (if applicable) |  |
| **Reports & specifications** (if applicable) |  |
| **Other supporting document(s)** – please specify nature of additional document |  |

**Section G**: **BANK DETAILS**

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| --- | --- |
| **Grants will be made to your Parish or Ministry Area by BACS transfer. Payments cannot be made to accounts held in individual’s names.** | |
| **Bank Name and address:** |  |
| **Account Name:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |

**Section H: DECLARATION & SUBMISSION**

Please check that you have:

* Completed all questions fully
* Enclosed ALL supporting documentation
* Full accounts for the past TWO years
* Read the RB and/or the CPC Fund criteria and considered and explained fully how your project fulfils the requirements of the fund
* Ensured that the application is received in good time.

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| Signature of person named in Section A:  I confirm that the information contained in this application is correct  Date: |

**How to submit your application**

The Diocesan Grants Committee meets four times a year.

Closing dates for applications are:

Applications received after these dates will be considered at the next scheduled meeting of the awarding committee.

* March 31
* June 30
* September 30
* November 30

Please submit your completed application form and supporting documents

by email to: diocese.llandaff@churchinwales.org.uk

**What happens next?**

After you have submitted your application form to the Diocesan Office, the Archdeacon will be invited to comment on your application and countersign the form before it is considered by the Diocesan Grants Committee. You will be notified of the outcome of the application within two weeks of a decision being reached.

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| **SECTION I -** FOR OFFICE USE  **Archdeacon’s comment and countersignature** |
| In your opinion is this building sustainable for the next five years as a centre for mission or worship?  **Comment:**  Signature:  Date: |