



NOTTINGHAMSHIRE

HISTORIC CHURCHES TRUST

Registered with the Charity Commission No. 518335

GUIDANCE NOTES AND 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 2017, 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 2017	Round 1	Round 2	Round 3	Round 4
Deadline for application submission	13th February	20th April	14th August	6th November
Trustees' meeting	6th March	15th May	4th or 11th September	27th November

- You may wish to note that grants normally cover only a percentage of the total cost of repairs, and the church or chapel is expected to make a substantial contribution.
- It is advisable to read the conditions of grant assistance very carefully before making your application.
- The completed form together with estimates and/or architect's tender documents, a copy of the financial accounts for the last completed year for the organisation responsible for the upkeep of the building, photographs, and any other supporting documentation (eg details of the work proposed, faculty, certificates etc) should be sent to the Grants Administrator at the address below.
- **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 ask for an e-mail response, or enclose a stamped, addressed envelope when submitting the application.

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.

Completed applications should be sent to:

**Mrs Margaret Lowe
Grants Administrator
Nottinghamshire Historic Churches Trust
1 Gayhurst Green
Park Lane
Old Basford
Nottingham NG6 0LZ**

e-mail: info.nhct@gmail.com

www.nottshistoricchurchtrust.org.uk