



# NOTTINGHAMSHIRE

## HISTORIC CHURCHES TRUST

Registered with the Charity Commission No. 1171623

### **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 2018, 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 2018</b>	<b>Round 1</b>	<b>Round 2</b>	<b>Round 3</b>	<b>Round 4</b>
Deadline for application submission	<b>12<sup>th</sup> February</b>	<b>23<sup>rd</sup> April</b>	<b>20<sup>th</sup> August</b>	<b>5<sup>th</sup> November</b>
Trustees' meeting	<b>5<sup>th</sup> March</b>	<b>14<sup>th</sup> May</b>	<b>10<sup>th</sup> September</b>	<b>3<sup>rd</sup> December</b>

- 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](mailto:info.nhct@gmail.com)

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