

# OXFORDSHIRE HISTORIC CHURCHES TRUST

## Guidance Notes

*Please read these notes before completing the Application Form for a Grant. The numbered paragraphs refer to the corresponding entries on the Application Form.*

We are able to consider applications for grant funding for any church, chapel or meeting house used as a place of public worship. Buildings completed less than 50 years ago are not eligible, unless there are special circumstances. Grants cannot be given for work that has already been started.

### 1 Nature of work to be undertaken

OHCT is able to fund new work as well as repairs, provided such work maintains the historical integrity of the building, contents and environment. The table below defines this more closely.

Repairs	New work	What OHCT will not fund
Restoration, upkeep and maintenance of fabric	Toilets, kitchens and utility areas	Routine maintenance
Heating and lighting repairs or replacement	Disabled access	Removal or replacement of pews
Repairs to pipe organs, bells, clocks, internal monuments, windows	New floors and stairs in towers, e.g. for ringing chambers	Liturgical re-ordering, e.g. nave altars and platforms, reorientation
Churchyard walls, monuments and footpaths	Vestries and storage areas	Church or parish halls on separate sites
Drainage	Electrical work Sound systems	Car parks
	Security systems	Buildings completed after 1950 (unless there are special circumstances)
	Pipe or electronic organs	Architects Fees

### 2 Estimated cost of repairs

This should exclude VAT. If the work is to be carried out in phases, please give details of the phase(s) that you are seeking the grant for. You will need to apply again, at a later date, for any phases not included above.

### 3 Funds available

You should give here the total funds in your accounts, including any reserves but excluding funds that have already been earmarked for other works currently underway and funds in restricted accounts.

### 4 Amount likely to be raised in the parish

This amount should include an estimate of the proceeds from future fund-raising events in the community, together with private donations.

### 5 Have you consulted the DAC?

It greatly helps the Council if you could indicate the degree of progress with consulting the Diocesan Advisory Committee – or similar authority for denominations other than C of E.

### 6 Outstanding QQ repairs

We ask this question because we are reluctant to fund further work if there are outstanding priority items from the latest QQ Survey. Certainly we will not fund any new facilities (as defined in the second column above) if that is the case.

The Council of the OHCT normally meets four times a year, in January, April, July and October.

Applications must be submitted to the Grants Officer at least 14 days before the next meeting. They should be accompanied by a set of your most recent annual accounts and a general photograph of the church and a picture (or A4 plan) showing where the work is needed.

Your Area Representative will contact you before the Committee meets to discuss the application and would hope to visit the church or chapel. He or she can also help you complete the Application Form if necessary and will speak on your behalf at the meeting.

You will be informed of the outcome of your application in writing within two weeks of the meeting. Details of how you should make your claim will be included in this letter. Grants are paid following sight of an architect's certificate or contractor's receipts confirming that the work has been completed at least to the value of the grant.

N.B. Applications for urgent work can always be considered between meetings. Further information and contacts:

*Further information and contacts:* [www.ohct.org.uk](http://www.ohct.org.uk)

CB/SH/BE/MT  
22 June 16