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**Minor Repairs and Improvements Grants Fund**

**Application Form Notes**

Please read these notes and the Guidance & Eligibility document carefully before completing the form.

1. This form should be used for applications for support from the Minor Repairs and Improvements Grant Fund (MR&IGF). If you wish to apply for funding for repairs and minor improvements, separate applications must be made.
2. We encourage you to get in touch early to discuss your thoughts. For further guidance and assistance in formulating your application, you can contact the Church Buildings team via [churches@cofe-worcester.org.uk](mailto:churches@cofe-worcester.org.uk) If not already directly engaged on the project, you should notify your inspecting architect or surveyor of work to be carried out.
3. Grants will be targeted and prioritised according to the circumstances of your parish. It is expected that parishes will supply an element of partnership funding from their own resources.
4. Grants of up to 90% of total costs can be made towards projects with costs of up to £10,000 (or £12,000 if the church is unlisted and therefore VAT is not eligible under the Listed Places of Worship (LPW) grant scheme). The appropriate level of grant of up to 90% is assessed according to the [Indices of Multiple Deprivation (IMD) by ecclesiastical parish](https://www.arcgis.com/home/webmap/viewer.html?webmap=67bce0ed36dd4ee0af7a16bc079aa09a) We reserve the ability to award larger grants in exceptional circumstances up to the maximum amount permitted. These limits will be reviewed after a year of operation.
5. If the works required total more than £10,000 you can still apply but you will need to prioritise what works you want to do. The fund does not restrict parishes to a single application however we would not expect to see multiple applications for the same church in the same application window. Ensuring breadth of distribution is an important part of the scheme.
6. The fund will be open for applications on a three-monthly basis, starting on 1 March 2024. Applications will be considered by a panel including DBF staff and Archdeacons; advice may be sought from the Diocesan Advisory Committee. We will aim to reach a decision on applications received by the end of each application period within 4 weeks of the end of the period.
7. The final deadline to submit an application for funding will be 31 May 2025.
8. We are unlikely to be able to fund all applications. We reserve the right to roll forward an application to the next application period based on the availability of funding in any given application period.
9. The application form is intended to be short, please include any requested attachments with your application. Please be clear as to what you want to do, how much you expect it to cost and how the work fits with your overall priorities.
10. When complete, the form (plus attachments) should be sent for the attention of Church Buildings Officer, Mark Carter, to [churches@cofe-worcester.org.uk](mailto:churches@cofe-worcester.org.uk)
11. Grants payments will be made upon production of invoices. This will ordinarily be at the completion of works, unless otherwise agreed. All awards will be subject to an evaluation stage once works are completed.

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**Application Form**

1. **PARISH, CHURCH & CONTACT DETAILS**

1.1 Name of parish making this application: Click or tap here to enter text.

1.2 Name of church where work is proposed (if different): Click or tap here to enter text.

1.3 Name, email address and phone number for the nominated person who is making this application on the PCC’s behalf:

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

*If the applicant is representing a third party making the application on behalf of the PCC please provide written evidence that this party has authority to make the application.*

1.4 Deprivation rank (use [Indices of Multiple Deprivation](https://www.arcgis.com/home/webmap/viewer.html?webmap=67bce0ed36dd4ee0af7a16bc079aa09a)):

1.5 If you believe this ranking does not accurately reflect the situation of your PCC or church building, please provide your reason(s) below:

Click or tap here to enter text.

* 1. Grant applied for:

Overall cost of work (this should match details under 3 Below): Click or tap here to enter text.

Grant rate (based on information at Qs 1.4 and 1.5 (if applicable): Click or tap here to enter text.

Grant requested: Click or tap here to enter text.

1.7 Please confirm that your PCC has discussed and consented to this application.

Choose an item.

1. **OVERVIEW**

2.1 Are you applying for a repair grant or improvement grant? Choose an item.

2.2 In the box below, please provide details of the work you want to do.

*In the case of repairs, this information should be based on a specification from your architect, contractor or other suitable person which clearly aligns with the specific works identified in the Quinquennial Inspection that are being applied for (preferably with reference to the numbering system on the QI’s Recommendations page).*

*There is no requirement to submit the QI, we will ask if we do not already have it.*

Click or tap here to enter text.

2.3 What consents do you already have in place? This might include Faculty, List B, Planning Permission etc. Any grant award will reference the need for any permissions that are yet to be secured.

Click or tap here to enter text.

2.4 Project Management: who will have oversight of the work and be accountable for its delivery?

Click or tap here to enter text.

1. **COSTS**

3.1 Please provide details of the anticipated *overall* cost of the work, broken down into major elements. Attach respective quote(s) to your application. If any costs relate to employment of resource e.g. professional fees, please ensure they are shown separately.

Click or tap here to enter text.

3.2 Please provide details of where any contributory funding will come from and respective amounts:

PCC: Click or tap here to enter text.

Friends group: Click or tap here to enter text.

Other grants (give details): Click or tap here to enter text.

Other (give details): Click or tap here to enter text.

1. **IMPACT**

What impact will the proposed works have on the church building and/or the worship and mission of the church? (These should be specific, measured where possible, and have a timeframe). Please list up to three.

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

**5. GOOD PRACTICE**

5.1 Has the PCC paid its Ministry Share either in full (or with help from a transitional grant) for last year and intends to do so this year? Choose an item.

*If No, please provide an explanation to the circumstances:*

Click or tap here to enter text.

5.2 Please provide details of works identified on the most recent QI that have already been completed (preferably with reference to the numbering system on the QI’s Recommendations page).

Click or tap here to enter text.

**6. CHECKLIST**

6.1 Have you read the Guidance & Eligibility document? Choose an item.

6.2 Have you answered all the questions? Choose an item.

6.3 Are relevant specifications/quotes for work/fees attached? Choose an item.