**What is eligible?**

Churches Conservation will give grants for special conservation projects to the fabric and contents of **historic listed churches and chapels** in England, including archives held within the church.

Special conservation projects mean projects to the fabric and contents of historic listed churches that would not normally be undertaken in the regular cycle of repair and maintenance. Examples include conservation work to listed headstones and tombs, monuments, wall paintings, rood screens, fonts, carved stonework, stained glass and altar cloths. Maintenance and repair work, such as painting windows and downpipes, drainage, repointing and basic floor repairs will not be eligible.

New work in historic churches and churchyards will not be eligible.

Grant recipients must be a formally constituted group e.g. ‘Friends’ group, Preservation Trust, Parochial Church Council or similar, with legal responsibility for the listed church or churchyard. Recipient organisations will be limited to those with an income of £5million or less.

Proposals must be compliant with any and all relevant statutory controls e.g. listed building consent, faculty, which must be obtained before any grant monies are paid out.

**Grants**

Grants awarded will be between £250 and £2,000; the grant must normally be within a minimum of 10% and a maximum of 75% of the total project cost. Grants will be made in a single instalment and in advance of the project commencing, subject to confirmation of conditions made by Churches Conservation being met. Grant offers will be valid for **12 months** – this may be extended in extenuating circumstances. Requests to extend must be made in writing.

**Applying for a grant**

Applicants must complete an application form and submit this electronically with supporting information. Supporting information should comprise as appropriate:

* Conservator’s or architect/surveyor’s report on the fabric or content(s) in question (prepared within the last 2 years)
* Photographs – minimum 3 no. – to show the extent of the work needed
* Specification for the work, drawings where relevant
* Copy of any statutory consents for the work where applicable
* Copy of latest annual accounts

**Process**

Churches Conservation will consider each application on its merits.

All applications, whether successful or not, will be given a reference no. so that the number of applications, types, grant requested and grant awarded can be recorded. This reference no. must be used in all correspondence.

Applications will be accepted at any point during the year. Applications will be considered at the meeting following receipt, except where there are fewer than six weeks between receipt and meeting date, when they will be considered at the meeting after that. Dates of Churches Conservation meetings are posted on the website.

Applications received will be reviewed by a conservation consultant who will provide a summary for Churches Conservation meetings. Only those projects that are eligible will be considered by the Churches Conservation Trustees.

**Decisions**

Successful applicants will be notified in writing (by electronic correspondence) within ten working days of the meeting.

The Churches Conservation Trustees’ decision will be final. Owing to the number of applications the Foundation receives it will not be possible to give feedback on applications.

Trustees reserve the right to visit successful projects.

**Grant payment**

Once all conditions set by Churches Conservation have been met, payment will be made to the successful applicants via cheque.

All successful applicant will be required to submit a brief report within 12 months of the date of receipt of the grant confirming completion of the project, including a minimum 3 no. photos of the completed project and invoices for the work. Churches Conservation accepts that delays to projects can occur. Any known delays must be reported to Churches Conservation in writing.

**Data protection**

Information recorded by Churches Conservation will be used only for monitoring purposes and any legal reporting it is obliged to undertake.

See also **Small Grants Standard Terms and Conditions**

January 2017