

|  |
| --- |
| **Grant Application Form** |

**Guidance Notes:**

* It is important that this form is completed fully and satisfactorily. A grant may be refused if questions are left unanswered, if the writing is illegible or if all or part of the application has been completed in a language other than English. Please note that we are not able to accept forms completed by a third party.
* Please note we are **not** able to award grants to organisations based outside of the United Kingdom, the Channel Island or the Isle of Man.
* Grants approved will normally be for capital projects involving building work such as repairs, improvement and extensions. The following are **not** eligible for a grant:
  + Running costs of the church
  + Organ and Church bells restoration
  + Conservation/restoration of works of art
  + Graveyard maintenance
  + Manse works
  + Solar panels or other environmental projects which are not part of any other development work
  + Projects which have already commenced – retrospective applications
  + Projects in excess of £ 1 Million
  + Part projects where the total cost exceeds the above threshold

Please ensure that your application is supported by the latest set of annual accounts, including balance sheet, notes to the accounts and relevant overview or director’s report. **“Supporting accounts must relate directly to the application. If audited accounts are not available, please give a reason as to why and provide summary management accounts.”**

* Please provide documentary evidence supporting the estimated cost of the project. Actual quotations from proposed contractors are preferred as the level of grant is based on a percentage of the overall project costs.
* Appeal leaflets and project literature will be helpful; but please complete all the details required within the form. **It is not sufficient to state “See attached document”.**
* A grant may be refused if the only accounts submitted are those for the project alone or if you fail to show the church’s capital assets, or any other grants you have received.

**We accept applications via email only. Please email the completed, signed and dated application form and supporting documents to:**

[**admin@candgtrust.org.uk**](mailto:admin@candgtrust.org.uk)

**Section1: Organisational Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Name of Church or Organisation: | **Holmstead United Reformed Church** | | |
| 2. | Church Denomination: | URC | | |
| 3. | Church Address: | Ricklington, Holmstead, Mainshire AA1 1AA | | |
| 4. | Church Website: | www.holmsteadurc.org.uk | | |
| 5. | Contact Name: | Garry Klein | | |
| 6. | Contact Telephone Number: | 01511 345678 | | |
| 7. | Contact Email Address: | g.klein@adobe.co.uk | | |
| 8. | How many people, on average attend Church services: | Approx 70 during the course of each week | | |
| 9. | Give a brief description of your church and its age: | | | |
|  | Our church was built in 1954, mainly of brick. We have now outgrown it; the village has increased in size over the years and so has our congregation, and we need to expand. The current building comprises a dual-purpose sanctuary/hall, 3 meeting rooms, kitchen and toilets. | | | |
| 10. | Please state who owns the building and details of Trustees: | | | |
|  | The building is owned by the congregation itself and is managed by a team of 8 trustees, the church elders. | | | |
| 11. | Give a brief description of the area in which the church is set: | | | |
|  | The church is set in the village of Ricklington, 15 miles from Newcombe Disney. Population has recently grown to just below 5000 and the church has seen a 10% increase in worshipper numbers following the completion of two large housing estates. One further development is currently in progress, anticipated completion Spring 2026. The village has several shops, a primary school, health centre and two other churches. There is a considerable degree of deprivation. | | | |
| 12. | Briefly describe the current activities in the church building, including community involvement and use by other organisations which benefits the local community: | | | |
|  | 2 services per week (Wednesday evening and Sunday morning).  2 community coffee mornings per week (Tuesdays and Thursdays)  1 Parent and Toddler group meeting per week (Fridays)  1 Youth evening (aged 12-17) per week (Thursdays)  1 Church choir practice per week (Mondays)  Once a month, the church hall hosts a variety of organisations during the afternoon. These sessions are organised to be of general help to the community and include representatives from, among others, Citizens Advice, Care in the Community, Mental Health nurse, Job Centre. | | | |
| 13. | Give details of any additional use you hope for once the project is completed: | | | |
|  | To better provide for our growing congregation and community, and cater for all ages. We hope to establish a small library containing books and games which the youth group is able to utilise. In addition, our choir now has a membership of 11 who are keen to practice twice a week. We also hope to start Messy Church once a week as an ‘after school activity’ for children ages 6-12. | | | |
| 14. | Are you a registered charity: | | YES / NO | |
| 15. | If yes, please state your  Charity Number: | | N/A | |
| 16. | If you are not a Charity, are you an excepted party?  *(Most local URC and Congregational Churches are excepted parties and as such do not have a separate charity number)* | | YES / NO  N/A | |
| 17. | Have you ever made a  previous application to the Trust?  If YES, please give details of any grants awarded by the Trust in the last 10 years: | | | YES / NO |
|  |  | | | |

**Section 2: Project Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 18. | Briefly describe the project for which you seek funding: | | | | | |
|  | The following outlines the three stages of our entire project: this application concerns phase 1.   1. Single storey extension (3 areas) to provide room for the additional activities as well as moving some of the existing activities into this space. This includes the build, electrics and plumbing a kitchen and toilets 2. Renovation of the existing building: replacement of windows, new entrance area and decoration. 3. New heating system, and AV in the sanctuary/hall. | | | | | |
| 19. | What is the name of the Church Authority? | | Mid West Synod. | | | |
| 20. | Does the proposed work have the necessary support of your appropriate church authority? | | | | | |
|  | YES | NO (please state reason why) | | | NOT REQUIRED | |
| 21. | Are any of the buildings effected by the proposed work listed? | | | | | |
|  | YES (state listing e.g. Grade 2) | | | NO | | |
| 22. | Is planning permission required and if so, has it been  applied for or received? Please give indication of  timings for planning | | | Planning permission was received 2 months ago. | | |
| 23. | What is the anticipated start date of the project: | | | Within 6 months of the date of this application | | |
| 24. | What is the total cost of the project? | | | £597,900 | | |
| 25. | What is the basis for the project cost (i.e. detailed quotations)? Please also give details of any professional advice the organisation has sought: | | | | | |
|  | We engaged with the local council to look at possibility and viability. We appointed architects to produce plans for the design, manage the tender process and oversee the project. | | | | | |
| 26. | How do you propose to fund the project? | | | | | |
|  | Recent and ongoing fund-raising activities, applications to funding bodies and dedicated amount within our own fabric fund. | | | | | |
| 27. | How much money has already been raised or  awarded towards the project? | | | | | £ 310,000 |
| 28. | Please provide details of grants and other funding already received or promised (indicating whether received or promised): | | | | | |
|  | Our own allocated funds £160,000  XYZ Fund £25,000 (confirmed)  Previous fund-raising activities £25,000 (received)  Lottery community fund £50,000 (confirmed)  Midwest Synod £50,000 (confirmed) | | | | | |
| 29. | Please list any other funding bodies you are waiting to hear from: | | | | | |
|  | RST fund  PQO Foundation  HIJ Trust  Parish Council community fund | | | | | |

**Section 3: Detailed Project Costs**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 30. | Total Project Cost (please provide a breakdown below  and ensure the estimates match the total project cost in Q.24): | | | | | £ 597,900 | | |
|  | Please state the estimated costs for the following categories: (all costs are inclusive of VAT) | | | | | | | |
| Building work | £366,000 | | Environmental work | | £10,000 | | |
| Electrical work | £35,700 | | Plumbing work | | £39,500 | | |
| Heating | £ 30,980 | | Painting & decorating | | £15,900 | | |
| Professional Fees | £ 50,820 | | Contingency | | £10,000 | | |
| Sundries | £18,000 | | Other (please specify)  AV and kitchen | | £21,000 | | |
| 31. | Does the project have an environmental element, e.g.  Installation of renewable energy source, upgrade of thermal  insulation, double glazing, etc? | | | | | | YES / NO | |
|  | If yes, please give details and costs as these elements will be taking into consideration when reviewing this application. | | | | | | | |
| £16,000 of the building costs relate to doubles glazing in door and windows.  The £10,000 dedicated environmental work relates to additional roof insulation for the extension. | | | | | | | |
| 32. | In the case of a new building, please state the estimated cost for the following: | | | | | | | |
|  | Site | |  | | Building | | |  |
| 33. | Have you used professional advisers at any stage of the proposed work  (e.g. Quantity Surveyor, Architect)? | | | | | | | YES / NO |
|  | If yes, please list below those you have consulted along with an indication of expected fees as we will consider additional grant support for such professional help. (Please ensure that these figures are included in the appropriate box in Q.30, Professional fees. Statutory fees for planning permission and building regulations should not be included in this section but can be added into Sundries or Other in Q.30) | | | | | | | |
| Initial building control advice did not incur fees.  DEF Architects, £50,820 | | | | | | | |
| 34. | If you have not used professional advisers, who has taken on responsibility for the project work: | | | | | | | |
|  | N/A | | | | | | | |

**Section 4: Financial Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 35. | Financial Summary – please complete details below taken from the Church’s annual report, full accounts and balance sheet for the latest set of accounts and prior year. | | |
|  | Year | 2024 | Prior Year |
| Income | £219,580 | £197,650 |
| Expenditure | £190,640 | £185,370 |
| Surplus/Deficit | £28,940 | £12,280 |
| Cash at Bank (as per accounts | 396,538 | 357,150 |
| Investments (value of investments as per accounts  Including any third-party funds held for Church’s benefits |  |  |
| Investments (income from investments as per accounts) |  |  |
| Bank balances of all accounts in Church name as at date of grant application | 378,214 in main account  185,000 in project account |  |
| If the church has restricted and/or designated funds, please identify these and indicate their use: | | |
| Designated Fabric fund of £220,000  Restricted fund of £125,000 (6 months basis operating costs) | | |
| Are the funds raised to date in the cash at bank? If not, please indicate who holds the funds: | | |
| No, these are held in a separate project account which was set up for the purpose of this project. | | |
| Do you operate a separate account for fund raising or building works and if so, please indicate the balances on the account at the date of application: | | |
| As above, current balance £185,000 | | |
| Have any of the funds raised to date already been spent and if so, how much? Please indicate why they have been spent: | | |
| no | | |
| Of the church’s current level of financial reserves, please indicate the value of funds to be allocated to the project: | | |
| £160,000 | | |

**Section 5: Additional Information**

|  |  |
| --- | --- |
| 36. | Any additional information you wish to give to support your application including events that have had a significant impact on the church finances or operation since the date of the last accounts submitted: |
|  | It is visible from the accounts that the congregation is active and growing, it is therefore vital that the church is able to provide the planned activities to include all age groups and community needs. |
| 37. | How did you learn of the Congregational and General Charitable Trust: |
|  | Web search |

|  |  |  |  |
| --- | --- | --- | --- |
| Signatory must be a responsible official e.g. Treasurer, Secretary, Minister or Chief Executive | | | |
| Signature |  | Date | 12/07/2025 |
| Name in Print | GARRY KLEIN | Position | Trustee (Building maintenance) |

|  |  |
| --- | --- |
| **For your application to be considered, you must support it**  **with electronic copies of:** | **Please indicate YES / NO below to confirm attachments** |
| 1. Signed application form | **YES** |
| 1. The last two years’ financial information for the Church or Organisation, including annual report, full accounts, balance sheet and any investments held | **YES** |
| 1. Documentary evidence of the costings for the work involved in the project (e.g. quotes) | **YES** |
| 1. Publicity Material for the project – Optional | **YES** |
| 1. Any other documentation in support of the project – Optional |  |

**Data Protection**

Your privacy is important to us. We will process your personal data in accordance with the applicable data protection law. The data controller in respect of the personal data which we may hold about you is Congregational & General Charitable Trust Limited who you can contact via the Data Protection Officer, at PO Box 1111, Lincoln LN5 0WJ or email [enquiries@candgtrust.org.uk](mailto:enquiries@candgtrust.org.uk)

When you submit this application form you agree that we will use this application form and the other information you give us, including any personal information covered by data protection legislation, for the following purposes:

* To process your application for grant funding and to decide whether or not to give you a grant. We may use your contact details to keep you informed about our work, (including by email, where an email address has been supplied), unless you have indicated that you would prefer not to receive information from us which is not connected to your application or grant.
* To hold in a database and use for statistical purposes.
* If we offer you a grant, we may publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and other media.

If you do not provide us with the personal data that we require for your application, then we may not be able to process your application for grant funding. Once a grant has been paid, we will keep such personal data as you have provided for the purposes of accounting, administration and record keeping on the basis that this is in our interests and will not affect your fundamental rights and freedoms. Otherwise, we will only use your data for the purposes outlined in our Privacy Policy with your continued consent, which you may withdraw at any time by contacting the Data Protection Officer at the above address.

**Further Information**

For further information on how we manage data responsibly, please refer to our Privacy Policy at

<http://www.candgtrust.org.uk>