



## DIOCESE OF DURHAM CHURCH BUILDINGS PANEL

### Application for a grant and/or loan for church repair and renovation works

PARISH OF:		CHURCH OF:	
<b>Name:</b>		<b>Address:</b>	
<b>Tel:</b>		<b>Email:</b>	
<b>Position:</b>		<b>PCC Approval:</b>	

**When applying for financial assistance, the following information is required:**

1.	Brief details of the work to be carried out:	
2.	Total cost of the works (inclusive of VAT and fees if appropriate) <i>Please enclose a copy of quotations or written estimate(s) the PCC has agreed to accept.</i>	£
3.	Have permissions for the works been applied for (e.g. Full Faculty, List B, or Secular Permissions...)? - <i>Please enclose details.</i>	
4.	In order to be eligible for financial assistance, church buildings <b>must be insured for at least 75%</b> of their reinstatement value. <i>Please give details of the insurance and the percentage level of cover.</i>	
	Sum insured: £	Percentage cover: %
	Name of insurance company:	
5.	Brief Details of fund-raising programme(s) carried out <b>within</b> the parish:	
6.	What monies have been obtained from sources <b>outside</b> the parish (such as the Sir John Priestman Charity Trust, the Northumbria Historic Churches Trust, CBC, NCT, etc.)	£
7.	What is the <b>total amount raised towards the project</b> (including efforts at 5. and 6. above)?	£
8.	Is the parish requesting: a <b>GRANT</b> <input type="checkbox"/> a <b>LOAN</b> <input type="checkbox"/> or, a <b>GRANT AND LOAN</b> <input type="checkbox"/> ( <i>please tick as appropriate</i> ).	
9.	Please confirm the <b>amount of grant and/or loan being applied for</b> : (If applying for a loan, please also state the term loan proposed, i.e. the fixed amount and fixed repayment schedule proposed.)	
10.	Please provide <b>brief supporting statement</b> below in respect of your grant and/or loan application:	



Two signatories are required (usually vicar and a churchwarden or PCC member) either of whom can then act on behalf as applicant in contacting the CBP Secretary:

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

Agreed grants and loans will be paid to the PCC upon written request, on completion of works or at an agreed juncture. Claims must be supported by a copy of the relevant invoice(s), copy of the faculty or other approval where appropriate and copy of parish bank account details for payment by BACS.

**CBP Terms of reference and policy:**

- i. Grants and loans will only be awarded subject to availability of CBP funds.
- ii. The maximum grant considered in relation to an application is up to 10% of the total cost of the works (inc. VAT) and up to a maximum of £4,000. (CBP has right to review.)
- iii. The maximum loan in relation to an application is £15,000. In exceptional cases loan applications for higher amounts will be considered. The final decision in such exceptional cases will be taken by Finance Group with the benefit of advice from the CBP.
- iv. All grant and loan applications to be subject to the Diocesan Secretary's assessment of parochial finances, including payment of parish share and parish's ability to repay, prior to any consideration and recommendation being given by Panel.
- v. The maximum loan term in non-exceptional cases is 5 years; in exceptional cases loan term to be agreed by the Finance Group.
- vi. Unless explicitly agreed otherwise, interest will normally be charged on CBP loans at a fixed rate of 3% per annum on a reducing balance. The interest rate will be reviewed periodically but once set in respect of an individual loan it will not be varied.
- vii. Except in the case of urgent work authorised by Chancellor's Interlocutory Order (confirmatory faculty), there is a presumption that grants and loans will not normally be awarded retrospectively. However each application will be assessed according to its own merits and the Panel has the right to determine this on a case-by-case basis.
- viii. Before any grant or loan monies are paid over, evidence of relevant permission for the work in question must be provided e.g. a copy of a faculty, Archdeacon's Written Notice, etc. plus evidence of invoices amounts paid/to be paid.
- ix. Grants and loans should primarily be awarded in respect of works to church buildings, although works to a churchyard and buildings/structures within the curtilage will be considered according to their individual merits. Works to church halls will not normally qualify but such applications would be assessed on a case-by-case basis.
- x. The church building which is the subject of the application must be adequately insured to a minimum of 75% of its reinstatement value.
- xi. Any grant or loan awarded must be claimed by the parish within one year of notification of the award but will be subject to interim review by the Panel. The award of grant may be extended by Panel but in such cases where the Panel deems that previously allocated monies should be returned, then the parish in question may be encouraged to make a further (new) application when appropriate and in a position to do so.
- xii. The decision of the Panel in relation to any application is final.

30 June 2019

*This form is to be completed in full and returned **by e-mail** or hard copy to:  
The Church Buildings Panel Secretary, Church Buildings Panel,  
Durham Diocesan Board of Finance, Cuthbert House, Stonebridge, Durham, DH1 3RY.  
E-mail: [churches@durham.anglican.org](mailto:churches@durham.anglican.org). Tel: **01388 660001**.*

Link to web site: <https://durhamdiocese.org/resources/> - select folders: 'For Churches' / 'Church Buildings'...

Blessing our communities in Jesus' name

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