

**Minor Repairs and Improvements Grant Application Form**

**About Your Church**

Name of Parish & church

Your answer:

Date of last Quinquennial Inspection

Your answer:

Quinquennial inspecting architect

Your answer:

Is your church listed on the 2023 Heritage at Risk register or has Historic England confirmed that it will be added to the 2024 register?

Your answer:

If you have not yet made a faculty application is there PCC resolution supporting the works?

Your answer:

**ABOUT YOU**

Applicant’s name:

Your answer:

What is your position in the Church?

Your answer:

Your address (including postcode):

Your answer:

Email address:

Your answer:

Telephone number(s):

Your answer:

**The Work**

Is this a Repair or an Improvement?

Your answer:

Provide a brief description of the work:

Your answer:

If this relates to recommendations in the most recent QIR, please cite the references:

Your answer:

Name of architect and contractor:

Your answer:

If the works are likely to cost more than £1,000 (excluding VAT) have you obtained two or more competitive quotations?

Your answer:

Tender price for work (excluding VAT) from preferred contractor:

Your answer:

Professional fees (excluding VAT)

Your answer:

PCC Funds allocated to these works (£)

Your answer:

Other funding applications made & share of cost

Your answer:

MR & I grant request (£)

Your answer:

**Necessary Documents**

Specification of works / professional services

Your answer:

Copies of quotation/s

Your answer:

Please provide a copy of your most recent PCC accounts

Your answer:

**PAYMENT**

PCC Bank Account Name

Your answer:

Sort Code

Your answer:

Account Number

Your answer:

I understand that any grant awarded is only to be spent on the specified works, and that proof of expenditure must be supplied to The Diocese of St Edmundsbury and Ipswich on completion of the grant-funded activity so that the reserve of grant can be released.

Signed:

Date:

Please send this application and all accompanying documentation to [toby.hart@cofesuffolk.org](mailto:toby.hart@cofesuffolk.org)

OFFICE USE ONLY

Date application received:

Date documents received:

Queue position:

Date of review:

Grant offer:

First payment:

Finance department:

Proof of expenditure:

Second Payment:

Finance department: