



Minor Repairs and Improvements Grant APPLICATION FORM

Completed Example Form

ABOUT YOUR CHURCH

Name of Parish & church

Mendham, All Saints'

Date of last Quinquennial Inspection

1st June 2023

Quinquennial Inspecting architect and contact

N*** W*****, nw@n*****w*****.com

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?

No

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

Yes, at the meeting held on June 24th of this year.

ABOUT YOU

Applicant's name

Toby Hart

What is your position in the Church

Churchwarden and Treasurer of All Saints' Mendham

Your address, including postcode

Corner Cottage, The Street, Mendham, IP20 0NH

Email address

Tobyhart29@*****.com

Telephone number /s

Home 01*** *****; mobile 07*** *****

THE WORK

Is this a Repair or an Improvement?

The investigation will lead to a project which is partly about repairs, partly about improvements to both the rainwater collection and drainage system

Provide a brief description of the work

Professional services – investigation of rainwater goods, percolation tests and options for enhanced water disposal

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

Yes, see Executive Summary on page 8 of QI dated 1/6/23

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

No, we only approached our appointed architect – he has considerable expertise in this area and has completed a number of similar projects in the diocese. When we have a specification for the actual works we will obtain three quotations from different contractors.

Name of architect and/or contractor

Architect is named above

Tender price for work (excluding VAT)

To be determined after the professional services report and specification of works

Professional fees (excluding VAT)

£1530; see appended fees' estimate dated 29/7/2023

PCC Funds allocated to these works

Restricted balances in the Building Fund comprise £18,750 (as at year end 2023). These funds will be required for the provision of rainwater goods as they will be specified in the architect's report – we seek 100% funding of the architect's report itself

Other funding applications made & share of cost

These works qualify under the LPoW scheme, so we will reclaim VAT @20%

MR & I grant request (£)

£1530

Necessary Documents

Specification of works / professional services

Appended to this application form (PDF Schedule of Fees)

Copies of quotation/s

Appended, as above

Please provide a copy of your most recent PCC accounts

Summary of audited accounts, showing reserve balances at year end 2023 is appended to this application form (XL file Church accounts 2023)

PAYMENT

PCC Bank Account Name

Al Saints' PCC Mendham

Sort Code

00-00-00

Account Number

12345678

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 (applicant):

Date:

Please send this application and accompanying documentation to toby.hart@cofesuffolk.org

OFFICE USE ONLY

Date application received September 15th 2024

Date documents received October 2nd 2024

Queue position 10

Date of review 18th November 2023

Grant offer £1377 – 90% of project cost

First payment £689

Finance department advised 20/11/24

Proof of expenditure Yes, invoice dated 2/2/25

Second Payment £688

Finance department advised: 10/2/25