

SHROPSHIRE ASSOCIATION OF CHURCH BELLRINGERS

BELL RESTORATION FUND

APPLICATION FOR GRANT

Name of applicant parish.....

Name and email address for correspondence

.....

Please read the Fund Rules and apply to the Secretary or Bell Adviser as early as possible before initiating work. It is particularly important that you consider whether your work comes within the remit of our Bell Restoration Fund. The rules can be found at: <http://www.sacbr.org.uk/BRFRules.html>

Please note:

- 1) Except in cases of emergency (e.g. repair of a broken clapper), applications must be submitted before work begins or materials are purchased.
- 2) The committee expects applicants to take every opportunity to minimise costs by, e.g. the use of local voluntary labour (where appropriate), or any other reasonable measures.
- 3) Please note the Association will **not pay VAT** as this should be reclaimed via the Listed Places of Worship Grant Scheme

All applications must include:

- A. A covering letter (see below for content)
- B. A copy of the faculty for the work, or written confirmation from the PCC that they support the project;
- C. Details of the work to be carried out;
- D. a copy of at least one specification and quotation by a reputable contractor for all work over £1000, and copies of at least two specifications and quotes from reputable contractors for all work over £2000.

The covering letter should include:

1. A statement that you have read and understood the rules and will abide by them.
2. The documents listed above. *Without these documents for our records, we do not meet the requirements for the Charity and applications will be returned.*
3. Which contractor(s) will be appointed, why have you chosen them, and what is the cost of their quotation(s)?
4. A statement of what other sources of funding are in place, who they are and what their contribution will be.
5. How much money remains to be raised?
6. If the contractor provides an allowance for local labour, will this be taken up in full?
7. What is the anticipated start date for the work?
8. What is the anticipated completion date for the work?
9. To whom should any grant cheque be made payable?