DIOCESE OF DURHAM CHURCH BUILDINGS PANEL

Application for a Quick Wins Grant to help reduce your carbon output

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| PARISH OF: | |  | | CHURCH OF: |  |
| *Name:* |  | | *Address:* |  | |
| *Tel:* |  | | *Email:* |  | |
| *Position*: |  | | *PCC Approval:* |  | |

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Brief details of the work to be carried out*: (Please read guidance document which outlines what works are eligible for this grant)* | | | | | | |
|  | *e.g. Installing under pew electric heaters.* | | | | | | |
|  |
| 2. | Total cost of the works (inclusive of VAT and fees if appropriate)  *Please enclose a copy of quotations or written estimate(s) the PCC has agreed to accept.* | | | | | | £ |
| 3. | Has the Energy Footprint Tool (EFT) been completed for your church? Applications will only be considered if the EFT has been completed for the last full calendar year. | | | | | | Yes / No |
| 4. | Have permissions for the works been applied for (e.g. Full Faculty, List B, or Secular Permissions…)? - *Please enclose details.* | | | | | |  |
| 5. | In order to be eligible for financial assistance, church buildings must be insured for at least 75% of their reinstatement value. *Please give details of the insurance and the percentage level of cover*. | | | | | | |
|  | Sum insured: | £ | | Percentage cover: | | % | |
|  | Name of insurance company: | |  | | | | |
| 6. | Brief Details of fund-raising programme(s) carried out within the parish: | | | |  | | |
|  |  | | | | | | |
|  |  | | | | | | £ |
| 7. | What monies have been obtained from sources outside the parish (such as the Sir John Priestman Charity Trust, the Northumbria Historic Churches Trust, CBC, NCT, etc.) | | | | | | £ |
| 8. | What is the total amount raised towards the project *(including efforts at 6. and 7. above)?* | | | | | | £ |
| 9. | How will this work reduce the carbon output of your church? | | | | | | |
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| 10 | Please provide any further comments in respect of your quick wins grant application: |
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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:

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |

Agreed grants will be paid to the PCC upon written request, on completion of works or at an agreed juncture. Claim invoices must be supported by a copy of the relevant contractor 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 Quick Wins funds.

ii. Grants will only be awarded for eligible works as outlined in the guidance document relevant at the time of application.

iii. Applications will only be considered if the Energy Footprint Tool (EFT) has been completed for the building for the last calendar year.

iv. All grant 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. 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.

vi. 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.

vii. Grants will be awarded in respect of works to church buildings and church halls that will result in a reduction in the overall carbon output of the church.

viii.The church building which is the subject of the application must be adequately insured to a minimum of 75% of its reinstatement value.

ix. Any grant or loan awarded should 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.

x. The decision of the Panel in relation to any application is final. May 2024

*This form is to be completed in full and returned by e-mail or hard copy to:*

*The Church Buildings Panel Secretary, Durham Diocesan Board of Finance, Cuthbert House, Stonebridge, Durham, DH1 3RY.*

*E-mail*: [martin.howard@durham.anglican.org](mailto:martin.howard@durham.anglican.org). *Tel:* 07586090996.

Link to web site: [Grant Funding - Diocese of Durham (durhamdiocese.org)](https://durhamdiocese.org/parish-support/church-buildings/grant-funding/)

