

Congregational & General Charitable Trust

GRANT APPLICATION

PLEASE READ NOTES BELOW BEFORE COMPLETING FORM:

- It is important that you complete the form satisfactorily. You may be refused a grant if you leave any relevant questions unanswered, if we cannot read your writing, or if any part of the documentation is in a language other than English.
- You will need to attach your church accounts including balance sheet, and any documentation supporting the estimated cost of the project.
- Appeal leaflets and project literature will be helpful; but you must fill in all the details requested on the form. It is not enough to write "See attached document".
- You may be refused a grant if the only accounts you submit are those for the project; or if you fail to show the church's capital assets, or any other grants you have received.
- **Please send completed form to: Trish Thorpe Trust Administrator, Congregational and General Charitable Trust, PO Box 1111, Lincoln LN5 0WJ or email documents to: trish@candgtrust.org.uk**

Section 1 – Organisation Details

1.	Name of Church or Organisation			
2.	Church denomination:			
3.	Church Address:			
4.	Church Website (if applicable)			
5.	Contact Name:			
6.	Contact Address (if different from Church Address):			
7.	Daytime Tel No		7a. Email	
8.	How many people, on average, attend Church services?			
9.	Give a brief description of your church premises, including who owns the building and its age:			

10.	Give a brief description of the area in which the church is set:	
11.	Briefly describe the current activities in the church buildings, including community involvement and use by other organisations which benefits the local community:	
12.	Give details of any additional use you hope for once the project is completed.	
13.	Are you a registered charity?	YES / NO
14.	If yes, what is your Charity Number	
15.	If you are not a Charity, are you an excepted party? <i>(Most local URC and Congregational Churches are excepted parties and as such do not have a separate charity number)</i>	YES / NO
16.	Have you ever made a previous application to the Trust?	YES / NO
	If YES, please give details of any grants awarded by the Trust in the last 10 years:	

Section 2 – Project Details

17.	Briefly describe the project for which you seek funding:	
18.	Does the proposed work have the necessary support of your appropriate church authorities?	
	YES	Please name the church authority
	NO	If it is pending indicate when expected
	NOT REQUIRED	
19.	Are any of the buildings affected by the proposed work listed?	
	YES	<i>State listing, eg Grade 2</i>
	NO	
20.	What is the total cost of the project?	£
21.	How do you propose to fund the project?	
22.	How much money has already been raised/awarded to the project?	£
23.	Please give details of grants and other funding already received or promised.	

24.	Please list any other funding bodies you are waiting to hear from.
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Section 3 Detailed Project Costs

Please set out full details of the costs involved in the Project for which you are applying for funding:

25.	Total Project Cost <i>(please provide breakdown below and ensure the estimates match the total project cost in Q.20. We suggest VAT is included in the project cost.)</i>			£
	Please state the estimated costs for:			
	Building work (inc electrics & plumbing)	£	Environmental work	£
	Heating	£	Painting & decorating	£
	Professional Fees	£	Contingency	£
	Sundries	£		
26.	Does the project have an environmental element, eg installation of renewable energy source, upgrade of thermal insulation, double glazing etc?			YES / NO
	If YES, please give details and costs as we also consider additional grant support for environmental work. Please continue on a separate sheet if necessary. Please ensure these figures are included in the appropriate box in Q.25.			
27.	In the case of a new building, state the estimated cost of the:			
	Site	£	Building	£
28.	Have you used professional advisors at any state of the proposed work, eg Quantity Surveyor, Architect? <i>If so, please list below those you have consulted. Also indicate the expected fees for their work, as we will consider additional grant support for such professional help. Please ensure that these figures are included in the appropriate box in Q.25 (Professional Fees). Statutory fees for planning permission and building regulations should not be included in this section but can be added into Sundries at Q.24.</i>			
29.	If you have not used professional advisors, who has taken responsibility for the work?			

Section 4 Financial Information

30.	Financial Summary - please complete details below from your latest set of accounts and show prior year information.	
Year	20xx	20xx
Income		
Expenditure		
Surplus / Deficit		
Cash at Bank		
Investments		
Bank balance at date of application		
If the Church has restricted funds please indicate their use.		
Are the funds raised to date included in the cash at bank? If not please indicate who holds the fund.		
Do you operate a separate account for fund raising or building works?		
Have any of the funds raised to date already been spent and if so how much?		

Section 5 Additional Information

31.	Any additional information you wish to give to support your application:	
32.	How did you learn of the Congregational and General Charitable Trust?	

Signatory must be a responsible official, eg Treasurer, Secretary, Minister or Chief Executive			
Signature		Date	
Name in print		Position	

For your application to be considered you must include:	<i>Please indicate Yes / No to confirm details enclosed</i>
1. The signed application form	
2. The last two years' financial information for the Church or Organisation, including balance sheet and details of investments held.	
3. Detailed quotations for the work involved in the project	
It will also assist us if you can include any of the following:	
1. Publicity material for the project	
2. Any other documentation in support of your project	

Please send completed form to: Trish Thorpe Trust Administrator, Congregational and General Charitable Trust, PO Box 1111, Lincoln LN5 0WJ or email documents to: trish@candgtrust.org.uk

If you require confirmation of our receipt of your application please indicate this in supporting email or letter with the application and provide an email address in Q7a. We prefer to correspond by email.

Data Protection

Your privacy is important to us. We will process your personal data in accordance with the applicable data protection law. The data controller in respect of the personal data which we may hold about you is Congregational & General Charitable Trust Limited who you can contact via the Data Protection Officer, at PO Box 1111, Lincoln LN5 0WJ or email enquiries@candgtrust.org.uk

When you submit this application form you agree that we will use this application form and the other information you give us, including any personal information covered by data protection legislation, for the following purposes:

- To process your application for grant funding and to decide whether or not to give you a grant. We may use your contact details to keep you informed about our work, (including by email, where an email address has been supplied), unless you have indicated that you would prefer not to receive information from us which is not connected to your application or grant.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we may publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and other media.

If you do not provide us with the personal data that we require for your application then we may not be able to process your application for grant funding. Once a grant has been paid, we will keep such personal data as you have provided for the purposes of accounting, administration and record keeping on the basis that this is in our interests and will not affect your fundamental rights and freedoms. Otherwise we will only use your data for the purposes outlined in our Privacy Policy with your continued consent, which you may withdraw at any time by contacting the Data Protection Officer at the above address.

Further Information

For further information on how we manage data responsibly, please refer to our Privacy Policy at <http://www.candgtrust.org.uk>