This form should be emailed to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk), with **‘MAINTENANCE GRANT APP’** in the subject line and the name of your church.

**BAPTISTS TOGETHER AND HISTORIC ENGLAND MAINTENANCE GRANT   
APPLICATION FORM FORM**

**This application form is for churches in England, seeking a grant from Baptists Together and Historic England to cover up to 50%/£200 of the costs of maintenance work.**

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| **Name of Church** |  |
| **Church Address** |  |

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| **Did you apply for a QI Grant from us?**  (If no, please skip to ‘CONTACT DETAILS’) |  |
| **Have you completed and claimed your QI Grant?** |  |
| **Are your contact and church details the same as those submitted on that application form?**  (If yes, skip to ‘ABOUT YOUR MAINTENANCE WORK…’) |  |

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| **CONTACT DETAILS** | |
| **Name of Church Contact** |  |
| **Role in Church** |  |
| **Daytime Telephone Number(s)**  Please indicate whether these are home, church, work, or mobile numbers. If more than one number given, please indicate which one you would prefer us to use. |  |
| **Email Address** |  |

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| **ABOUT YOUR CHURCH** | | | |
| **Church Bank Details**  (For receipt of monies, if awarded) | Account Holder Name: | |  |
| Account Number: | |  |
| Sort Code: | |  |
| **Which local Baptist Association are you in membership with?** | |  | |
| **Who are the Church’s Property Trustees?** e.g. BUC, Private Trustees, etc. | |  | |
| **Who are your Property Insurers?** | |  | |

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| **ABOUT YOUR MAINTENANCE WORK & TERMS & CONDITIONS** | | | | | | |
| Please confirm that you have read and understand the terms and conditions below, to which your grant will be subject should your application be successful, by **marking the checkboxes/answering the questions on the right**. | | | | | | |
| Small Maintenance Grants are for **50% of the cost of the works, up to £200**. | | | | |  | |
| Grants are only available to **churches in England, whose chapels are listed**. | | | | |  | |
| Grants are only available to Baptist churches **in membership with BUGB**. | | | | |  | |
| All works covered by the grant must be completed, and the grant claimed, **by the end of March 2022**. | | | | |  | |
| Grant recipients are expected to participate in **follow-up activities**, associated with monitoring and evaluating the impact of the funding. | | | | |  | |
| Grants are only available to churches with a **Quinquennial Inspection report from 2016 or after, undertaken by a professional with Conservation Accreditation** from one of the following institutions:   * [Architects Accredited in Building Conservation](https://www.aabc-register.co.uk/register) (AABC) * [Royal Institute of British Architects Conservation Specialists](https://www.architecture.com/working-with-an-architect/conservation-register) (RIBA) * [Royal Institute of Chartered Surveyors Conservation Specialists](https://www.rics.org/globalassets/rics-website/media/qualify/accreditations/register-of-rics-certified-historic-building-professionals_3.pdf) (RICS) * [Charted Institute of Architectural Technologists Conservation Specialists](https://architecturaltechnology.com/find-a-practice/find-an-accredited-conservationist.html) (CIAT) | | | | |  | |
| Do we already hold a copy of your Quinquennial Inspection report from 2016 or after? **If no, please attach it to the email with your Application Form.** | | | | | YES / NO | |
| Grants are only available to churches with an up-to-date Maintenance Plan  (See ‘FURTHER INFORMATION’ for templates).  **Is your Maintenance Plan attached with your Application Form?** | | | | | YES / NO | |
| Claims may only be made against the costs of labour, materials and/or high-level access for works identified in an in-date Quinquennial Inspection report or Maintenance Plan.  **Please briefly describe the works and indicate the document and item reference.** (e.g. item 8.2 QI Report) | |  | | | | |
| **Who will be supervising the works?**  See ‘FURTHER INFORMATION’ for contractors / accredited professionals, experienced in church work. | |  | | | | |
| **Please confirm you have understood that we may ask to see a copy of the following:  (items marked \* will be required in ALL** **cases)** | | | | | | |
| An up to date log book detailing the works. | | | | | YES / NO | |
| **Necessary permissions** for the works covered by the grant (if applicable). **Please indicate whether the works require…** |  | | Yes | No | | Unsure |
| Authorisation from the Listed Buildings Advisory Committee | |  |  | |  |
| Planning Permission or Building Regulations Approvals | |  |  | |  |
| Permission from Property Trustees | |  |  | |  |
| Grant recipients must provide a **Risk Assessment** for works covered by the grant. | | | | |  | |
| **\***Grant recipients must provide **invoices/receipts** for works covered by the grant. | | | | |  | |
| **\***Grant recipients must provide **before and after photographs** of works covered by the grant. **Please attach the before photograph(s) to the email with your Application Form if not included in the Report / Plan referenced.** | | | | |  | |

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| **SIGNATURE** | | |
| I confirm that I have read and understand the terms and conditions detailed above and that, to the best of my knowledge, the information in this application and the accompanying documentation is correct.  I confirm that I have the consent of the charity trustees to make this application.  *Please note: We are accepting* ***electronic signatures*** *– please type or paste a jpeg/png.  If the signature is not that of the named contact person, please also include an email address via which the relevant person may be contacted to verify their consent.* | | |
| **Name and Role within Church** | | **Signature** |
| Name: |  |  |
| Role: |  |
| **Date:** | | |
| **Email** (if using an electronic signature): | | |

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| **FURTHER INFORMATION** | |
| Maintenance Plans | A copy of the Historic England Maintenance Plan (as produced following the Taylor Review Pilot) can be downloaded from the National Churches Trust website [here](https://www.nationalchurchestrust.org/regular-maintenance/maintenance-checklists-and-plans). |
| Once a grant has been allocated to your church | Please submit the following documents as soon as possible, by email to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk):   * Proof of necessary permissions (if applicable) * Confirmation that the persons undertaking the works have suitable qualifications/experience * Risk Assessment |
| Booking Professionals | Registers of accredited contractors experienced in church and historic building work can be found at [www.baptist.org.uk/conservationprofessionals](file:///C:\Users\kwylie\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\OS53TOGS\www.baptist.org.uk\conservationprofessionals),  and/or [MaintenanceBooker](https://www.maintenancebooker.org.uk/). |
| Claiming your grant | Once the works have been completed, please submit the following as soon as possible, by email to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk):   * Invoices/receipts * After photographs * Up to date Logbook |

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| **FILE NAMING CONVENTIONS** | |
| Documents should all be sent as attachments in **pdf, jpeg or png file format**. | |
| **Document Type** | **Naming Format** |
| Application Form / Risk Assessment / Invoices / Receipts | DocumentType\_**Name-of-Church** |
| Quinquennial Inspection report / Maintenance Checklist / Logbook | DocumentType\_**Year**\_**Name-of-Church** |
| Before/after photographs | DocumentType\_**Number-of-number**\_**Name-of-Church** |