This form should be emailed to 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:* Proof of necessary permissions (if applicable)
* Confirmation that the persons undertaking the works have suitable qualifications/experience
* Risk Assessment
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| Booking Professionals | Registers of accredited contractors experienced in church and historic building work can be found at [www.baptist.org.uk/conservationprofessionals](file:///C%3A%5CUsers%5Ckwylie%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5COS53TOGS%5Cwww.baptist.org.uk%5Cconservationprofessionals), 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:* 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** |