



# DEVON HISTORIC CHURCHES TRUST

## **Procedures for Emergency and Small Grant (Up to £1,000) Applications**

The Trust has recently benefitted from a legacy and from this has established a fund to help Places of Worship to progress emergency and small repair jobs as quickly as possible. Grants of up to £1,000 are available. The need for emergency repairs could arise from many causes – wind, water ingress, subsidence etc. For example, it could be to acquire a tarpaulin to cover a sudden hole in the roof, or for special equipment to tackle the effects of a flood. It is not proposed to try to define a list of causes. Similarly, with small repair jobs, we would not propose to define a list of eligible items other than to say that the application should relate generally to the fabric of the church. If in doubt regarding eligibility, please contact the Hon. Sec. by telephone or email. As time will be of the essence, a short and simple application process is in place. The application form can be accessed from the Devon Historic Churches Trust website: [www.devonhistoricchurches.co.uk](http://www.devonhistoricchurches.co.uk) under the heading of Emergency and Small Grant Applications.

- 1 The applicant should download and save the application form in their own computer as Save As “DHCT Emergency and Small Grant Application”. The applicant should then complete the downloaded form and email it as an attachment to [grants@devonhistoricchurches.co.uk](mailto:grants@devonhistoricchurches.co.uk). The Hon. Sec. will then review the completed application and forward it by email to the local Archdeacon (or for Non- Anglican Places of Worship, someone of equivalent seniority), the Chairman of DHCT, the DHCT local Trustee and the DHCT Local Grants Assessor with a request for a decision to approve (or not) the application. In making a recommendation, the Archdeacon (or Non- Anglican equivalent) is asked to have regard to their knowledge of the financial circumstances of the Place of Worship. The Archdeacon, Chairman, Trustee and Assessor are asked to respond to the Hon. Sec. with their decision within 48 hours. Should any of them be absent, a decision can be made with the agreement of a minimum of two of them.
2. The Hon. Sec. will inform the applicant and the Trust’s Administrative Secretary by email as soon as a decision is made. Two copies of Trust’s Grant Claim Form will be attached to the email to enable the grant to be claimed from the Trust’s Administrative Secretary when work is underway. A copy of the contractor’s invoice for the work will need to accompany the grant claim form.
3. The Trust’s local Grant Assessor is asked to visit the Place of Worship before the grant is paid, to discuss with the applicant whether or not there is a need to make a further formal application to the Trust for more significant financial support from the Trust’s General funds.
- 4 A summary of grants made under this procedure each quarter will be reported to the next full meeting of the Trust.