Diocese of Leicester – Minor Repairs & Improvements Grant Fund

Application Form

Please read the **Notes for Applicants** and **The Minor Repairs & Improvements Grant Fund Eligibility Guide** before completing this form.

**General Information**

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| **Name of Church & Parish:** |  |
| **Contact Person:** |  |
| **Office/Post held:** |  |
| **Correspondence Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Date of Application:** |  |
| **What account should the money be made payable to?** *If the application is successful, this would be via BACS transfer. Please provide Sort Code, AC No & Account name.* |  |
| **Church Urban Fund Deprivation Score** *Please provide the deprivation score for your parish.* [*CUF Look Up Tool - CUF*](https://cuf.org.uk/lookup-tool) |  |

**Information about the PCC**

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| 1. **PCC Approval**   Please confirm that the PCC has given approval for this project and application. | **The PCC gave its approval on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[date].** |
| 1. **PCC Accounts**   Have the PCC annual reports/financial statements been submitted to the DBF Finance Dept? | **Yes No** |

**Information about the Project**

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| 1. **What is the work?**   Tell us briefly what you are planning to do. Use bullet points if that helps.  *Please also provide a few photographs showing why it is needed and/or the context in which the work will be done.* |  | |
| 1. **Why now?**   Tell us why it is needed now.  *Please refer to the Eligibility Guide*  *e.g.*  For repairs state that the work was highlighted in the most recent QI and the level of urgency as stated in the QI  For improvements explain why the works are essential to sustaining worship and mission use |  | |
| 1. **Permissions**   Does the DAC know work is proposed? *(The correct permission must have been applied for before a grant can be awarded.)*  *Please select which sentence best describes your situation.* | **A faculty or minor works List B approval has already been obtained on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[date].**  **An application for a faculty or minor works list B approval has been made on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[date].**  **The work does not require a Faculty or List B approval.** | |
| 1. **Total Project Cost**   Set out the total cost based upon the PCC’s preferred quote using the breakdown shown here.  You are expected to reclaim any VAT that you can reclaim.  *For more information on reclaiming VAT:* [*Listed Places of Worship (LPW) Grant Scheme (dcms.gov.uk)*](https://listed-places-of-worship-grant.dcms.gov.uk/) | 1. **Professional fees excl VAT £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **Works excl VAT £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 3. **VAT £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 4. **Total including all VAT £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **(a) + b) + c))**   1. **VAT that can be reclaimed £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **Total excl reclaimable VAT £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   **(d) - e))** | |
| 1. **Procurement**   Please provide a short summary of the procurement exercise carried out i.e. list all quotes or tenders received and note any contractors who declined to quote.  *If only one quote has been received what measures have the PCC taken to ensure it is a reasonable cost? (e.g. consult with your church architect)* |  |
| 1. **Timescale**   When is the work likely to start and finish?  *(Please note all work must be completed within 12 months of the grant award or by 31st December 2025, whichever is soonest).* |  |
| 1. **Amount requested from Fund:**   *Please state an amount, (not ‘as much as possible’.)*  *(There is an expectation that the PCC will contribute a minimum of 10% - excluding VAT- from their own resources.)* |  |
| 1. **Where is the rest of the money coming from?**   *Please confirm what is pledged and what you already have in PCC accounts.* |  | |

Please e-mail the completed application form to: [ChurchBuildings@LeicesterCofE.org](mailto:ChurchBuildings@LeicesterCofE.org)

We prefer to work by phone and email where possible, but if you need to send something by post, the address is: Church Buildings Team, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ.