

Closed Church Buildings Support Account Standard Grant Application

Diocese: _____ Closed Church : _____

(Please submit a separate application for each church building for which assistance is being sought)

Description of work carried out

Cost of works	£	:
Insurance costs	£	:
Total	£	:
Grant requested	£	:

Guidance notes:

- Copies of receipted accounts should be attached to this application
- In accordance with rule 4, where the cost of works exceeds £5,000, please attach evidence of the Commissioners **prior agreement** to the expenditure.
- A DBF is eligible to claim VAT relief on works to listed closed church buildings in the use seeking period from the Listed Places of Worship (LPW) Grant Scheme. Eligible costs should be stated net of VAT on the assumption that such a claim has been made.

COMMISSIONERS USE ONLY

Document date:/...../..... Reference: CCBSA /...../..... Grant Total Approved:

Approval for payment

1. Name: Date:
2. Name: Date:

Committee referral in contentious cases and/or where total grant requested exceeds £12,500

Requires Committee referral? Yes/No

Committee Approval – Date Given :

Closed Church Buildings Support Account - Standard Grant Rules with effect from 18 July 2014

1. Eligible Churches

The Closed Church Buildings Support Account (CCBSA) may be used for the following categories of closed church buildings:-

- (i) those in the use-seeking period (including an extended use-seeking period) as defined in the Mission and Pastoral Measure 2011;
- (ii) those vesting in the DBF for which a use scheme has been published but not made or made but not yet brought into operation;
- (iii) those vesting in the DBF or the Commissioners for which a scheme has been brought into operation but where the disposal has not been completed (includes churches dealt with under sections 58 and 59(1));
- (iv) those vesting in the DBF where a use has been implemented but has since failed.

2. Expenditure Eligible for Reimbursement

Standard Grant payments from the CCBSA are available towards the DBF's or Commissioners' expenditure on works needed to maintain the basic fabric of the church, to prevent any further deterioration, and to protect it and its contents. The following are eligible for reimbursement: -

- (i) temporary maintenance (including clearing drainpipes, gutters, etc and keeping the building clean).
- (ii) basic repairs;
- (iii) security;
- (iv) insurance;
- (v) fees and VAT in connection with any of the above.

NOTE: The DBF should consult the Commissioners before incurring expenditure on a church (other than on insurance) where the preliminary advice is that demolition of the building would not be objectionable.

3. Rate of Reimbursement

Eligible expenditure will normally be reimbursed at the rate of 70%.

The Commissioners may make grants of up to between 70% and 90% of eligible expenditure on qualifying buildings where they feel this to be justified having regard to the following criteria:-

- (i) where it would help to release partnership funding for an alternative use or vesting in the Churches Conservation Trust;
- (ii) to facilitate repairs to buildings identified as potential vesting cases where the future is not yet resolved and where interim repairs would stave off a potentially higher repair bill;
- (iii) where the Commissioners are pressing for a particular expenditure, i.e. repair or security measure, or approach;
- (iv) where the building is identified as at risk;
- (v) where the diocese has a particularly difficult case or cases or is suffering financial stress and is diligent in meeting its responsibilities for repairs and maintenance.

The Commissioners may decide not to make a higher than 70% grant even where one or more of the criteria set out in (ii) above apply, particularly if a diocese receives substantial sale proceeds from the disposal of closed churches or their sites.

4. Applying for Reimbursement

The DBF may normally spend up to £5,000 (inclusive of VAT and fees if an architect is employed) without prior

consultation and seek a grant thereafter unless accumulative grants for a building exceed £25,000, in which case prior approval is always needed from the Commissioners' CCBSA Budget Officer.

Proposed expenditure over £5,000 will require the Commissioners' prior approval if a grant is to be sought. Any application for a grant over £12,500 will be referred to the Church Buildings (Uses & Disposals) Committee.

Applications for reimbursement must be made on the form supplied by the Commissioners and must be accompanied by the receipted accounts.

Application forms must be submitted within 3 months of the date of expenditure.

Notes:

- (1) *More than one application may be made for an individual church, but the Commissioners may ask the DBF to justify making several claims.*
- (2) *Where expenditure in excess of £5,000 is proposed, the Commissioners reserve the right to appoint an independent architect to advise on the repairs.*
- (3) *If there is any likelihood of the church passing to the Churches Conservation Trust, the Commissioners reserve the right to seek the Trust's advice on the appointment of an architect and on the nature of the works proposed.*
- (4) *The Commissioners reserve the right to vary the rules set out in paragraphs 3 and 4 in the light of available funds and, in that event, will give proper notice.*

5. Reimbursement to the CCBSA

When a church or its site is subsequently disposed of, any expenditure from the CCBSA is to be reimbursed where possible from the capital proceeds of the sale or lease.