ESSEX ASSOCIATION OF CHANGE RINGERS

Charity Registration Number 292250

Application Form for a Bell Restoration Grant

This form and supporting documentation should be sent to the General Secretary. The name and address can be found in the Association report or at the Association Website www.eacr.org.uk. Please refer to paragraph 3 before doing so.

GUIDANCE NOTES

1 Before making an application, we advise that you take time to read the form and its notes fully, taking care to ensure that your project meets the criteria outlined in paragraph 5. The aim of this form is to collate all the relevant facts. Please complete it as fully as possible and continue on a separate sheet as necessary.

2 Grants will not be made for retrospective applications.

3 Grant Applications are considered by a Grants Review Sub-committee in advance of the Management Committee meetings held in February and October each year. Applications should therefore be submitted to the Association Secretary by

- **1 December for consideration at the February meeting,** or
- **1 August for consideration at the October meeting**.

Late applications will not be considered until the next meeting.

4 The Management Committee shall have the power, after considering a recommendation from the Grants Sub-Committee, to approve financial assistance to churches within the Association boundaries for maintenance and improvement of a bell installation, which shall be deemed to include the following:

a) Taking out an existing ring of bells, supplying and installing a new frame and fittings, recasting bells and erecting the same.
b) Taking out, overhauling and reclappering existing bells, supplying and installing a new frame and fittings, recasting or overhauling and re-erecting.
c) Taking out existing bells, overhauling existing frame and fittings, recasting or overhauling and reclappering same and re-erecting.
d) Augmentation and bringing existing bells, frames and fittings into an adequate state of repair.
e) All other major repairs to bells, frames, fittings and towers.
f) The provision of bells, frames and fittings and erection of same in Churches which previously had none.
g) The provision of sound regulation by means of adjustable equipment designed to facilitate ringing.

5 Such grants are made within the categories of work defined below. Applicants should indicate the Category of grant being applied for:

Category 1

- Work on new installations of bells.
- Work on existing installations of bells that is required to bring installations currently unringable, to a ringable state.

Category 2

- Essential repairs to existing installations, especially where they are liable to fall into an unringable state. (Routine maintenance will not normally be considered)

Category 3

- Sound control or building work to towers, where there is a danger that ringing may be limited if the work is not carried out.

Category 4

- Non-change-ringing installations.

- Grants will only be considered in exceptional circumstances.

6 The application form must be completed as fully as possible and the following documentation MUST be supplied:

- A copy of the Faculty from the Diocese/Archdeacon's Licence, if required for the work to proceed
- An accepted estimate detailing the work to be undertaken and including a breakdown of costs[1]
- A statement of the project accounts and breakdown of the sources of funding applied for up to the date of the application.
- A statement advising if any local labour is being utilised and the level of practical assistance for the project.

7 VAT (where applicable) should be SHOWN SEPARATELY in all detailed project costs and an indication of VAT reclaimable should be included.

8 Any local or special circumstances may be taken into consideration. These should be detailed on a separate sheet attached to the application form.

9 Any conditions pertaining to payment of the grant will be advised when the results of the application are notified.

10 Grants are paid upon completion of the work subject to a satisfactory inspection and report by the Association's Technical Adviser or his appointed substitute. Recent grants have typically been around 10% of the cost involved, depending on the extent to which the Association feels help is needed and the availability of funds at the time of application.

11 Any grant which has not been taken up within 2 years will be removed from the committed accounts and a new application will need to be made including updated estimates for the work and updated project accounts.

12 Should there be any alterations to the project after the grant has been awarded, the Association Technical Adviser and Trustees must be advised immediately so that the application can be reviewed. This may result in adjustment of the grant on offer.

13 Projects that require a replacement Faculty will have any grant application invalidated and will require resubmission.

14 Grants for minor works should complete the Application Form for Minor Works Assistance (available to download on the EACR website). This is for urgent repairs or improvement to an installation and carrying out essential maintenance work. Examples of what works might be included can be found on the Minor Works Application Form.

15 Please complete this form clearly and legibly, with black ink. The form must be completed in full or it may be returned to you.

The Association encourages PCCs to restore and improve their rings of bells and to keep them in good order. It is always ready to give advice on bells and their installations and to offer financial help through its Bell Restoration Account. Association Officers and the Technical Adviser are also always willing to give advice and provide instruction and assistance.

[1] If acceptance of an estimate is dependent on a grant being allocated, a letter of intention to support the project in principle may be issued by the Committee. No firm offer of a grant will be made however, until the accepted estimate has been received.

APPLICATION DETAILS

Please refer to the above guidelines when completing the form

Parish:	

Dedication:	

Population of Parish		**Number on Electoral Roll**	
Is the church a listed building?	**YES/NO**	**Grade 1/Grade 2*/Grade 2/Mixed**	

Contact details *(Name of the person who will act as the contact point)*	
Name:	
Position	
Address	
Telephone:	
Email:	

No of bells?		**Tenor weight (if known)**	
Are the bells ringable?	**YES/NO**	**If 'NO' when were they last rung?**	
Is there an active band?	**YES/NO**	**If 'NO' what plans are there to recruit/train**	

Title of the project (e.g. new installation, augmentation, rehang, refurbishment, repairs, structural work etc	

Please provide a detailed project description:

Project costs	
Category of grant applied for? *(see note 5 above)*	
Date of estimate? *(Please attach contractors report and estimate)*	
Total cost of work?	
Total cost of qualifying work?	
Is work liable to VAT and if so how much is reclaimable?	

Local able-bodied volunteer labour	
Does your quote/estimate make an allowance for local labour - if so, what would the total cost be (ex VAT) with the allowance?	
If the contractor provides an allowance for local labour, will this be taken up in full?	

Works schedule *(Use a continuation sheet if necessary)*	
Is work to be carried out in stages?	
If Yes, please give details, including number of stages and approximate duration/timing?	
Has the order for work been placed?	
If Yes, state when order placed. If No, - when do you expect to place the order?	
Estimated start date of the work?	
Estimated completion date of the work?	
Are there any old/historic bells or fittings involved which may need to be preserved?	

Formalities *(Use a continuation sheet if necessary)*	
Has the work been approved by the PCC?	If so, when?
Is a Faculty required? *(Note: All major work on bells and fittings requires a Faculty)*	
If Yes, has Diocesan Advisory Committee approval been sought and a Notification of Advice issued?	If so, when?
If Yes, has a Petition for Faculty been applied for? *(Note: No formal offer of grant will be made without sight of a Faculty)*	If so, when?
Has the Faculty been approved? *(If so, please attach a copy)*	

Funds *(Use a continuation sheet if necessary)*	
Please state total funds in hand *(Please attach a statement of funds as at date of grant application)*	
Funds promised *(Please attach a breakdown of sources and amounts)*	
Other sources of funding *(Please attach a list of other grants applied for and fund raising plans including parish financial commitments)*	
Source of any shortfall	

Sound control *(Use a continuation sheet if necessary)*	
Have you considered the possibility of adding some sort of sound control at the time of the proposed work?	
What sort of sound control have you considered (e.g. internal sound: wooden flooring or composite floor material between bells and ringers or sound tubes. External sound: sound lantern, variable sound control (doors) covering louvers)?	

Please state the exact name of the account to which any grant should be paid if this application is successful. *Please note this will be what appears on any cheque from the Association and cannot be payable to an individual.*

Please add on a separate sheet or attach any other information which may help the Trustees to give proper consideration to your application

Check list (Please ensure you have attached the following documents or explain below the reason they are not attached in the box provided)			
Contractors estimate and report			
Faculty certificate			
Statement of accounts			
Breakdown of sources of funds			
List of grants applied for			
Any further information			

Signed		Date	
Position held			

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Date received by General Secretary	
Date emailed to Technical Adviser	
Date circulated to Grants Review Committee	
Date discussed by Grants Review Committee	
Value of Work	
Amount recommended by Grants Review Committee	
Date discussed by Management Committee	
Value of Work	
Decision	
Conditions	
Value of Grant approved	
Date of inspection by Technical Adviser	
Release of funds (date)	