

ESSEX ASSOCIATION OF CHANGE RINGERS

Charity Registration Number 292250

Application for a Bell Restoration Grant for Minor Works Assistance

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

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 in paragraph 7.
2. 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.
3. The aim of this form is to collate all relevant facts.
4. Grant Applications for minor works are considered by the Grants Sub-committee as soon as practicable and as a matter of urgency. The maximum grant likely to be offered for minor works will be £250.
5. Grants will not be made for retrospective applications.
6. The application form must be completed as fully as possible and the following documentation must be supplied:
 - Details or statement of tower funds, and
 - Details or statement of monies held by the PCC for minor tower or bell maintenance.
7. The Grants Sub-committee has been empowered by the Management Committee to make grants to churches within the Association boundaries, as detailed in the Association Rules, for minor works assistance, improvement of a bell installation and carrying out essential maintenance work.
8. Financial assistance will be limited to minor works (excluding bell ropes) but including:
 - Repairing, adjusting or replacing stays, sliders, guide rollers and boxes
 - Repairing or replacing bearings, gudgeons, bell-bolts, or supporting ironwork (not requiring drilling or turning of the bell). In some cases this may require removal of bell fittings and supporting the bell on suitable timbers spanning the pit. **This should only be undertaken by competent persons.**
 - Rebushing and repairing clappers
 - Tightening bolts and tie rods
 - Lubrication of bearings
 - Tightening/adjusting clappers
 - Repairing wheels
 - Urgent Health and Safety work
 - Urgent essential repairs to a single bell within a ring
 - Cleaning and painting/treating a bell frame
9. If a Faculty (or Archdeacon's Licence) is required for the work to proceed then application for a grant must be made on the Bell Restoration Grant Application form.
10. Major works such as any works involving removing a bell from its pit, augmentation, re-hanging or disposal of a bell(s), dismantling or erection of a bell frame, installing a new

frame or any other work involving a bellhanger are expressly excluded as they are covered under the current Grant application process.

11. VAT (where applicable) should be SHOWN SEPARATELY and an indication of VAT reclaimable should be included.
12. Any local or special circumstances may be taken into consideration. These should be detailed on the application form.
13. Any conditions pertaining to payment of the grant will be advised when the results of the application are notified.
14. Multiple or linked applications may not be accepted as it might suggest the work falls outside the intended purpose of Minor Works Assistance. This will be at the discretion of the sub-committee.
15. Association Officers are always willing to give advice and provide instruction and assistance.

APPLICATION DETAILS

Date of Application

Church and dedication

Name of PCC or Responsible Authority, correspondence address, email address and contact telephone number

Description of proposed work/problem

Why is this work necessary?

Has the PCC or Relevant Authority agreed to the work? YES NO

If yes, when was the decision date?

What is the estimated cost of the work (ex VAT)

| | |
|---------------|-------------------|
| VAT Payable £ | VAT reclaimable £ |
|---------------|-------------------|

Please outline details of tower funds and monies held by the PCC for minor tower or bell maintenance (continue on a separate sheet if necessary or attach the most recent statement of accounts)

Please give the name of the person(s) who will be carrying out the minor works?

What is the anticipated timescale of the minor works?

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.*

If there is any further information which you think is relevant, or you have any additional comments please append them to this application form.

Signed Date

Position held

For BRA Use

| | |
|------------------------------------|--|
| Date received by General Secretary | |
| Date emailed to Technical Adviser | |
| Value of Work | |
| Value of Grant and Date Approved | |
| Release of Funds | |