Grants Pre-Application Preparation Checklist

1. Contact & Church Basics (Section A)

- Main Contact Info: Full Name, Position (e.g., Tower Captain), Email Address, Postal Address, and Telephone Number.
- Church Info: Parish Name and Church Dedication (e.g., St. Mary's).
- Fund Identification: Identify which fund(s) you are applying to (Bell Restoration, Recruitment & Training, Course Fees, Minor Works Assistance, or Bequests Infrastructure Fund).

2. Church & Bell Background (Section B)

- Demographics & Listed Status: Population of Parish, Electoral Roll number, and Building Listed Grade (Grade I, II*, II, Mixed, or Not Listed).
- Bell Technical Details: Number of bells, tenor weight (if known), whether bells are currently ringable, and date last rung (if unringable).
- Band Details: Details on active band status and/or plans to recruit/train ringers.

3. Project & Works Details

- Project Overview: Clear project title (e.g., new installation, augmentation, rehang, refurbishment, structural work) and a detailed project description document.
- Timeline & Ordering:
    - Whether the order for work has been placed (and date placed/expected order date).
    - Estimated start and completion dates.
    - Work schedule details (if work is carried out in stages, including duration/timing).
- Historic Preservation: Details on any old/historic bells or fittings involved that need to be preserved.

4. Financial & Budgetary Details

- Cost Estimates:
    - Total cost of work and total cost of *qualifying* work.
    - Date of estimate/quote.
    - Contractor report and written estimates/quotes.
- VAT Information: Whether work is liable for VAT, total VAT payable, and how much is reclaimable.
- Local Volunteer Labour: Details/allowances for local labour and total cost adjustments (if applicable).
- Funding & Shortfalls:
    - Total funds currently in hand.
    - List of other funding sources/grants applied for (including parish financial commitments).
    - Strategy/plan for covering any remaining shortfall.

5. Approvals & Formalities

- PCC Approval: Approval status and exact date approval was given by the PCC.
- Faculty & Diocesan Approvals:
    - Whether a Faculty is required.
    - Whether an Archdeacon's letter is required.
    - Diocesan Advisory Committee (DAC) approval / Notification of Advice status and date.
    - Petition for Faculty status and copy of approved Faculty certificate (if granted).

6. Minor Works Assistance (Section D)

- Problem & Scope Description: Description of proposed work/problem and why the work is necessary.
- PCC Approval: Confirmation and decision date that PCC/Relevant Authority agreed to the work.
- Financial Details: Estimated cost (ex VAT), VAT Payable, and VAT Reclaimable amounts.
- Tower Funds: Outlines of tower funds and monies held by the PCC for minor tower or bell maintenance.
- Contractor/Person Details: Name of the person(s) carrying out the minor works and anticipated timescale.

7. Bequests Infrastructure Fund (Section E)

- Strategic Alignment Responses: Prepared written statements describing how your project aligns with:
    1. *Investment in the future of ringing in Essex*.
    2. *Investment in recruiting, retaining, and developing the skills of young ringers*.
    3. *Training to increase the general ringing ability in Essex*.
- Supporting Comments: Additional comments/endorsements of support from other interested parties (e.g., other ringers, Incumbent, PCC, Church Wardens, Parish members, Training Officers').

8. Recruitment & Training (R&T) / Course Fees (Sections C & D)

- R&T Application Details: Description of request, total amount requested, timeframe, and how the grant will advance bell ringing in Essex.
- Formal Comments: Written comments/endorsements from both the Tower Captain and PCC.
- Course Fees Specifics:
    - Course title and date.
    - Amount requested and reason for request.
    - Sponsor details (e.g., Tower Captain/District Master name and contact details).

9. Payment Details (Section F)

- Bank Details (PCC or Tower account only - no personal accounts): Account Name, Account Number, Sort Code).

Essential Documents & Files to Upload

Have these files saved on your device (PDF/Word) ready to upload during submission:

- ☐ Contractors' Estimate & Report
- ☐ Detailed Project Description / Continuation Sheet (if applicable)
- ☐ Faculty Certificate / Approval Document / Archdeacon's Letter
- ☐ Statement of Accounts / Statement of Funds in Hand
- ☐ Breakdown of Sources of Funds & List of Other Grants Applied For
- ☐ Bequests Fund Supporting Documentation (if applying under Section E)