



**CAMBRIDGESHIRE
HISTORIC CHURCHES TRUST**
With **WREN**
WASTE RECYCLING ENVIRONMENTAL LTD



**REVISED POLICY AND PROCEDURE FOR GRANTS AND LOANS
FOR CHURCHES AND CHAPELS**

1. Introduction:

- 1.1 The principal factors which will be considered in any particular case are:
- The importance of the work in preserving the building as a place of regular worship
 - The importance of the building from an architectural, historical or artistic point of view
 - The scale of the project
 - The means of the applicant church or chapel, including grants offered by other bodies
 - The funds available for distribution by the Trust (**Cambridgeshire Historic Churches Trust - CHCT**)
- 1.2 Once a decision has been made, the scheme must embody safeguards to ensure:
- That the work is carried out as agreed
 - That the work meets an appropriate standard
 - That the church or chapel will remain in use for public worship and will be properly maintained in the foreseeable future
- 1.3 CHCT have for some years received an annual contribution from Waste Recycling Environmental Ltd. (WREN), a company formed to receive and distribute funds paid to them under the Landfill Communities Fund Grants Scheme by Waste Recycling Group Plc. CHCT have therefore devised a scheme for making grants to churches and chapels in Cambridgeshire for fabric restoration and the purpose of these notes is to explain the basis on which such grants may be made.
- 1.4 The rules governing Landfill Communities Fund Grants imposed some limitation on the purposes for which grants may be made from funds provided by WREN. However, **Loans** may be made by the CHCT from its own resources for a range of projects coming within the terms of the CHCT's Trust Deed and these matters are explained later in these notes. Offers of loans will be dependent on the ability of the church or chapel to repay such loans, which are Interest Free and are normally repayable by equal instalments over a period of 4 years. In exceptional circumstances, short-term bridging loans may be made.
- 1.5 As the funds available from WREN are not always sufficient to meet the demand for assistance to churches and chapels, the CHCT have more recently decided to set aside their net annual income for making grants when WREN funds are exhausted. In considering applications for grants from CHCT funds (CHCT Grants) the Executive Committee will apply the same criteria as those applicable to WREN Grants, except that the CHCT will not insist on the church or chapel being within a 10 mile radius of a landfill site.
- 1.6 Where the word "Church" or "Chapel" is used, it means a building in Cambridgeshire used for public worship by any Christian denomination.
- 1.7 The CHCT's Executive Committee will compare applications at each of its bi-monthly meetings and will give sympathetic consideration to cases where important fabric is most at risk. The financial circumstances of the applicants will always be taken into account.

2. Eligible Buildings:

- 2.1 **Grants:** Churches and chapels of all Christian denominations in Cambridgeshire which are likely to remain in use for public worship and to be properly maintained for the foreseeable future.

Applications for **WREN grants** can only be considered from churches within a radius of 10 miles from a Waste Recycling Group Ltd. Landfill site, transfer station, recycling centre, civic amenity centre, administration centre, or other installation as from time to time determined by WREN. However, as detailed in 1.5 above, this condition does not apply to **CHCT Grants**.

- 2.2 **Loans:** Churches and chapels of all Christian denominations in Cambridgeshire which are likely to remain in use for public worship and to be properly maintained for the foreseeable future.

3. Eligible Works:

- 3.1 **Grants:** The repair of an eligible building and its services

- 3.2 **Loans:** The repair of an eligible building and its services

4. Scale of Project:

- 4.1 **Grants:** Projects over £5,000, except where there are fewer than **40** on the electoral roll.

- 4.2 **Loans:** All projects

5. Amount of Grants:

- 5.1 In all cases assistance is at the discretion of the Executive Committee and will be related to the funds available. Grants will be calculated having regard to the difference between the project cost and the sum of all grants from external bodies (English Heritage, local authority, lay rectors, etc.) together with the church or chapel's own resources.

- 5.2 **Grants:** Up to 33% of the total cost of the work or a maximum of £5,000 where there are more than 40 on the electoral roll (or church members)

Up to 50% of the total cost of the work or a maximum of £7,000 where there are fewer than 40 on the electoral roll (or church members)

6. Loans:

- 6.1 At the discretion of the Executive Committee, subject to a maximum of £20,000. Loans are repayable over 4 years and will be made when the Executive Committee are satisfied that the applicants will be in a position to meet the annual repayments involved.

7. Procedure for Grants:

7.1 The following procedure will be followed in all cases:

- (i) The Grants Secretary (GS) receives applications on the prescribed forms with appropriate supporting documentation. Full specifications will only be required where English Heritage is not involved in the project, but complete up-to-date financial statements must be submitted in all cases.
- (ii) The GS will contact the applicants if any clarification or additional information is required
- (iii) The GS examines the application and in due course prepares a report for the next meeting of the Executive Committee
- (iv) If the Executive Committee decide to offer a WREN Grant, the GS seeks approval from **ENTRUST** (The Environmental Trust Scheme Regulatory Body - www.entrust.org.uk/) and notifies the applicants.
- (v) On receipt of Entrust approval, the GS notifies the applicants of the decision and forwards a Grant Contract setting out appropriate conditions and specifying the work for which the grant is being offered. The contract must be signed on behalf of the applicants and returned to the Grants Secretary.
- (vi) Applicants are required to notify the Grants Secretary when the work is completed and to supply a certificate from their architect or other appropriately qualified professional person, confirming the completion of the work in accordance with the approved application. The Grants Secretary will then ask the Trust's Treasurer to arrange for the Grant to be paid.
- (vii) A member of the Executive Committee will visit the church or chapel in due course
- (viii) The procedure for CHCT grants will be similar except that there will be no need for the CHCT to seek Entrust approval

8. Procedure for Loans:

8.1 Loans are dealt with on the same application form as for grants; applications will be decided solely by the Executive Committee. Offers will be made by letter, in accordance with existing practice. Loans will normally be released upon the commencement of work or as required.

Revised April 2009