



Lincoln Diocesan Guild of Church Bell Ringers

Bell Repair Fund

GUIDANCE NOTES

Application Form with Notes

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.

These notes tell you things you need to know in relation to the overall scheme. You will find useful notes throughout the form, which are designed to help you in your answers. Please read these before starting to fill in the form. The application will not be taken forward to a BRF Committee Meeting without all the required information; incomplete applications will be put on hold until all information has been received.

Once received your application will be considered at the next appropriate BRF Committee meeting. Your Branch Secretary will keep you informed about your application's progress, and when it is likely to be considered by the BRF Committee. For further information, please see our Step by Step guide.

ELIGIBILITY

The LDGCB BRF is aimed at providing financial assistance to Churches in the Diocese of Lincoln for the purpose of maintaining and improving their bell installations by making grants to them. Funds can be awarded for projects that fulfil the criteria of the Bell Repair Fund and all projects must fit within one of the categories listed below.

The maintenance and improvement of a bell installation shall be deemed to include the following:

- a) Taking out an existing ring of bells, supplying and installing a new frame and fittings, recasting the bells and erecting the same.
- b) Taking out, overhauling and re-clapping existing bells, supplying a new frame and fittings and re-erecting the bells.
- c) Taking out existing bells, overhauling the existing frame and fittings, re-casting or overhauling and re-clapping the bells and re-erecting them.
- d) Bringing existing bells, frames and fittings into an adequate state of repair and augmentation up to a maximum of a ring of 6.

- e) Other repairs to bells, frames and fittings.
- f) The provision of sound control materials.
- g) The transfer of bells from one tower to another and the work entailed.
- h) Any other work which the Trustees deem to comply with the objectives of the fund including augmentation of above 6 bells.

The following list is not exhaustive but contains important details about what we **do not** fund. We strongly advise that you check that your project meets our criteria and is eligible for funding **before** you send in your application. Our criteria can also be found on our website www.ldgcb.org.uk

The Bell Repair Fund does not fund:

- Replacing belfry floors
- Labour costs in respect of installing sound control materials
- Ropes

Faculty Jurisdiction

New guidelines effective from 1 Jan 2016 detail the permission needed for three different groups of work which are itemised in List A, List B, and Other Works. Full details of these lists may be found on our website www.ldgcb.org.uk . Appropriate permission is required prior to a grant being considered.

List A Works: Permission of PCC and a Survey by Grants Committee member or nominee.

List B Works: Permission of PCC and Archdeacon which will include a consultation with the Bell Advisor to the DAC.

Other Works: Full Faculty Permission which will include a consultation with the Bell Advisor to the DAC.

Please complete this form clearly and legibly, electronically or with black ink. The form must be completed in full or it may be returned to you. If you apply for costs for any of the above exclusions, your application form will also be returned to you.

If you need assistance in completing this form, require a copy in another format, or would simply like to discuss your proposal, please contact the BRF Administrator on 01778 560633.

Grants Process – Step by Step Guide

1

A completed Application Form and supporting documentation is forwarded by the applicant to their Branch Secretary, who acknowledges receipt and submits the application to the Guild Secretary.



2

An initial eligibility assessment is carried out by the Guild Secretary. If the application is not eligible in accordance with the BRF Rules, a reject letter is sent to the Branch Secretary who advises the applicant that the application does not meet the criteria of the BRF.

If the application falls within the Rules of the BRF, The Guild Secretary acknowledges receipt of the application to the Branch Secretary. The Guild Secretary may request any further information, if necessary. When all requested information is received and the application is ready to be assessed, the Guild Secretary will email the Branch Secretary advising when the application will be assessed by the BRF Committee.



3

A copy of the application and supporting information will be emailed by the Guild Secretary to the BRF Committee for consideration prior to the next Committee Meeting.



4

A full assessment will be carried out by the BRF Committee and the decision recorded in the meeting minutes.



5

The decision of the BRF Committee will then be conveyed by the Guild Secretary to the applicant and Branch Secretary in writing, enclosing an End of Grant Claim Form and Statement of Satisfaction. Copy correspondence will be forwarded to the BRF Administrator.



6

Once the project has been completed an independent inspector from the relevant Branch of the Guild will inspect the work undertaken and complete the Statement of Satisfaction.



7

The applicant submits the Statement of Satisfaction and receipted invoice to the Guild Secretary, who forwards this onto the BRF Administrator for payment.



8

A Final Grant Payment Letter and cheque for the agreed amount is sent by the BRF Administrator to the applicant.



LINCOLN DIOCESAN GUILD OF CHURCH BELL RINGERS BELL REPAIR FUND APPLICATION FORM

SECTION 1 – TELL US ABOUT THE APPLICANT		
1.1	Name of applicant	This form must be completed by the PCC Secretary
1.2	Position	
1.3	Postal address Postcode:	If any contact details change, let us know as soon as possible. We use email where possible.
1.4	Telephone	
1.5	Email	

SECTION 2 – TELL US ABOUT YOUR CHURCH		
2.1	Church and Dedication	
2.2	Which Branch of the LDGCBR does the church fall within?	

SECTION 3 – TELL US ABOUT YOUR PROJECT

3.1	Title of your project (ten words maximum)		
3.2	Please provide a detailed project description (500 words maximum). <i>Please attach a copy of the quotations. If these contains various alternative schemes, please clearly indicate which scheme you have chosen.</i>		
3.3	Faculty Jurisdiction <i>See notes above</i> <i>Please state which List of Works covers your project and attach copy of appropriate Permission document.</i>	(List A, List B, Other Works or Not Known) Documents attached: Yes/No	
3.4	Proposed start date of project		These dates may be approximate.
3.5	How long will the project take to complete?		These dates may be approximate

SECTION 4 – FUNDING FOR YOUR PROJECT

4.1	Total cost of project		Please provide copy of quotations and indicate your chosen contractor. State clearly whether figures include or exclude VAT
4.2	Please provide a detailed breakdown of all expenditure for the project		
	Item	Cost (£)	Please itemise materials and labour separately as some items may not be eligible for grant funding.
4.3	Please provide a breakdown of any work to be done voluntarily for this project		
4.4	Please detail any income you expect to receive from the sale of assets in respect of this project		
	Asset to be sold	Expected net sale proceeds	
			These figures may be approximate if exact figures are not yet known.

SECTION 5 - DECLARATION

Please do not forget to sign this form.

On behalf of _____

I apply for a grant in respect of expenditure on the project detailed above.

I declare that the information in this application is true.

Signed: _____

Name (print): _____

Date: _____

When you have completed the application, please send a copy of the completed application form, along with your supporting documentation, to your LDGCBR Branch Secretary – details of which can be found on the Guild website www.ldgcb.org.uk or in the latest Guild Report.

There are no deadlines. Once your application has been received, your Branch Secretary will acknowledge receipt and liaise with the Guild Secretary. Applications to the LDGCBR BRF are assessed by the BRF Grants Committee and considered at the next available meeting.

We try to ensure that funding is allocated as fairly as possible and reserve the right not to fund a project. If your project is not supported we will provide you with feedback. However, the funding decision is final.

FOR LDGCBR USE ONLY

Project Ref No:

To be assessed at BRF
Committee meeting on:

Decision:

Conditions:

Inspector assigned to
Project:

Offer of Grant Letter sent
out: