DIOCESE OF DURHAM CHURCH BUILDINGS PANEL

Application for project support from the Church Building Support Officer

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| --- | --- | --- | --- | --- | --- |
| PARISH OF: | |  | | CHURCH OF: |  |
| *Name:* |  | | *Address:* |  | |
| *Tel:* |  | | *Email:* |  | |
| *Position*: |  | | *PCC Approval:* | Add date of meeting when application was agreed | |

When applying for project support, the following information is required:

|  |  |  |
| --- | --- | --- |
| 1. | Brief details of the project for which you require support: | |
|  |  | |
|  |
| 2. | Expected duration of the project in months?  *(This is normally a maximum of 6 months)* | months |
| 3. | Number of days support anticipated?  *(The actual level of support will be agreed with the CBSO but this will help with our planning.)* | days |
| 4. | Details of the support that is required for the project.  *(fundraising, liaising with architect, liaising with contractors, project planning, etc.)* | |
|  |  | |
| 5. | Anticipated cost of the project? | £ |
| 6. | Brief details of funding for this project already available within the parish from reserves, fundraising and grants? | |
|  |  | |
|  | Total | £ |
| 8. | Is the parish also requesting: a GRANT a LOAN or, a GRANT AND LOAN for this project?  Please complete a separate grant/loan application form. (*please tick as appropriate*). | |

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| --- | --- | --- |
| 9. | Are all permissions in place for this project?  *e.g. faculty, planning permission* | Yes/No |
| 10 | If no, do you want the CBSO to assist you with these applications? | Yes/No |

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| --- | --- | --- | --- |
| Contact details for the project lead within the parish | | | |
| *Name:* |  | *Email:* |  |
| *Tel:* |  | *Position:* | e.g. Churchwarden, PCC Member |

Two signatories are required (usually vicar and a churchwarden or PCC member) either of whom can then act on behalf as applicant in contacting the CBP Secretary:

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |
|  |  |  |  |

If support is agreed a meeting will be arranged to produce an action plan identifying the specific support required.

**Support Policy:**

1. Support will be offered based on the availability of CBSO time and based on the needs of a project.
2. Projects that will prevent further imminent deterioration of the fabric of the building will be given priority.
3. Support will be offered at the next available opportunity based on the workload of the CBSO.
4. Support will be withdrawn if the parish fail to provide information required by the CBSO within a reasonable amount of time and thus preventing their ability to provide the support agreed.
5. In most cases support will continue for a maximum period of 6 months with a review on the progress of the project at 3 months.
6. The amount of support will vary from project to project and will be agreed at the start of the project as part of the action plan. This support may also vary throughout the project due to the demands of the project and availability of the CBSO.
7. There is no specific limit on the amount of support any parish can receive however the panel are keen to ensure the support is available to as many parishes as possible across the diocese who require it.
8. The decision of the panel is final.

February 2024

*This form is to be completed in full and returned by e-mail or hard copy to:*

*The Church Buildings Panel Secretary, Durham Diocesan Board of Finance, Cuthbert House, Stonebridge, Durham, DH1 3RY.*

*E-mail*: [martin.howard@durham.anglican.org](mailto:martin.howard@durham.anglican.org). *Tel:* 07586090996.

Link to web site: [Grant Funding - Diocese of Durham (durhamdiocese.org)](https://durhamdiocese.org/parish-support/church-buildings/grant-funding/)

