

Minor Repairs and Improvement Grants – Diocese of Southwell & Nottingham

Notes for Applicants

Background

In their funding allocations for the 2023-25 triennium, the Church Commissioners agreed to provide a fund of just over £6m for grants towards small-scale repairs and improvements to local churches. The Minor Repairs & Improvements (MR&I) fund has been devolved to dioceses to distribute and the Diocese of Southwell & Nottingham has secured up to £152,000 to distribute during 2024-2025 which will be released in tranches over two years and all the money must be allocated and all funded works completed by 31 December 2025.

Any PCC can make an application provided they have a project that meets the eligibility criteria set out in the accompanying document.

Meetings of the Grant Awarding Panel

There will be two rounds of grant applications with closing dates of 30/11/24 (Round 1) and 31/03/25 (Round 2).

The panel will meet to review applications after these dates and a written decision will be given as soon as practicable following the meeting – decisions will be issued via email. Successful applicants will then receive information regarding the process for accepting and drawing down the grant.

Grants will only be awarded for eligible works as per the criteria set out in the separate Eligibility Guide document and subject to availability of funds in each tranche of funding.

A scoring system will be used, factoring in the urgency of the works and the deprivation ranking of the parish concerned, along with other pertinent information relating to the church presented in the application.

The Panel consists of:

Tors Ramsey – Archdeacon of Newark

Martin Cooper – Diocesan Chief Executive

Jonathan Pickett - DAC Secretary

Katrina Proctor – Diocesan Finance Director

Angela Morton – Diocesan Finance Officer

The panel is assisted by the Church Buildings Support Officer.

Grant offers will be made with the following conditions:

- Where funds are restricted in any funding period but a clear case is made in a non-time-critical situation, the panel may reserve the right to consider an application in the next funding window.
- The offer of a grant from the Fund will not remove the requirement for the PCC to obtain faculty or approval under list B, as necessary, or any other necessary permission before the work goes ahead. The offer of a grant does not imply support for the proposal for the purposes of faculty or any other approval and does not indicate that permission will be forthcoming.
- Work must not begin until the Diocesan Board of Finance (DBF) has approved the scope, methodology and estimated costs of the work and made an offer in writing which the PCC has accepted (there is a presumption that grants will not normally be awarded retrospectively, and that work carried out before a grant is offered is ineligible. However, each application will be assessed according to its own merits and the Panel has the right to determine this on a case-by-case basis).
- Grants are a restricted fund item for the purposes of PCC accounting and must be spent on the agreed work. The DBF reserves the right to claw back the grant if the work undertaken is not the work for which the grant was approved and/or any work or activity is removed from the project (and the diocese has not been informed in advance and approved any such change).
- The DBF reserves the right to withhold or recover the grant in part or in full if the work is not carried out in accordance with the agreed method statement or specification.
- Should the cost of the agreed work prove higher than estimated or quoted, the DBF is under no obligation to increase the grant, though it may do so at its own discretion.
- Grant recipients should retain relevant documentation relating to the grant and the work carried out for at least six years after the work is completed. The work should be recorded in the logbook. Documentation, including photographs, should be made available to the diocese on request.
- The DBF reserves the right to publicise the grant and the project and to use relevant information in case studies, monitoring reports etc as it sees fit.