

Procedure for Application to the Heritage Lottery Fund for Grants

Proposal:

The Diocesan Churches and Pastoral Committee (CPC) supports Parishes making use of Heritage Lottery Fund (HLF) grants. In order for the CPC to be able to fulfill its purpose in monitoring and advising on the pastoral use of church buildings it is important that it is aware of all proposals within the Diocese. Therefore contacting the relevant Archdeacon at the earliest stage is important and is now a requirement of the Diocese supporting any application with immediate effect.

Process:

- 1. Before a Parish submits an application to the HLF the relevant Archdeacon must visit the church concerned and be fully briefed on the proposed application.
- 2. When an Archdeacon is asked to write a letter supporting the application on behalf of the Diocese, the Archdeacon before doing so should normally bring the matter to the attention of the Churches and Pastoral Committee for advice.
- 3. Once this advice has been received the Archdeacon can write in support of the application.
- 4. The CPC Secretary will notify the Representative Body via the Head of Property that the CPC is in favour or opposed to the HLF Grant application.

Policy Passed June 2013

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PCC decide that they wish to apply for HLF Grant



Incumbent/Area Dean (if vacancy) contacts the Archdeacon to arrange a site visit and advise on what proposed scheme of work is.



Archdeacon visits the Church Building for site visit. Archdeacon meets with the Incumbent/Area Dean (if vacancy) and PCC Members if appropriate to discuss proposed grant and scheme of work.



Archdeacon advises the Churches and Pastoral Committee of the proposed scheme of work.



The Churches and Pastoral Committee discuss the proposed work taking into account the advice of the Archdeacon with particular reference to the criteria asked of the Property Department of the Representative Body:

- 1. Is there a financial need for the HLF grant?
- 2. Is the congregations continued use of the building fully supported?
- 3. Are there current plans for pastoral reorganization in the area which may affect this congregation or building?
- 4. Do the people applying have the ability to complete the project

CPC Advises YES / NO

NO



Archdeacon writes to the Incumbent and PCC informing them that the Diocese cannot support their application, explaining the reasons for this.

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YES



Archdeacon writes to the Incumbent and PCC informing them that the Diocese supports their application. Archdeacon writes formal letter of support for application.

CPC Secretary writes to the Property Department of the RB informing them that the Diocese supports the application in line with the criteria.