

# Lincoln Diocesan Guild of Church Bell Ringers

## Bell Repair Fund

### Grant Application Guidance Notes

These notes tell you things you need to know in relation to the application process. You will find useful notes throughout the form, which are designed to help you in your answers. 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.

Once received, your application will be reviewed to ensure that the proposed work meets the qualifying scope and represents value for money. Where the scope of work is not clear or fully justified, the BRF Administrator may arrange for one of the BRF Inspectors to visit the site to establish the need and report back. Applications will not be taken forward to the BRF Grants Advisory Committee without all the required supplementary information; incomplete applications will be put on hold until all information has been received. For further information, please see the Step-by-Step guide overleaf.

#### 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. Funds can be awarded for projects that fulfil the criteria of the Bell Repair Fund, and all work must fit within the qualifying scope of work given in the current Notes to the BRF Rules which are published on the Guild website [www.ldgcb.com](http://www.ldgcb.com)

#### Faculty Jurisdiction

New guidelines detail the permission needed for three different groups of work which are itemised in List A, List B, and Other Works. Full details may be found on the Church of England website ([list\\_a\\_b\\_2024.pdf](#)). Appropriate permission is required prior to a grant being considered.

<b>List A Works</b>	Permission of PCC and a Survey by a Grants Committee member or nominee to verify the need, independent of the contractors involved.
<b>List B Works</b>	Permission of PCC and Archdeacon, which will include a consultation with the Bell Advisor to the DAC.
<b>Other Works</b>	Full Faculty Permission, which will include a consultation with the Bell Advisor to the DAC.

#### Before You Submit

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 ineligible scope, your application form may be amended or returned to you.

If you need assistance in completing this form, or would simply like to discuss your proposal, please contact the BRF Administrator via:

[ldgcb10bellpractice@gmail.com](mailto:ldgcb10bellpractice@gmail.com)

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## Bell Repair Fund

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### Grants Process — Step by Step Guide

**1**

A completed Application Form, with supporting documentation, should be sent by the applicant via the relevant Branch Secretary to the BRF Administrator, who will acknowledge receipt and inform the Grants Advisory Committee (GAC).

**2**

An initial eligibility assessment will be carried out by the BRF Administrator. If the application is not eligible in accordance with the BRF Rules, the Applicant and the Branch Secretary will be advised accordingly.

**3**

If the application falls within the Rules of the BRF, the BRF Administrator may still request further information. When all requested information is received and the application is ready to be assessed, the BRF Administrator will advise the Applicant and Branch Secretary.

**4**

A copy of the application and supporting information, together with a calculation of the grantworthy sum, will be emailed by the BRF Administrator to the GAC for consideration.

**5**

A full assessment will be carried out by the GAC and members' decisions recorded in the meeting minutes or approvals tracking form, and conveyed to the trustees for approval.

**6**

The decision of the BRF Trustees will then be conveyed by the BRF Administrator to the applicant and the Branch.

**7**

Once the project has been completed the applicant should contact the BRF Administrator to arrange an inspection. An approved BRF Inspector will inspect the completed work, complete a Statement of Satisfaction, and return it to the BRF Administrator.

**8**

The applicant may then submit a Grant Claim Form, with receipted invoices, to the BRF Administrator for payment. Payment will be based on the invoiced cost if lower than the original grant offer. Any extra work resulting in additional costs will be referred to the trustees for approval.

# Lincoln Diocesan Guild of Church Bell Ringers

## Bell Repair Fund

### Grant Application Form

#### Section 1 — About the Applicant

*This form must be completed by the PCC Secretary. If any contact details change, please let us know as soon as possible. We use email where possible.*

1.1 NAME OF APPLICANT

1.2 POSITION

1.3 POSTAL ADDRESS

POSTCODE

1.4 TELEPHONE

1.5 EMAIL

#### Section 2 — About Your Church

2.1 CHURCH NAME AND DEDICATION

2.2 WHICH BRANCH OF THE LDGCB DOES THE CHURCH FALL WITHIN?

*2.3 Further Information: Please complete and attach the supplementary information questionnaire.*

## Section 3 — About Your Project

3.1 TITLE OF YOUR PROJECT (TEN WORDS MAXIMUM)

3.2 DETAILED PROJECT DESCRIPTION (500 WORDS MAXIMUM)

Please attach a copy of quotations. If these contain various alternative schemes, clearly indicate which scheme you have chosen.

### 3.3 Faculty Jurisdiction — please indicate which List of Works covers your project

- List A — copy of PCC resolution required
- List B — copy of Archdeacon's certificate required
- Other Works — copy of Faculty required
- Not known

DOCUMENTS ATTACHED?

IF YES, PLEASE LIST DOCUMENTS

3.4 PROPOSED START DATE

3.5 ESTIMATED DURATION OF PROJECT

These dates may be approximate.

## Section 4 — Project Costs

*Please provide copies of quotations and indicate your chosen contractor. State clearly whether figures include or exclude VAT. Please itemise materials, labour and VAT separately as some items may not be eligible for grant funding.*

4.1 TOTAL INSTALLED COST (£)

4.2 DETAILED COST BREAKDOWN — ITEM / COST (£)

4.3 VOLUNTARY WORK — PLEASE PROVIDE A BREAKDOWN OF ANY WORK TO BE DONE VOLUNTARILY

A reward for voluntary labour may be claimed up to the gross deduction quoted by the bell hanger.

4.4 EXPECTED INCOME FROM SALE OF ASSETS IN RESPECT OF THIS PROJECT

These figures may be approximate if exact figures are not yet known.

## Section 5 — Declaration

When you have completed the application, please send a copy of the completed form, along with your supporting documentation, to the BRF Administrator with a copy to your LDGCB Branch Secretary. Details can be found on the Guild website [www.ldgcb.com](http://www.ldgcb.com) or in the latest Guild Report.

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

Please note that most Branches of the Guild have their own Bell Repair Funds and can award grants for work on bells. The same criteria may not apply — please contact your Branch Secretary for details on eligible scope and application.

ON BEHALF OF (CHURCH / ORGANISATION)

**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

## For LDGCB Use Only

Project Reference No.	
To be assessed at BRF Committee meeting on	
Decision	
Conditions	
Inspector assigned to Project	
Offer of Grant Letter sent	