CHURCHYARD IMPROVEMENT GRANT –

GUIDANCE NOTE

**Criteria**

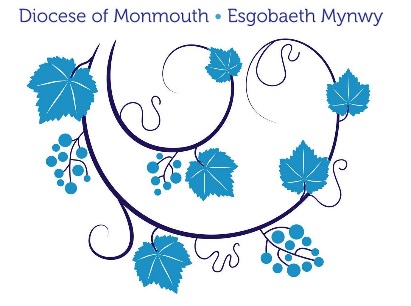
1. Applications must be supported by the Incumbent and Warden(s).
2. Works should be in accordance with Faculty rules, and where appropriate, any other permissions that may be required, eg., planning permission.
3. PCC’s should also seek funding from other sources, particularly the local Community Council and the Local Authority, as trustees of the Welsh Church Acts Fund.
4. Priority will be given to boundary repair, particularly retaining walls. Other works will be considered upon **production of a robust mission/business case in support of the project**, eg., work to pathways or to address specific public access/safety issues.
5. Applications for works to the boundary walls of a church that is listed, should be accompanied by a report from an architect/chartered building surveyor/structural engineer.

**Eligible Costs**

1. Boundary repair
2. Footpath repair, including provision of handrails or other safety equipment where required.
3. One-off assistance to bring a churchyard into good condition.
4. Clearance of headstones to create a garden of remembrance to ease maintenance.
5. In exceptional circumstances, clearance of graveyard, including exhumation.

**Grant Information**

1. Up to 75% of eligible costs with a **maximum of £2000**, for any one grant.
2. Any grant offer made will automatically lapse if not taken up within 2 years.
3. Only one grant will be available in any 2 year cycle for any churchyard except where the Churches and Pastoral Committee considers that there are exceptional circumstances.



**GRANTS FOR CHURCHYARD IMPROVEMENT**

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| **Parish**: | **Incumbent**: |
| **Church**: | |

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| 1. **Nature of the work** (Please include photographs of the church/churchyard where possible) |

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| 2. | (a)  (b)  (c)  (d)  (e)  (f)  (g)  (h)  (i)  (j)  (k) | **Specific Church Information**  Is the Churchyard still in use?  If in use, what is the average number of burials per annum over the last three years?  Is the Church listed? If so, give grading  Is the Church in a conservation area?  Will any graves, vaults, monuments etc., be affected by the proposed works?  Date of the last Quinquennial Inspection of the Church/Churchyard?  How often is the church used for public worship?  Is there a need for:-   1. Planning permission and/or Building Regulation approval? 2. Listed Building/Conservation Area Consent? 3. Faculty permission?   Average Church income over the last 3 years – please evidence  Is there a Church maintenance fund – if not, why is that?  How much is currently in the fund – please evidence |  |

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| 3. | **Boundary Repairs**  Has it been established that the adjoining owner has no liability for the boundary?  Has it been investigated whether repair costs could be recovered by insurance?  Are any parts of the boundary separately listed? (eg., lych gate) If so, please give details |  |

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| 4. | **Summary of Work** Please provide a copy of the advisor’s report where applicable.  (Please list in of order of priority) |

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| 5. | Estimated cost of repair (inc. fees and VAT)  Sum already in hand  Sum promised  Current shortfall | £  £  £  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 6. | **Breakdown of Funding** | **In Hand** | **Promised** |

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| 7. | **Other Applications**  Please give details of other applications for funding ie., those that have been refused or where an outcome is awaited |

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| 8. | When will the work be carried out? |

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| 9. | Any other notes or information (a supplementary sheet may be used if necessary) |

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| 10. | **Professional Advisor** (Architect etc. – where applicable)  Contact details:- |

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| 11. | **Applicant** (Warden or Project Manager)  Contact details: Date:  Incumbent Endorsement: Date: |

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| 12. | **Finance Section**  **YES/NO**  **Approved by MA Development Team: Date………………………………………**  **Signed by: ……………………………………………. Total grant amount£………………………………………..**  **Cheque/On Line (subject to details)**  **Grant Downloaded on …………………………….. via**  **Signed ………………………………………………………. (Finance Team)** |

**For futher information please contact Libby Morgan-Owen on 01633 267490 or email** [libbymorgan-owen@churchinwales.org.uk](mailto:libbymorgan-owen@churchinwales.org.uk)