



## THE FRIENDS OF THE CITY CHURCHES SMALL GRANTS PROGRAMME

The Friends of the City Churches (FCC) invite applications for grants of up to £10000 to churches within the City of London for small-scale repair or improvement projects in or outside the building.

Recent examples include repairs to door furniture at St Mary Aldermary, replacement of a damaged poor box at St Benet Paul's Wharf, repairs to a 17<sup>th</sup> century bench at St Mary Abchurch, professional movers to relocate a safe at St Martin Ludgate and a grant towards enhanced security equipment at St Lawrence Jewry. The FCC also have a designated fund for repairs to textiles such as vestments, banners, kneelers, frontals, falls and fair linen.

### **is there a minimum or maximum grant?**

There is no minimum amount that may be claimed, so even small projects can be funded. The FCC will not normally award more than £10000 to a single project.

### **Who can apply for a grant?**

Applications can be made by clergy or administrators of any City of London church. Any FCC member or church Watcher may also take the initiative, identify a project for grant aid and encourage an application, providing they have the backing of the church concerned. The relevant church will be required to take responsibility for the application by signing the application form.

### **What is the application procedure?**

- The single-page application form accompanies these notes; it may be photocopied. The form can also be downloaded as a PDF from the FCC website ([www.london-city-churches.org.uk](http://www.london-city-churches.org.uk)).
- The completed application should be posted to The Administrator, Friends of the City Churches, Queen Elizabeth House, 4 St. Dunstan's Hill, London EC3 8AD, or e-mailed to [contact\\_us@london-city-churches.org.uk](mailto:contact_us@london-city-churches.org.uk).
- An estimate of the cost of the project and photographs should accompany the application form. The receipt of a completed application dossier will be acknowledged by email.
- The Trustees meet monthly (usually, on second Thursday of the month). In normal circumstances, Trustees will consider each application at the meeting closest to the date of the application's receipt and applicants will be notified of their decision shortly thereafter.
- To ensure that the grant is spent directly on the nominated project, the FCC will usually expect to disburse funds only after the project has been completed, and will expect to receive photographic evidence of completion. The FCC may wish to inspect the completed work. The FCC will require a receipt for the funds disbursed.
- In some cases, a portion of a grant may be paid in advance to help to initiate a project, or whilst the project is in progress. In this instance, the FCC will pay the final balance only on completion. Where a project has been unreasonably delayed or abandoned, the FCC reserves the right to recall any such disbursements.

### **Caveat**

The FCC will not take responsibility for any management of the project, nor provide any warranty on the quality, condition or completeness of the work undertaken.

## Application for The Friends of the City Churches Small Grants Programme

Please send the completed application to The Administrator, Friends of the City Churches, St Mary Abchurch, Abchurch Lane, London EC4N 7BA, or e-mail to [contact\\_us@london-city-churches.org.uk](mailto:contact_us@london-city-churches.org.uk).

1. Church for which the grant is requested .....
2. Applicant's name: .....  
 Position (e.g. Administrator): .....  
 Address: .....  
 .....  
 Email: .....  
 Daytime telephone: .....
3. Brief description of the project for which grant aid is requested:  
 .....  
 .....
4. Where a faculty is required, has this been received? Yes / No  
 If so, when was the faculty received? .....
5. Estimated total cost of the project .....
6. Amount of grant requested (up to £10000) .....
7. Please list supplementary documents included with this application (e.g. estimates, photographs).  
 .....  
 .....
8. Best estimate of when project is likely to start ..... finish .....

Applicant's signature .....

Date .....  THE APPLICANT HAS READ AND ACKNOWLEDGED THE ACCOMPANYING NOTES

OFFICE USE ONLY	Date of meeting:
Received:	Decision:
Acknowledged:	Notified: