

Lincoln Diocesan Guild of Church Bell Ringers

Bell Repair Fund



Grant Application Guidance Notes (Eligibility updated 19/08/2025)

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.

These notes tell you things you need to know in relation to the overall scheme. You will find useful notes throughout the form, which are designed to help you in your answers. The application will not be taken forward to a BRF Committee Meeting without all the required information; incomplete applications will be put on hold until all information has been received.

Once received, your application will be considered at the next appropriate BRF Committee meeting. The BRF Administrator will keep you informed about your application's progress, and when it is likely to be considered by the BRF Committee. For further information, please see our Step-by-Step guide. Please inform the BRF Administrator if your PCC contact's details change during the project.

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 by making grants to them. Funds can be awarded for projects that fulfil the criteria of the Bell Repair Fund, and all work must fit within one or more of the categories listed below.

PRE-CONDITIONS

The bells requiring attention shall be hung for full circle ringing, which are installed and designed to be heard by the community at large. "Mini rings" or "mobile rings" do not qualify. The bells shall be hung in a "church" or "redundant church" tower within the Diocese of Lincoln.

Qualifying work includes -

- a) Repair/overhaul of existing bells, frames and fittings, re-clappering
- b) Supply and installation of new fittings
- c) Taking out and re-installation of existing bells, recasting of bells, supply and installation of a new frame
- d) Transfer of bells from one tower for re-installation in another
- e) Augmentation of existing rings of bells up to a maximum ring of 6
- f) Painting of bell frames
- g) Installation of sound control
- h) Any other work which the Trustees deem to comply with the object of the Fund, which may include augmentation above 6 bells

Qualifying work does not include –

- i) The replacement of belfry floors.
- j) General building or electrical work which is not connected to the bell installation.
- k) The supply of ropes.
- l) Value Added Tax (which can usually be recovered to an annual total cap, by applying to the Listed Places of Worship Grant Scheme – See [Listed Places of Worship \(LPW\) Grant Scheme](#))

We strongly advise that you check that your project meets our criteria and is eligible for funding **before** you send in your application. Our criteria can also be found on our website www.ldgcb.org.uk

If a large grant application is anticipated, it is requested that the BRF Administrator is notified at an early stage of the likely project costs to assist the management of BRF investments and cash flow.

Please keep the BRF Administrator updated about the progress of any grant aided project. Grants should be claimed as soon as possible after completion of the work. If a grant is not claimed within two years of the date of approval it may lapse unless confirmation is received that the project remains active.

FACULTY JURISDICTION

New guidelines effective from 1 Jan 2016 detail the permission needed for three different groups of work which are itemised in List A, List B, and Other Works. Full details of these lists may be found on our website www.ldgcb.org.uk. Appropriate permission is required prior to a grant being considered.

List A Works: Permission of PCC and a Survey by a Grants Committee member or nominee to obtain guidance, independent of the contractors involved.

List B Works: Permission of PCC and Archdeacon which will include a consultation with the Bell Advisor to the DAC.

Other Works: Full Faculty Permission which will include a consultation with the Bell Advisor to the DAC.

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 of the above exclusions, your application form may be amended or returned to you.

If you need assistance in completing this form, require a copy in another format, or would simply like to discuss your proposal, please contact the BRF Administrator.

BRANCH BELL REPAIR FUNDS

Some Branches of the Lincoln Guild have their own Bell Repair Funds. The same criteria may not apply, but you might be able to use a signed copy of your completed form to apply for a grant from your local Branch of the Guild.

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 BRF grants committee members.

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, a letter will be sent to the applicant, copied to the Branch Secretary, advising that the application does not meet the criteria of the BRF.

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 email the Branch Secretary advising when the application will be assessed by the BRF Committee.

3

A copy of the application and supporting information will be emailed by the BRF Administrator to the BRF Committee for consideration prior to the next Committee Meeting.

4

A full assessment will be carried out by the BRF Committee and the decision recorded in the meeting minutes and conveyed to the trustees for approval.

5

The decision of the BRF Trustees will then be conveyed by the BRF Administrator to the applicant, enclosing a Grant Claim Form. The Branch Secretary will also be informed if not present at the meeting.

6

Once the project has been completed the applicant should contact the BRF Administrator to arrange an inspection. Someone from the relevant Branch of the Guild will inspect the work undertaken, complete a Statement of Satisfaction and return it to the BRF Administrator.

7

The applicant may then submit a completed Grant Claim Form, with receipted invoice(s), to the BRF Administrator for payment which will be based on the invoiced cost if that is lower than the original grant offer.

8

A Final Grant Payment Letter and cheque for the agreed amount will be sent by the BRF Administrator to the applicant.

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Grant Application Form

SECTION 1 – TELL US ABOUT THE APPLICANT			
1.1	Name of applicant		This form must be completed by the PCC Secretary
1.2	Position		
1.3	Postal address Postcode:		If any contact details change, let us know as soon as possible. We use email where possible.
1.4	Telephone		
1.5	Email		

SECTION 2 – TELL US ABOUT YOUR CHURCH			
2.1	Church and Dedication		
2.2	Which Branch of the LDGCBR does the church fall within?		

SECTION 3 – TELL US ABOUT YOUR PROJECT			
3.1	Title of your project (ten words maximum)		
3.2	Please provide a detailed project description (500 words maximum). <i>Please attach a copy of the quotations. If these contains various alternative schemes, please clearly indicate which scheme you have chosen.</i>		
3.3	Faculty Jurisdiction <i>See notes above</i> <i>Please indicate which List of Works covers your project and attach copy of appropriate Permission document.</i>	<div> <input type="checkbox"/> List A - copy of PCC resolution required <input type="checkbox"/> List B - copy of Archdeacon's certificate required <input type="checkbox"/> Other Works - copy of Faculty required <input type="checkbox"/> or Not Known </div> <p>Documents attached: Yes/No</p>	
3.4	Proposed start date of project		These dates may be approximate.
3.5	How long will the project take to complete?		These dates may be approximate

SECTION 4 – FUNDING FOR YOUR PROJECT			
4.1	Total cost of project		Please provide copy of quotations and indicate your chosen contractor. State clearly whether figures include or exclude VAT
4.2	Please provide a detailed breakdown of all expenditure for the project		
	Item	Cost (£)	Please itemise materials and labour separately as some items may not be eligible for grant funding.
4.3	Please provide a breakdown of any work to be done voluntarily for this project		
4.4	Please detail any income you expect to receive from the sale of assets in respect of this project		
	Asset to be sold	Expected net sale proceeds	These figures may be approximate if exact figures are not yet known.

SECTION 5 - DECLARATION	
Please do not forget to sign this form.	
<p>On behalf of _____</p> <p>I apply for a grant in respect of expenditure on the project detailed above.</p> <p>I declare that the information in this application is true.</p> <p>Signed: _____</p> <p>Name (print): _____</p> <p>Date: _____</p>	

When you have completed the application, please send a copy of the completed application form, along with your supporting documentation, to your LDGCBR Branch Secretary – details of which can be found on the Guild website www.ldgcb.org.uk or in the latest Guild Report.

There are no deadlines. Once your application has been received, the BRF Administrator will acknowledge receipt and liaise with your Branch Secretary. Applications to the LDGCBR BRF are assessed by the BRF Grants Committee and considered at the next available meeting.

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

FOR LDGCBR USE ONLY	
Project Ref No:	
To be assessed at BRF Committee meeting on:	
Decision:	
Conditions:	
Inspector assigned to Project:	
Offer of Grant Letter sent:	