



Historic England

Taylor Review Pilot

Minor Repairs Grant Scheme Application Form

The Minor Repairs Grant Scheme is for urgent repairs to listed places of worship in Greater Manchester and Suffolk. The scheme aims to help tackle small scale repairs quickly and easily to stop further decay which may turn into a much more expensive problem to fix.

Under this scheme groups and individuals responsible for the management of listed places of worship can apply for a grant of up to a maximum of £10,000 towards total project costs with a maximum value of £12,000 (including VAT). We anticipate that this money will help meet the costs of minor roof repairs (localised leaks), repair/replacement of failed gutters and downpipes, areas of re-pointing, removal of vegetation.

If funds of above the value of £10,000 are sought the relevant Fabric Support Officer (in either Greater Manchester or Suffolk) should be contacted at taylorpilot@historicengland.org.uk.

In addition to a completed application form, to apply to the Minor Repairs Grant Scheme you will also need to provide:

1. Recent condition survey/report demonstrating repair need
2. No more than 8 good quality photographs demonstrating the repair need, including overall photographs of the place of worship
3. Copy of preferred quotation
4. Copy of methodology statement for carrying out works
5. Completed Task Summary

Funded by



Department
for Culture
Media & Sport

Summary

- Name/dedication of your place of worship

- Brief description of your place of worship (max 200 words)

Contact details

- 1a. Name and address of your organisation

- 1b. Charity number of your place of worship (please insert N/A if your place of worship does not have a charity or company number)

- 1c. Religion or denomination of your Place of Worship

- 1d. Name of Diocese where applicable

- 1e. Does this application have the support of your Diocese/organisational body? **Yes** **No**
This should include all secular and denominational permissions necessary to undertake the works noted in the task summary

1f. Details of main contact person. Please include address, phone, email etc.

Please ensure this nominated contact knows they have been put forward and their details passed to Historic England.

1g. Match funding – are you able to provide the 10% match funding? Yes No

Your Place of Worship

2a. Is your place of Worship used solely or mainly as a public place of worship? Yes No

Grants under this programme are only available to places of worship used solely or mainly for a public place of worship

2b. Grants under this programme are only available to listed places of worship. What grade is your building? Grade II Grade II* Grade I

2c. How many days a year is your place of worship open to the public outside of regular worship?

2d. Public access can be provided in a variety of ways, tell us if there are reasons why providing public access outside of worship is difficult or if you have special arrangements (such as a keyholder) in place?

Your Project

3a. Have your repair needs been identified as being urgent within 1 year? Yes No

3b. Who has identified your repair needs? Please provide evidence of this.

3c. Is your building on the Heritage at Risk Register? Yes No

3d. Please give a summary of your project and complete the Task Summary (on page 5) to provide us with more information on your project and the costs. (max 200 words).

3e. Who will be carrying out the work?

3f. Have you sought 3 written quotes for the proposed work? Quotes should be sought on the basis of your completed Task Summary. Yes No

Grant applications must demonstrate that the applicant has tried to obtain three quotes. The preferred quote (which may not be the lowest) should be justified on the basis of cost vs quality and should be attached to this application form.

3g. When will the work be carried out? (dd/mm/yyyy)

Start date

End date

3h. Financial summary – please fill in the boxes below:

Total project costs (£)

(6.3 from priced Task Summary)

Your match funding contribution (£)

Grant request (£)

3i. Are you claiming the VAT via this Minor Repairs Grant? Please note that if you are requesting a grant that includes VAT you will not be able to claim VAT back through the Listed Places of Worship Grant Scheme. Yes No

Checklist:

Please ensure that you have included the following with your application or taken the following actions.

1. Completed and signed application form
2. Recent condition survey/report demonstrating repair need
3. No more than 8 good quality photographs demonstrating the repair need, including overall photographs of the place of worship
4. Copy of preferred quotation
5. Copy of methodology statement for carrying out works
6. Completed Task Summary (on page 5)
7. Contacted the Fabric Support Officer if the application is for over £10,000

Declaration

I confirm that all the information provided in this application form is correct and that I have the legal authority to apply for this grant on behalf of my place of worship.

Signed	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>

I would like to sign up to receive news and updates about the Taylor Review Pilot from Historic England.

I would like to sign up to the Historic England newsletter to stay up to date with the latest heritage news, campaigns, events, fundraising and updates on our work championing and protecting England's historic environment.

Task Summary

Element of Building	Task	Location on Building	Included in Application (Yes / No)	Item Cost based on Quote £
1.0 Roofs:				
1.1	Roof areas generally.	Remove moss, leaves and other debris.		
1.2	Slate and tile roof coverings.	Replace cracked, displaced and broken slates/tiles to match existing.		
1.3	Sheet metal roof coverings and associated gutters.	Carry out temporary repairs to cracks and splits.		
1.4	Ridge and hip tiles.	Replace missing or broken and/or re-bed and re-point as necessary in mortar to match existing.		
1.5	Lead weatherings and flashings.	Replace missing and/or carry out minor repairs (e.g. dress back clips, make good mortar fillets) to match existing.		
1.6	Asphalt/Felt Roof coverings and associated gutters.	Carry out temporary repairs to splits and holes.		
2.0 Rainwater Disposal:				
2.1	Rainwater goods generally.	Clear rainwater goods of debris and ensure overflows are clear. Rod if necessary. Check that stainless steel guards are in place and secure.		
2.2	Gutters and downpipes.	Inspect rainwater goods for cracks and leaks. Repair or replace any cracked or missing sections with new to match existing, including stainless steel guards.		

Element of Building		Task	Location on Building	Included in Application (Yes / No)	Item Cost based on Quote £
2.3	Perimeter drainage channel.	Clear drainage channel of vegetation and debris. Inspect drainage channel and seal any cracks and open joints with appropriate sealant.			
2.4	Below ground drainage.	Open up inspection chambers. Check that all gullies and gratings are free from silt and debris and that water discharges freely to mains sewerage or soakaway. Rod drains where necessary.			
3.0 External Walls:					
3.1	External walls, copings and parapets.	Remove any vegetation, ivy etc.			
3.2	High level stonework.	Remove/re-fix potentially dangerous loose/damaged masonry and store in a safe agreed place.			
3.3	Minor re-pointing to walls in isolated small areas, not exceeding 1 – 2m ² .	Rake out and re-point in lime mortar to match existing; associated with ingress of water.			
3.4	Ventilation.	Ensure that ventilation grilles, air bricks, louvres etc. are secure and free from obstruction.			
4.0 Windows/Doors Etc.					
4.1	Windows.	Essential minor repairs and replacement of broken or missing panes; including associated works to lead cames and clearing condensation channels and holes, where applicable.			
4.2	Doors	Essential minor repairs to doors; including, lubricating hinges and locks and replacement where broken.			

Element of Building		Task	Location on Building	Included in Application (Yes / No)	Item Cost based on Quote £
4.3	Bird screens.	Repair/replace defective/missing bird screens to towers, roofs and windows (before nesting starts and without disturbing bats).			
5.0 Other:					
5.1	Associated maintenance not included above, but agreed necessary by the Fabric Support Officer	*Insert brief description of task.			
5.2	Access costs	Scaffolding, mast lift, PAVs, MEWPs, scissor lifts, rope access technicians etc.			
5.3	Professional fees	*Insert brief description of task.			
6.0 COSTS:					
6.1	TOTAL COSTS OF MINOR REPAIRS WORKS EXCLUDING VAT:				
6.2	VAT:				
6.3	TOTAL PROJECT COSTS:				

Guidance Note:

The Table above sets out the type and scope of tasks eligible under the Scheme. Any maintenance deemed necessary, but not covered by the items in the Table, can be added under item 5.0 'Other Maintenance'. However, any additional item(s) added here must be agreed with the Fabric Support Officer prior to seeking quotes and submitting your grant application. The table should be used to obtain quotes from suitably experienced contractors. All submitted quotes should be broken down in accordance with the Table i.e. with a separate price provided against each of the maintenance items for which funding is being sought. Also, contractors quoting for the work should be requested to submit a written proposal for their specification for the work, so that it can be checked by Historic England as part of the grant assessment process.

Data Protection Legislation

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Historic England

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Please contact

TaylorPilot@HistoricEngland.org.uk

with any questions about this document.

HistoricEngland.org.uk

If you would like this document in a different format, please contact our customer services department on:

Tel: 0370 333 0607

Fax: 01793 414926

Textphone: 0800 015 0174

Email: customers@HistoricEngland.org.uk

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