

## **Rutland Historic Churches Preservation Trust.**

### **Guidelines on the Trust's Approach to Awarding Grants for Retrospective Applications.**

**Second Draft 3<sup>rd</sup> May 2016.**

#### **1. How is a Retrospective Application Defined?**

- a) When a PCC has placed an order for a scheme before RHCPT has received a completed application form
- b) When a PCC has actually started or completed works before RHCPT has received a completed application form.

#### **2. Possible Circumstances Arising which may lead to a retrospective application.**

- a) Suddenly occurring urgent work where the church architect or H&S issues advise immediate action. (e.g. the fallen monument at Brooke)
- b) Where a PCC thought that they had arranged sufficient funding, (with or without a grant from RHCPT) but because of unforeseen extra work and costs they find themselves short of funding to complete the project.
- c) Where the PCC needs to start work before the next Trustees meeting in May or November, and:
  - c i) the PCC submit an application form which explains that work needs to be started urgently and cannot wait until our next meeting for approval.
  - c ii) the PCC start work and submit an application afterwards, nearer to the date of our next meeting.
- d) Where the PCC perhaps forgets to apply to RHCPT for a Grant, starts work, believing that they have sufficient funds from other grants and their own resources, and later remembers that RHCPT may be able to help, so makes an application.
- e) After starting or completion of the work, the PCC is somehow advised that RHCPT may help them, so they make an application.
- f) There may be other circumstances.

#### **3. How should the Trust Respond under the various Circumstances?**

In all cases the Trustee responsible for the Church will need to engage with the PCC to discover exactly how the need for a retrospective application arose.

- **In case a)** Request a completed application form from the PCC and explain that it will be considered at our next Trustees Meeting.
- **In case b)** Request a completed application form from the PCC and explain that it will be considered at our next Trustees Meeting.
- **In case c i)** As soon as the application form has been received, the Trustee responsible needs to contact the PCC to understand the need for the urgent start and advise the PCC that Trustees will be consulted immediately so that at the next Trustees' Meeting the application can be discussed and decided in the usual way. The responsible Trustee will immediately consult the Chairman and inform the Secretary

- **In case c ii)** when the application is received the Trustee responsible will explore the background with the PCC applicant, in order to understand why contact was not made with RHCPT before work was started, obtain full information on the financial situation of the PCC and report accordingly at the next Trustees Meeting.
- **In case d)** The responsible Trustee will explore the background with the PCC applicant in order to understand why contact was not made with RHCPT before work was started, obtain full information on the financial situation of the PCC and report accordingly at the next Trustees Meeting.
- **In case e)** Same as case d)

#### **4. Interim or Extraordinary Trust Meetings for Individual Grant Consideration.**

- Such meetings should be avoided except under the most extreme and unforeseen circumstances.
- Trustees should not offer or suggest any such meeting to a PCC member or Incumbent until first having explained the circumstances to the RHCPT Chairman and having gained approval in principle for such a meeting from the Chairman.

#### **5. Communication:**

When this guideline has been updated and approved by the Trustees

- Trustees responsible for working with each Church should inform their PCC's of the Guidance.
- The agreed Guideline will be posted to our website.
- A note will be made in the Annual Report.

Cliff Bacon

3<sup>rd</sup> May 2016.