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**BAPTIST UNION AND HISTORIC ENGLAND   
QUINQUENNIAL INSPECTION GRANT APPLICATION FORM**

**This application form is for churches** **in England seeking a grant from Baptists Together and Historic England to cover up to 50% of the costs of a Quinquennial Inspection and associated report.**

This form should be emailed to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk?subject=QI%20GRANT%20APP%20-%20***enter%20name%20of%20church%20here***) with **‘QI GRANT APP’** in the subject line and the name of your church along with a copy of your **last Quinquennial Inspection Report** or condition survey.

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| **Name of Church** |  | |
| **Church Address** |  | |
| **Church Bank Details** (for receipt of monies if awarded) | Account Holder name: |  |
| Account number: |  |
| Sort Code: |  |

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| **Name of Church Contact** |  | |
| **Role in Church** |  | |
| **Daytime Telephone Number(s)**  Please indicate whether these are home, church, work or mobile numbers. If more than one number given please indicate which one you would prefer us to use. | |  |
| **Email address** |  | |

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| **ABOUT YOUR CHURCH** | | |
| **Which local Baptist Association are you in membership with?** |  | |
| **Who are the church’s Property Trustees?** e.g. BUC, Private Trustees. | |  |
| **Please list your current property assets and indicate their listed building status in brackets after each.** e.g. Chapel and grounds (Grade II), manse (unlisted) |  | |
| **Who are your Property Insurers?** |  | |
| **When was your last Quinquennial Inspection / condition survey?** (please indicate if unknown) |  | |

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| **Please confirm that you have read and understood the following terms and conditions to which your grant will be subject should your application be successful by marking the check boxes on the right:** |  |
| Grants are available for the lesser of **50% of the total fee or £400**. |  |
| Grants are only available to **churches in England whose chapels are listed**. |  |
| Grants are only available to Baptist churches **in membership with the BUGB** |  |
| Claims may only be made by churches who have **not had a Quinquennial Inspection or condition survey since 2016** inclusive. |  |
| Claims may only be made against fees for **Quinquennial Inspections and condition surveys identified within their scope** (e.g. high-level inspection sub-contracted within the scope of the QI – these should be included in Quotes submitted); additional specialist surveys identified by the report e.g. Structural Surveys, or Conservators Reports, may not be claimed. |  |
| In order to be eligible for public money distributed via Historic England and the Baptist Union inspections and associated documentation must be undertaken by a **professional qualified and accredited in conservation** by one of the following institutions:   * [Architects Accredited in Building Conservation](https://www.aabc-register.co.uk/register) (AABC) * [Royal Institute of British Architects Conservation Specialists](https://www.architecture.com/working-with-an-architect/conservation-register) (RIBA) * [Royal Institute of Chartered Surveyors Conservation Specialists](https://www.rics.org/uk/surveying-profession/career-progression/accreditations/building-conservation-accreditation/) (RICS) * [Chartered Institute of Architectural Technologists Conservation Specialists](https://ciat.org.uk/find-a-practice/find-an-accredited-conservationist.html) (CIAT) |  |
| Inspections and their associated documentation should be produced in accordance with the minimum scope and detail described in the **Baptists Together Notes for Inspectors**. |  |
| In accordance with obtaining **best value** in the spending of public funds, **2 quotes** for the work should be obtained. These should be sent to the BU as per the process described at the end of this document. |  |
| The report and associated **documentation produced in relation with the Inspection must be shared with Baptists Together** as described at the end of this document. |  |
| All those in receipt of a grant are expected to participate in some **follow up activities** associated with monitoring and evaluating the impact of the grants. Further details of the types of activities this may include are described at the end of this document. |  |

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| **SIGNATURE**  I confirm that I have read and understood the terms and conditions detailed above and that to the best of my knowledge the information in this application and the accompanying documentation is correct. I confirm that I have the consent of the charity trustees to make this application.  *Please note: In view of the current restrictions on Social Distancing, separate forms will be accepted.*  *If using* ***electronic signatures*** *please also include an email address via which the relevant person may be contacted to verify their consent.* | | |
| **Name and Role within church** | | **Signature** |
| NAME: | |  |
| ROLE: | |
| Email (if electronic signature): | | |
| **Date of Application:** |  | |

**PLEASE NOTE:**

Applications should be sent by email to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk?body=Please%20find%20attached%20our:%0D%0AApplication%20form%0D%0APrevious%20Quinquennial%20Inspection%20Report&subject=QI%20GRANT%20APP%20-%20***enter%20name%20of%20church%20here***) with **‘QI GRANT APP’** and the name of your church in the subject line. Please ensure that all attached documents (Application Form, quotes, QI Report and associated documents, and invoice) are named in accordance with the file naming conventions described below.

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| **File Naming Conventions** | |
| **DOCUMENT** | **Naming format** |
| Application Form | QIGrantApp\_Name-of-church |
| Quinquennial Inspection Report / Cover / Recommended Works | QIXXXX\_YYYY\_Name-of-church *( where XXXX = Report / Cover / Recommendations & where YYYY = year undertaken)* |
| Quotes / Invoice | Quote-XX\_Name-of-church *(where XX = quote number 1 or 2)* |

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| **Further information regarding Ts & Cs** | |
| Submitting Quotes | * Quotes should be submitted by email to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk?body=Please%20find%20attached%202%20quotes.%0D%0A%0D%0AQUOTE%201%0D%0AName%20of%20inspector%20(+post-nomials):%0D%0AInspector%20contact%20details:%0D%0AName%20of%20Firm:%0D%0AFirm%20Address:%0D%0AFee%20Total%20(incl.VAT):%0D%0A%0D%0AQUOTE%202%0D%0AName%20of%20inspector%20(+post-nomials):%0D%0AInspector%20contact%20details:%0D%0AName%20of%20Firm:%0D%0AFirm%20Address:%0D%0AFee%20Total%20(incl.VAT):%0D%0A%0D%0AThe%20quote%20we%20intend%20to%20proceed%20with%20is:%0D%0A%0D%0AThe%20planned%20date%20of%20the%20inspection%20is:&subject=QI%20REPORT%20QUOTES%20-%20***enter%20name%20of%20church%20here***) as soon as possible after the confirmation of a grant award. * These should be sent as attachments in pdf, jpeg or png file format named in accordance with the conventions above. * In the body of the email please detail the name and contact details of the specific inspector as well as their professional post-nomials (i.e. professional qualifications / accreditation) and the name and address of the firm with which they are associated. Indicate which of the quotes you have chosen to move forward with and the intended date of inspection if known. * The subject line of the email should read “QI REPORT QUOTES” and the name of your church. |
| Submitting your report and associated documentation | * Reports and additional documents should be submitted by email as soon as possible once received to [listedbuildings@baptist.org.uk](mailto:listedbuildings@baptist.org.uk?body=Please%20find%20attached%20our:%0D%0A%0D%0AQuinquennial%20Inspection%20Report%0D%0AQI%20Cover%20Sheet%0D%0AQI%20Recommended%20works%20Schedule%0D%0AThe%20Invoice%20provided%20by%20our%20Inspector&subject=QI%20GRANT%20REPORT%20+%20CLAIM%20-%20***enter%20name%20of%20church%20here***) * The additional documents required are:   + QI Cover Sheet   + QI Recommended Works Schedule   + Invoice provided by inspector (itemised if including additional services) * The subject line of the email should read “QI GRANT REPORT + CLAIM” |
| Monitoring and Evaluation | In order to measure and report on the impact of the public monies distributed via these grants, as well as identify common challenges faced by those caring for listed buildings and implement further strands of support, grant recipients will be expected to take part in follow up activities for up to a year. These may include:   * Occasional short surveys / questionnaires * Maintenance / Repair Logging + Reporting   They will also be invited to participate in, and given priority access to:   * Online Webinars * Workshops / Training Events   For further information or to have a conversation about this please contact us. |

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Registered CIO with Charity Number: 1181392

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