



ENGLISH HERITAGE



Dr Peter Gee
97 Green Hill
High Wycombe
Bucks. HP13 5QB

Direct dial: 01483 252000

Fax: 01483 252001

Our Reference GRC12/001/046131

Date: 4 June 2014

Dear Peter,

**GRANTS FOR RELIGIOUS PLACES OF WORSHIP IN ENGLAND
CHURCH OF ST FRANCIS OF ASSISI, HIGH WYCOMBE, BUCKINGHAMSHIRE**

OFFER OF GRANT

Further to your application to confirm the stage-two repair grant offer, I am pleased to tell you that we are confirming a grant of £154,000 towards the necessary eligible repair work. This grant is a contribution towards eligible costs of £242,123. These costs are based on the preferred tender agreed during the project development, plus fees and VAT as follows:

Preferred tender price	£181,938.45
Less the items ineligible for grant identified in the stage-one submission	£0.00
Other direct costs	£0.00
Fees	£19,831
VAT	£40,354
Total eligible costs	£242,123

You will have noted that the grant offer is lower than the one for which you applied in your stage two application. The reason for this is that since we made our indicative offer there has been a change to the Listed Places of Worship (LPW) Grant Scheme (see sections 6.1 and 10.8 of our Guidance Notes). You now qualify for an LPW grant equivalent to the whole of your expenditure on VAT for professional fees as well as eligible repairs. Because you cannot be funded twice from the public purse for the same costs we have had to adjust our grant offer to take account of the extra LPW you will be able to reclaim. The sum we have deducted was calculated by multiplying the amount of extra LPW grant by the rate of our grant.

I enclose the following documents:

- Two copies of the repair grant contract;
- The English Heritage report (annex 1);
- The Managing Your Grant document (annex 2);
- The public access arrangements schedule (annex 3);



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- Forms for claiming payment: First payment request; Interim payment request(s); Completion report and final payment request.

Please let me know straight away if any of the above documents have been omitted from this letter.

Please note that you have six months from the date of this letter in which to start the repairs and two years from the date of this letter in which to complete them.

The grant will be paid on the standard terms set out in the repair grant contract and the *Managing Your Grant* document. We will pay the grant in instalments according to Payment Plan Special.

You can claim as follows:

- 50% when the work has reached the following point: On acceptance of offer and signing of building contract
- 40% when the work has reached the following point: defective plaster removed and surfaces prepared
- 10% when the work has reached the following point: on practical completion

The payment plan is based on an assessment of risk which we have carried out. Should our assessment of risk change during the project, we may change the payment plan. If the total amount you spend on the eligible repair work is less than £242,123, we will make a proportional reduction in the grant. In no circumstances will we consider making any increase in this grant.

This grant offer takes into account the maximum grant payable from the Listed Places of Worship (LPW) grant scheme. This scheme gives grants towards the costs of VAT on qualifying repairs and maintenance. Please visit the LPW grant scheme website at www.lpwscheme.org.uk for more information on eligibility and how to apply.

Please study the documents carefully. If your congregation wishes to accept this offer on these terms, you will need to arrange for the appropriate persons to sign and date both copies of the repair grant contract and return one to me as soon as possible, retaining the other for your records. When you have signed a building contract with the preferred tenderer, agreed a start date and end date with them and have the necessary insurance for the repair works in place, you should complete the enclosed First payment request form and return it to me. We will then pay the first instalment of the grant and arrange a site visit, which may need to take place before work starts on site. We will also send you a self-adhesive sign to publicise the project. You must display this in a prominent position outside your place of worship while the repair work is in progress.



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I am copying this letter without enclosures to the counter-signatory of your application.

Yours sincerely

Geoff Sheldon T/Business Officer

Tel: 01483 252000 Fax: 01483 252001
English Heritage | 195-205 High Street
Eastgate Court | Guildford | GU1 3EH
www.english-heritage.org.uk



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GRANT DETAILS FORM

Grant Recipient: St Francis of Assisi Parochial Church Council
Address: C/O Dr Peter Gee
97 Green Hill
High Wycombe
Bucks
HP13 5QB

Telephone: 01494 525739

YOUR BANK DETAILS (for payment of grant)

Payee Name: St Francis of Assisi Parochial Church Council
Address: C/O Dr Peter Gee
97 Green Hill
High Wycombe
Bucks
HP13 5QB

Bank/Branch: Yorkshire Bank PLC High Wycombe
Sort Code: 050470
Bank Account Number: 61408190
Building Society Roll Number:

If the above information is correct, a reply is not necessary. If any of the details are inaccurate or incomplete, please indicate the appropriate changes above and attach some original banking documents that confirm these new details, for example a paying-in slip, statement or cancelled cheque.

Please sign below to authorise any amendments:-

Name: _____ **Date:** _____
Signature: _____ **Position:** _____

Please return this form to your regional office at the address below and for the attention of: Geoff Sheldon