



## **Procedure for Application to the Heritage Lottery Fund for Grants**

### ***Proposal:***

The Diocesan Churches and Pastoral Committee (CPC) supports Parishes making use of Heritage Lottery Fund (HLF) grants. In order for the CPC to be able to fulfill its purpose in monitoring and advising on the pastoral use of church buildings it is important that it is aware of all proposals within the Diocese. Therefore contacting the relevant Archdeacon at the earliest stage is important and is now a requirement of the Diocese supporting any application with immediate effect.

### ***Process:***

1. Before a Parish submits an application to the HLF the relevant Archdeacon must visit the church concerned and be fully briefed on the proposed application.
2. When an Archdeacon is asked to write a letter supporting the application on behalf of the Diocese, the Archdeacon before doing so should normally bring the matter to the attention of the Churches and Pastoral Committee for advice.
3. Once this advice has been received the Archdeacon can write in support of the application.
4. The CPC Secretary will notify the Representative Body via the Head of Property that the CPC is in favour or opposed to the HLF Grant application.

***Policy Passed June 2013***

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