

The PCC considered the foregoing application at its meeting held on
..... and passed a resolution in the form of the attached copy.

Signed.....[PCC Chairman]

Signed.....[PCC Secretary]

Date.....

Notes for applicants:

1. Please complete the form below, attach a copy of a PCC Resolution supporting the application and return the form to the Diocesan Secretary, Holywell Lodge, 41 Holywell Hill, St Albans, Herts. AL1 1HE or by e-mail to diosecpa@stalbans.anglican.org.
2. Applications are considered at a Diocesan Parish Shares and Grants Committee meeting and should arrive in the office no later than ten days before a meeting. The dates for the Committee meetings are listed on the Diocesan website at: <http://www.stalbans.anglican.org/diocese/parish-shares-and-grants-committee/>.
3. Applications will not be considered unless they reach the Committee before the commencement of the work to which they relate. If repairs are urgently required (e.g. for the safety of a building) and an application for aid is contemplated, a letter stating the case should be sent to the Diocesan Secretary without any delay and it will be dealt with as quickly as possible.
4. The Committee will need to be satisfied that the proposed work is to be undertaken under authority of a faculty or *de minimis* authorisation before approving any application.
5. Approved grants will only be paid over once any conditions imposed by the Committee have been met – for example, that the works have been completed and the completion certificate returned to the registrar, or that the balance of the cost of the works has been found from other sources.