

HCBSO: Where To Begin A Guide  
Care of Churches: Historic Church Building Support Officer

HCBSO		Project Duration
Steps by step process based on an average project	<b>Where to start:</b> <b>Create a team</b> <b>Contact us:</b> <b>hcbso@dioceseofnorwich.org</b>	<p>Agree what work you want to achieve and create a core team dedicated to the planning of the project.</p> <p>Assess the current state of PCC finances towards the project, fundraising capacity within the parish. Speak to the HCBSO about grant funding opportunities.</p>
	<b>Develop Ideas</b>	Understand the core purpose - consultation, honing vision. If the proposal is significant consider a parish away day to refine your vision, or consult the community before you have made up your mind what you want to do.
	<b>Early community engagement</b>	<p>Gather information, feedback and evidence regarding the project that will help you along this journey.</p> <p>This could be an ideal time to come up with and create fundraising strategies.</p>
	<b>Planning Project Application</b>	<p>What is the appropriate permission?</p> <p><b>Secular permission:</b> Planning permission will be needed from the local authority for works that change the external appearance of the church. It may also be needed for work to church halls and residential buildings</p> <p>Works to trees with Tree Preservation Orders or that are in a conservation area may need local authority permission</p> <p><b>Ecclesiastical permissions:</b> Q1: Are there works to a tree or trees? A: There is special guidance for trees, and many works can be done with <b>no permission (List A)</b> or after consulting the Archdeacon. A faculty is needed to fell a healthy tree.</p> <p>Q2: Is the work about a new churchyard memorial? A: Each diocese has its own regulations about churchyard memorials.</p> <p>Q3: Is the work a matter of routine maintenance or repair? A: Many repair and maintenance jobs do not need a faculty, but may need agreement from the Archdeacon (<b>List B application</b>).</p> <p>Q4: Will the work make changes to the building or its furnishings? A: <b>A faculty is needed.</b></p> <p>If your church building is exceptionally large or complex (a major church) your Conservation Management Plan will help you assess the situation.</p> <p>Identify application requirements: Statement of significance (for listed church only), Statement of Need, Pictures, Drawings, Diagrams, etc.</p>
	<b>Make first point of contact with Care of Church Buildings team. Identify professionals to work with.</b>	<p>Make first point of contact with Care of Church Buildings team informing them of your project.</p> <p><b>Consulting with DAC:</b> Consulting the DAC informally early on allows for advice and will probably include at least one site meeting. This is your opportunity to ensure that your proposals are understood and for you to ask and answer questions intended to strengthen your case.</p> <p><b>Architect/Surveyor/Other Professionals:</b> You will need to work with appropriate professionals for all but the most basic works. For building and reordering this will be an architect or surveyor, and for many other works there are appropriately trained professionals. Professional support with developing ideas and proposals may also be relevant. They are instructed to write specification and tender for contractor (paying attention to any grant funders requirements re the tender process)</p>
	<b>Create fundraising strategy</b>	<p>Consider grant opportunities.</p> <p>Identify application requirements. This will involve writing grant applications – this can take time and patience.</p> <p>Contact HCBSO for advice and guidance.</p> <p>Bear in mind that some funders require the permission to be in place by the time you are applying for a grant.</p>
	<b>Submit</b>	<p>If List A Skip to Active funding applications</p> <p>Submit Application if List B or Faculty Application</p>
	<b>Public Notice (faculty only) and Consents</b>	<p>A notice gives the public 28 days to consider your proposals and to make comments. Details of the proposals have to be available for consultation during this period.</p> <p>Once a faculty is granted the proposals can proceed, subject to any conditions on the faculty.</p> <p>The faculty will specify on it how long it is valid for.</p>
	<b>Active funding applications</b>	<p>Once you have detailed plans and costs you can finalise and implement your fundraising strategy – i.e. submit your grant funding applications.</p>
	<b>Project delivery</b>	<p>Once permissions and funds are in place, architect/surveyor to coordinate work schedule and payment schedule with contractors.</p> <p>Work begins on site.</p> <p>Certain grant funders will require evaluation of the project during and after delivery. Make sure you keep track of who needs to be communicated with at the different stages.</p>
	<b>Evaluation and celebration</b>	Celebrate completion! You have done a lot of work!

Note: All periods of times are estimated. More often than not there is some back and forward movement during the development stages.  
Be patient - projects often over run.

Note: Aspects of the outline, such as the extent of community consultation and the amount of evidence required by funders or consultees, will vary depending on the scale and complexity of your project. Not all projects will require all steps.