

THE OXFORD DIOCESAN BELL FUND

(Registered Charity No. 268390)

RULES FOR APPLICATIONS

1. The following conditions for the eligibility of grant applications are imposed by the rules of the Fund.

- 1.1 Grants may only be given towards the repair, maintenance and renewal of church bells in the Diocese of Oxford. Grants towards augmentation of the number of bells in a tower will vary depending on the number of bells. Augmentation of smaller numbers of bells will attract larger grants to those of larger numbers on a sliding scale.
 - 1.2 "Bells" includes the frames and fittings and all other parts and constructions necessary for the proper functioning of the bells, but excludes day to day replacement of ropes, stays or sliders.
 - 1.3 "Repair, maintenance or renewal" does not include routine servicing of the bells, frames and fittings or repairs to the tower structure.
-

2. In addition the Managing Trustees have approved the following guidelines for applicants:

- 2.1 Grants are made at the discretion of the Managing Trustees. No particular level of grant or percentage of cost is guaranteed. Applicants will be advised in writing if the application has been approved and what level of grant is likely to be paid. The Managing Trustees may wish to arrange for an inspection and report on the existing installation before indicating the amount of grant likely to be made. The Managing Trustees reserve the right to finalise the amount of a grant after completion of the work.
 - 2.2 Where work has already been completed, retrospective application for a grant is not encouraged.
 - 2.3 Current costs must be attached to the completed grant application form. Where other works are undertaken at the same time, the figures should be itemised to enable the Managing Trustees to extract those costs which apply directly to the bells, frame or fittings.
 - 2.4 Any grant offer which remains unclaimed three years after the date on which it was voted shall lapse. A new application will then become necessary for the consideration of the Managing Trustees. Where the timescale for any intended work may exceed three years, the Managing Trustees would prefer early rather than late application for a grant.
 - 2.5 It is the practice of the Managing Trustees to arrange for an inspection and report following the completion of any qualifying work. No grant will be paid until the work has been completed to the satisfaction of the Managing Trustees. Applicants must arrange their finances such that they do not rely on the grant to complete the payment for goods and services received.
 - 2.6 A Faculty, Archdeacon's Certificate or other formal approval may be required. If so required the Faculty, Certificate or other approval must be obtained before commencing any works. Before the Managing Trustees request an inspection of the completed work they require a copy of the formal approval document and a copy of any attached documents or condition(s) applicable to the work carried out. Failure to comply with any condition(s) set out on any approval document will result in the forfeiture of any grant.
 - 2.7 The Managing Trustees request that a copy of the bell founders / bell hangers / contractors final account is provided for their consideration when the grant payment is to be finalised.
 - 2.8 It is strongly recommended that bells, frames and fittings are adequately insured. Grants will not be made to cover under or non-insured losses.
 - 2.9 Though not a condition of the payment of a grant, it is the hope and desire of the Managing Trustees that any work supported by THE OXFORD DIOCESAN BELL FUND should be properly maintained for the benefit of future generations. Future grant applications will take into consideration the conditions of bells, frames and fittings for which grants have previously been made.
-

3. The Managing Trustees have noted an increasing level of self help which involves the use of volunteer labour, local transport etc. and urge that the following points are born in mind before commencing work:

- 3.1 Adequate insurance cover should be provided for:
 - a. voluntary helpers against personal injury and third party claims for damage howsoever caused;
 - b. the bells, frames, fittings etc whilst in the process of loading or unloading at the church and whilst in transit to and from a bell founder or bell hanger or other contractor.
- 3.2 Adequate arrangements must be in place to ensure compliance with the current Health and Safety and all other relevant legislation.
- 3.3 Adequate arrangements should be taken to ensure that the normal ringing of the bells will not be restricted or prevented as a consequence of failure to comply with requirements of Health and Safety or other relevant legislation.