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Patron: Her Majesty The Queen

COMMUNITY GRANTS 2014

Guidance Notes

We advise you to read the following guidance notes in full. If you have any additional questions please contact Suzy Minett or Alison Pollard at grants@nationalchurchestrust.org or through our office on 020 7600 6090.

Eligible projects can apply under the Community Grants programme between 1st February and 1st October 2014. We advise you to apply as soon as you can in the year. Please do not wait until the last month of the programme unless absolutely necessary. Decisions usually take up to 6 months, but this can be longer in some circumstances.

The National Churches Trust relies on voluntary donations to support our work. Our grants programme depends on the income we receive, and the amount of money we have available each year varies. We rely on the help of our Friends and a number of trusts and foundations. Sadly, we are not able to help every important project that comes to us.

If you are able to help us to continue to support places of worship please [join us as a Friend](#), [make a donation](#) to the Trust or [consider us in your will](#). Any donation you can make will help places of worship across the UK. For more information about supporting our work, please [visit our website](#).

Introduction

We offer the opportunity to apply for grants towards community facilities at churches, chapels and meeting houses. Details of how to apply and eligibility guidelines are provided below.

Our **Community Grants** programme considers applications from listed and unlisted Christian places of worship of any age and denomination that open regularly for public worship.

Grants are available towards capital works such as additions and extensions, and the introduction of facilities, such as accessible toilets and catering facilities.

Decisions on all grant applications are made internally. A short list of candidates is discussed by an independent Grants Committee comprised of experts from church and heritage sector backgrounds. A limited amount of funding is available, so we are only able to support a proportion of the important and deserving projects from which we receive applications. We strongly encourage you to apply for as many other grants as possible and to start local fundraising as early as you can. For more funding advice please [visit our website](#) or contact our National Support Officer at support@nationalchurchestrust.org.

Eligibility

To be eligible, Christian places of worship must be open regularly for public worship.

Projects must be able to demonstrate local consultation, need for the project and benefit.

All permissions must be in place at the time that projects apply and work must be able to start within 2 years of the application. We will ask you to provide us with copies of any permission documents required for the planned project at the time of submitting an application form.

Projects may contain structural repair costs but eligible costs will be considered as those that are for works that are eligible under this programme. Information about any associated repairs can be included as part of the project description when applying.

To be ELIGIBLE to apply for a Community Grant, you need to be able to answer yes to ALL the following questions:

...Is your building in England, Wales, Scotland, the Isle of Man, the Channel Islands or Northern Ireland?

...Is your building open for regular public worship?

...Is your building a church, chapel or meeting house that was originally built for the primary purpose of worship?

...Is the principle denomination that worships in the building a member of (or does it belong to an umbrella body that is a member of) Churches Together in Britain and Ireland?

...Is the project still in the planning stages but due to start within the next 2 years?

...Have you applied for and received all necessary permissions to enable you to carry out the work?

...Is your project overseen by a qualified person? This will usually be an architect or chartered building surveyor who is AABC, RIBA, ARB or RICS accredited.

...Is the estimated cost of your project over £25,000 (including VAT and fees)?

...Do you still need to raise at least £10,000?

...Will the project allow a greater number of people to benefit from your place of worship?

...Have you raised at least 50% of the estimated project cost?

Applying for a Grant

Please read this document in full before starting the online application process. To complete the online application form please [click here](#).

- Once you have registered (with an email address and password) you will be asked to complete an eligibility test. If you are successful, you will then be able to complete the full online application form.

- Help is available wherever you see a question mark (?). Just left click on the symbol to open the help screen. Mandatory questions are marked with an asterisk (*).
- Do not worry if you cannot answer all the questions straightaway. You can save your answers and edit them again or add to them at a later date. We will not see the form until you press “Complete”.
- To fill out the form please work through each page answering every question as best you can. Do not worry if you cannot answer all of the questions immediately. Once you complete a page of questions you can save and exit the form and return to it another time via the Repair Grants Programme Application Form page again, [click here](#). Log on by using your registration details.
- There is an opportunity to review and revise your answers once you have finished the form. You may need help from other people at your place of worship or from your architect before you finalise the details and submit the form to us.
- When you have finished select "Review" to check your answers. Choose "Revise" if you wish to change what you have written, then follow the same procedure to review again. Once you are happy with your answers select "Complete".
- You will receive a summary of your application by email so that you can have a record of your submission. For help please contact the Grants and Local Trusts team, by email at grants@nationalchurchestrust.org or by telephone on 020 7600 6090.
- After you press “Complete”, you will receive a copy of your answers and an email receipt from us.

Frequently Asked Questions

When should we apply?

To be considered in any calendar year, you must apply to us by 1st October. Decisions are made by our Grants Committee in June and December.

Part of our project involves work you list as ineligible under your current eligibility guidelines. Can we still apply?

Yes, as long as you pass the eligibility test, which you will be asked to complete when you access the online application procedure.

How do you assess our application?

We aim to complete an initial assessment of applications within 3 months of receipt. We will contact you as soon as possible to let you know if we require more information at any stage.

We assess each project individually. Every question on the Form and the supporting documentation you provide is used to check eligibility under the programme and to assess the application. We look at the benefits and surrounding circumstances of each project we see and the wider context such as the funds available to us.

A Grants Committee, comprising Trustees from the National Churches Trust and independent experts from other sector organisations, discuss a shortlist of candidates that most closely meet our priorities at two meetings per year. Please note that it may be more than 6 months before you receive a decision where

applications are incomplete or additional information is required. Decisions may also take longer than 6 months if the National Churches Trust's circumstances do not allow an immediate decision for any reason.

What will we be asked to provide?

We will ask for a copy of the latest set of audited annual accounts for the place of worship and a set of photographs. We will also ask you for copies of any permission documents required for the planned project. If you have a Business Plan, Statement of Need or other documents relating to the project, we ask you to provide copies of these as well. If you are able to do so, there is an option to upload documents at the end of the online application process. If you cannot provide the documents at that stage you can supply them by email to grants@nationalchurchestrust.org making sure that you use the name and location of the place of worship as part of the title of your email. If any documents are missing we will contact you.

The Application Form includes a check list, so that you can compile everything we need as easily as possible.

Should we apply to other funders?

Yes, we encourage you to apply for as many different sources of funding as possible. For information about other sources of funding please [visit our website](#) or contact our National Support Officer at support@nationalchurchestrust.org.

If your building is **listed** it will qualify for the **Listed Places of Worship Grant Scheme**, which allows you to claim back VAT spent on the project. For up-to-date information about the scheme, please [click here](#), or call 0845 601 5945. We will consider the VAT grant as money that you can definitely secure when we assess your application. We currently calculate this as 100% of the full amount of the VAT on the project.

If we are successful, how much is the grant offer likely to be?

We cannot guarantee that you will receive a grant offer from us as a limited number of grants are available. The minimum grant we give is £5,000 and grants will not normally be more than £25,000.

The Trust will not usually award grants where projects are already fully funded. We do not expect places of worship to completely exhaust their reserves and will consider it reasonable for you to try to retain enough in funds to cover at least one year's running costs.

How long will we have to claim our grant and how do we get payment?

When we make a grant offer we will send a letter with the terms and conditions and an explanation of how to claim the money. You will have two years in which to claim the grant. You can claim once work has begun and an amount equal to or more than the offered grant has been spent on the project. You can claim payment of the grant any time until the offer expiry date stated in the grant offer letter by submitting all of the following:

- 1) A copy of an Architect's or Chartered Building Surveyor's Interim Certificate or Certificate of Progress Payment or Practical Completion showing that work amounting to at least the value of the grant has been carried out.
- 2) Copies of all related invoices. e.g: invoices issued by any contractors.
- 3) The relevant bank account name, bank account number and sort code for the place of worship.

Please allow up to five weeks for payment, which will be made by Bacs.

If work does not start in time to claim the grant, it will not be possible to extend the offer period.

If we receive a grant offer, what terms and conditions will be attached to it?

- We will ask you to publicise your building, the project and the grant.
- We will ask you to help us to assist other churches and chapels by displaying publicity materials about the Trust, and by promoting our work.
- We may arrange an event with you, and invite you to events that we organise.
- After payment of a grant, we ask that the managing body of the building (e.g., PCC, DCC, Elders or Trustees) makes an annual donation to us for a period of 5 years. We will provide you with a direct debit form after the grant has been paid. The donation does not need to start until a year after you receive the grant and can be of any amount that you feel is affordable. The Trust is an independent organisation and receives no government funding. Our ability to support and continue to provide grants and other assistance for places of worship depends entirely on our income.
- We also ask that, if possible, at least 5 members of the congregation join the Friends of the National Churches Trust for a minimum of 3 years. The annual membership fee is £30. We are building a strong membership base and creating a national voice for Christian places of worship. We also offer a range of Friends benefits and special events.

Is there anything else I need to know?

We are keen to stay in touch with all of our grantees. We invest in projects because we are interested in helping your members, the building and its future as part of your local community. We will contact you with brief questionnaires to find out how your place of worship is progressing and to help us assess how useful the grant was. This is helpful to us in terms of improving the support we can offer and can help us to attract new funding.

Alison Pollard, Grants and Local Trusts Manager, National Churches Trust

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