|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1a**  | \*Location and official name or dedication of the place of worship *E.g. FARNHAM, St Mary or MORECAMBE, Central Methodist Church.*  |     |  |   **?**  |
| **1b**  | \*Address of the place of worship including postcode  | Address1:    |  |      |
|  | *If the place of worship does not have a postcode, please give the postcode of the nearest building*  | Address2:    |  |    |
|  |  | Address3:    |  |    |
|  |  |    |  |    |
|  |  | Town:    |  |    |
|  |  | \*County:    |  |    |
|  |  | \*Postcode:    |  |    |
|  |  | Country:    |  |    |
| **1c**  | Website address  |     |  |      |
| **1d**  | \*Select the denomination  |     |  |      |
| **1e**  | \*Select the name of the diocese, if applicable *Select the Diocese if it features, or if not select 'Other'. If it is not applicable to the place of worship, select 'Not Applicable'.*  |     |  |      |
| **1f**  | \*Select the region the place of worship is located in *Select 'Help' for direction on regions. The Preventative Maintenance Micro Grant Programme is currently only available to churches in Yorkshire.*  |     |  |   **?**  |
| **1g**  | Charity registration or reference number  |     |  |   **?**  |
| **1h**  | Enter the listing designation of the place of worship as I, II\*, II, A, B, B+, B1 or C - or - 'unlisted' or 'locally listed'*Churches applying to the Maintenance programme MUST be listed buildings to be eligible. This condition does not apply to the Preventative Maintenance Micro-Grant programme.*  |     |  |   **?**  |
| **1i**  | \*Is your place of worship in a rural, urban, or suburban area? Please select  |     |  |      |
| **1j**  | \*Briefly describe your church in terms of usual opening hours outside of service times, usual Sunday attendance, number of services a week, size of the local area that you serve etc.*[Max. 50 words]*  |     |  |   **?**  |
| **1k**  | \*Give a brief historic and architectural description about the building.*Include any important features, and whether it is in a conservation area [Max. 50 words]*  |     |  |   **?**  |
| **2a**  | \*Please select which grant programme this application should be considered under - the Maintenance Programme, or the Preventative Maintenance Micro-Grant Programme*The Preventative Maintenance Micro Grant Programme is to support requests being made through MaintenanceBooker - currently only available in Yorkshire*  |     |  |   **?**  |
| **2b**  | \*Briefly describe the work that this grant will fund*Include whether planning permission and/or permission from the governing body has been obtained - or if it is not required, under what provision? [Max. 50 words]*  |     |  |      |
| **2c**  | What is the total cost of the project including VAT?*Enter one whole number. Work being considered under the Maintenance Grant Programme must cost between £2,000 and £10,000 to be eligible*  |     |  |      |
| **2d**  | What size grant would you wish to receive from us? *Enter one whole number. Grants being considered under the Maintenance Grant Programme will range between £1,000 and £2,500. Grants are never more than 50% of the project cost*  |     |  |      |
| **2e**  | What impact will the project have on the church? The works described in 2b should demonstrate how the outcome will be achieved*Type 'yes' next to the boxes of all outcomes that apply. If 'other' please explain*  |

|  |  |
| --- | --- |
| Impact  | Yes / No  |
| Permanent resolution of a known maintenance / repair issue  |  |
| Significant reduction in a known or suspected issue  |  |
| Mitigation of the consequences of a significant risk  |  |
| Facilitation of the means to avoid or deal with recurrent issues  |  |
| Investigation of a potential problem to identify risks and/or solutions  |  |
| Other (please define)  |  |

 |      |
| **3a**  | \*Does your place of worship feature on a Heritage or Buildings at Risk Register or, has it been advised for inclusion at the next revision?*Please enter: Yes / No / Don't know / Due to be added*  |     |  |      |
| **3b**  | \*Do you have a building maintenance plan in place?*Enter 'Yes' or 'No'. Please note: we encourage all of our grants applicants to use a building maintenance plan.*  |     |  |   **?**  |
| **3c**  | How much is currently spent on maintenance annually?*Enter one whole number. This is mandatory for Maintenance Grant applicants*  |     |  |      |
| **3d**  | \*Do you have a current gutter clearance contract in place? (Yes/No) If not, please briefly explain why not, and how do you currently clear the gutters?*[Max. 30 words]*  |     |  |      |
| **3e**  | \*Outline why you need National Churches Trust funding and why now? Include whether the repair/maintenance required has been identified as a priority in your most recent Quinquennial Inspection Report (or equivalent)? *Refer to urgency of work as demonstrated in recent QIR or other report. Average annual income and expenditure. If unrestricted funds remain after running costs please explain why these cannot be used. [Max. 100 words]*  |     |  |   **?**  |
| **3f**  | \*How will you pay for the 50% match funds? E.g. from fabric fund, fundraising or other initiatives ?*[Max. 50 words]*  |     |  |   **?**  |
| **3g**  | \*How will the funded works to your place of worship be maintained going forward? What measures will you take to ensure your maintenance plan is carried out?*[Max. 50 words]*  |     |  |      |
| **4a**  | \*Full title and name of the main contact, at the place of worship, for the application *From left to right, use the 1st box for the title, 2nd for the first name and 3rd for surname.*  |     |     |      |
| **4b**  | Contact's role or job title at place of worship *For example: churchwarden, Elder, incumbent, fundraiser, Trustee, Treasurer, volunteer etc.*  |     |  |      |
| **4c**  | Contact postal address  | \*Address 1:    |  |      |
|  |  | Address 2:    |  |    |
|  |  | Address 3:    |  |    |
|  |  |    |  |    |
|  |  | Town:    |  |    |
|  |  | \*County:    |  |    |
|  |  | \*Postcode:    |  |    |
|  |  | Country:    |  |    |
| **4d**  | \*Contact email address *We will use email to correspond with applicants if any questions arise over the application.*  |     |  |      |
| **4e**  | \*Contact telephone number *We may call applicants with questions concerning your application.*  |     |    |      |
| **4f**  | \*We would like to keep you updated about our work and news that is affecting our sector. If you are happy for us to contact you via post and/or email around four times per year, please select 'yes'.  |     |  |      |
| **5a**  | Latest set of signed audited or independently examined annual accounts (all applicants) *Reuploading a file overwrites the currently uploaded file*  |     |    |   **?**  |
| **5b**  | A recent general exterior view of the building. Please use a high resolution jpeg if possible (all applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |   **?**  |
| **5c**  | An image identifying the maintenance issue / area that requires work. Please use a high resolution jpeg if possible (all applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |      |
| **5d**  | A building condition report / structural survey / extract from Quinquennial Inspection Report that identifies the need for the work (all applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |      |
| **5e**  | Permission of the governing body, e.g. Faculty or equivalent, if required; Archdeacons Certificate; or Minutes of Trustee or PCC meeting (Maintenance programme applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |      |
| **5f**  | Two quotes for the cost of repair, indicating chosen contractor. Clarify if VAT is included (Maintenance programme applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |   **?**  |
| **5g**  | A copy of a paying-in slip or bank statement for the Place of Worship's bank account showing account name, number and sort code - to help with grant payment (all applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |      |
| **5h**  | Letter from the inspecting architect to confirm the need and suitability of the works proposed (Maintenance programme applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |      |
| **5i**  | A copy of the building maintenance plan if available (all applicants) *Reuploading a file overwrites the currently uploaded file*  |     |    |   **?**  |
| **5j**  | For places of worship outside of England, a copy of the at risk register entry if applicable (all applicants)*Reuploading a file overwrites the currently uploaded file*  |     |    |      |
| **5k**  | Additional upload button*Reuploading a file overwrites the currently uploaded file*  |     |    |   **?**  |
| **5l**  | Additional upload button*Reuploading a file overwrites the currently uploaded file*  |     |    |  |