

National Churches Trust

PREVENTATIVE MAINTENANCE MICRO-GRANTS 2016-2017

GUIDANCE NOTE FOR USE WITH ONLINE APPLICATION FORM

Guidance Notes



The Pilgrim Trust



The National Churches Trust is the national charity dedicated to supporting and promoting places of worship of historic, architectural and community value used by Christian denominations throughout the UK through advice, support and funding.

The National Churches Trust aims:

- To help **maintain** the UK's heritage of church buildings and to **enhance** their ability to serve local communities
- To **promote** the benefit to communities of church buildings and to **inspire** everyone to value and enjoy them

The Preventative Maintenance Micro-Grant Pilot – what it is

The National Churches Trust has this year received £90,100 from the Heritage Lottery Fund (HLF) to support a Yorkshire Maintenance Project, a pilot project which aims to keep churches and chapels in Yorkshire in good condition and to prevent the need for expensive repairs.

The project includes 'Maintenance Booker' www.maintenancebooker.org.uk a new website allowing churches to book maintenance services including gutter clearances – with which this grant scheme is linked (with the support of The Pilgrim Trust).

The **Preventative Maintenance Micro-Grant** programme is a pilot project, with a limited pot of funding to support up to 200 churches. It will support cleaning of gutters in order to help extend the life of buildings, systems, structures, and to promote positive culture change in churches where dioceses have demonstrated a commitment to maintenance planning. **Grants are available to cover a maximum of 50% of the maintenance contract cost (excluding VAT).**

Eligibility

The National Churches Trust accepts applications from listed and unlisted, chapels and meeting houses of any age, as long as they are open for regular public worship and are located within Yorkshire. In the case of buildings that have been closed to the public, there must be plans to reopen the building for public worship and a congregation waiting to use the building. Applicants must be the owners or have the right to carry out the work. We will not consider applications from buildings that have been converted into places of worship, e.g. shops, offices or houses.

We do not currently offer grants to chapels within hospitals, hospices, schools or prisons or other such institutions.

To be **ELIGIBLE** to apply, you must be able to answer YES to the following:

...Is the building a Christian place of worship (but not a Cathedral)? And do you own the building or have the right to carry out the work?

...Was your building originally built as a place of worship and is it open for regular public worship?

Please note that the online application form will feature additional eligibility questions as the form is also used for the Maintenance Grant Programme. You can answer the additional questions by selecting either 'Yes' or 'NA'.

Assessment Criteria and Priorities

Priority will be given to applications that demonstrate the need for the works through a recent (completed within the last 2 years) Quinquennial Inspection Report (QIR), condition survey or architect's letter, as an urgent repair needed within the next two years.

We will prioritise churches with small congregations or in disadvantaged areas, and those that do not currently operate a gutter clearance scheme. We are keen to see evidence of a commitment to future gutter maintenance.

The assessors will consider the following:

- Current condition of the gutters,
- If there is a financial case for support i.e. whether you can afford the service without our grant,
- Other factors that impact on your need for support e.g. access restrictions, age of volunteers, small congregation,
- How you will maintain your gutters in the future.

We will also invite feedback from Diocesan Advisory Committees (DACs) and / or Archdeacons (or equivalent in other denominations) to confirm that the applicant church has identifiable need for the funding.

Application Process and Online Application Form

Please complete the online application form [here](#), after registering, answer every question as best you can.

Applicants must first complete an **eligibility test** (see above) – please ensure you answer the questions accurately to avoid disappointment later. If you are eligible you can then proceed to the main pages of the **application form** (see instructions below). Please keep your log-in details safe. We cannot accept paper applications but the questions can be viewed in advance, [HERE](#).

The form is split into several sections:

- **Church Details** – details including the building's use for both worship and community
- **Your Project** – details of the work, costs, impacts
- **Existing Maintenance and Need** – how church is currently maintained and why you need financial support
- **Contact details** – details for main contact
- **Supporting Documents** (see below)

To fill out the online form, work through each page answering every question as best you can. The form can be saved and returned to at any time via the link on the website and by logging on with your registration details (make sure you have selected the link to the correct grant programme). We will only see the application once you have clicked on 'complete'.

You will find additional help and guidance within the online form as you complete it. **Help** is available wherever you see a question mark (?) by left clicking on the symbol to open a help screen. **Questions marked *** are mandatory and all applicants should complete these,

if you have nothing to enter write 'none' or 'NA'. Mandatory questions must be completed in order to proceed to the next pages. We encourage applicants to both programmes to answer as many of the questions as possible. If you have no information to enter into a box, and it is not mandatory, you can leave it blank and continue to the next question.

Word count limits are approximate and are stated alongside relevant boxes in the form. Some spaces are limited so brief notes are encouraged. Where figures are required, these must be rounded up to the nearest whole number and should not include a £ sign or punctuation. Where web addresses are included in the additional information text you will need to copy and paste these into a web browser.

Supporting documents - You will be asked to upload supporting documents on the final page. Please ensure you send us all the documentation we require using these links, or if you can't supply supporting documents within the form, you can email these to us within 5 working days of submitting your online form to grants@nationalchurchestrust.org. Please ensure that the name of the church and grant programme is referenced in the title bar. Failure to supply these documents with the application will result in the grant request being withdraw:

You will need to attach:

- Latest set of signed audited or independently examined annual **accounts**,
- A copy of a **pay-in slip or recent bank statement** for the Place of Worship's bank account showing account name, number and sort code (to simplify payment stage),
- A recent general exterior **photograph** of the building (high resolution jpeg),
- Any other images that will support the application for example showing existing rainwater goods and issues with them (high resolution jpeg if possible),
- A copy of the **building maintenance plan** if available,
- For places of worship outside of England, a **copy of the at risk register entry if applicable**,
- **Extract from most recent QIR, architect's letter or survey report** summary to demonstrate your need.

To upload documents into section 5 of the form, select "**browse**" to find the file, select it and click "**open**", then select "**upload**". Only one document can be uploaded per box. Before uploading check the titles of the documents, keep these as short as possible and without punctuation. There is a maximum file size of 5MB for each document (though more compact documents are appreciated!).

Once you are ready to submit the application to us, select "**Review**" at the bottom of the final page. This will produce a summary of your answers for you to check. Choose "**Revise**" if you wish to edit any text. Follow the same procedure again, i.e. click "**Review**". Once satisfied, select "**Complete**". You will receive a copy of your application by email along with a reference number. Only at this stage will we know about, or be able to view, your application. Once it is submitted you can-not re-edit the form and we cannot return it to you. If you do need to notify us of any changes or additional information, please email us.

Applications can be made at any time (subject to funding availability), but **before** work is booked or carried out, and will be considered on a rolling programme. We aim to notify you of our decision within 4 weeks of applying.

The Assessment Process, Grant Offers and Conditions

1. Once a completed application is received our Grants and Development Officer will assess the application.

2. The application will be scored against criteria assessing need.
3. In some cases you may be contacted for additional information.
4. A final decision will be made by the Grants Manager and Director of Church Support.
5. Applicants will be notified of the outcome within 4 weeks of applying.
6. If your application is successful you will receive an offer of a grant which will be valid for 6 months. You must then book your Rainwater Goods Maintenance Service (Gutter Clearance) online via 'MaintenanceBooker' and update us on your accepted quote.
7. The grant (50% of the invoice, excluding VAT) will be paid directly to your church bank account once your church building has received its gutter clearance service and we have received a copy of your final invoice. We will ask you to provide your place of Worship's bank details to enable us to make the grant payment. The gutter clearance service must have been booked via our online website 'MaintenanceBooker' and carried out using by one of the approved MaintenanceBooker contractors.
8. Please note we may request reports from you following on from the grant in order to evaluate the success of the scheme.

After payment has been made

The contact details you have supplied with your application form will be used to keep you informed about the progress of your application. If you are successful in being awarded a grant, we may publicise the award and may ask you to supply quotes and photographs to demonstrate the impact that the grant has had.

We may from time to time contact you to help us assess the impact of our grants. This is helpful to us in terms of improving the support we can offer and can help us to attract new funding which in turn helps us to help more churches and communities. We appreciate your support and participation in advance.

You can stay in touch by signing up to receive our monthly e-newsletter via our website here: www.nationalchurchestrust.org/news/sign-our-e-newsletter. You can also opt to be included in our mailing list (Qu. 3b). Your information will be kept private and secure, we do not sell or share our information. If you wish to opt out of future contact, you can do so at any point by simply letting us know via post, e mail or phone.

The National Churches Trust, the UK's church repair and support charity, relies on voluntary donations, as well as the help of our Friends and a number of trusts and foundations, to support our work. Our grants programme depends on the income we receive and consequently our grants budget each year varies. 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 make will help places of worship across the UK.

Thank you for your interest in the National Churches Trust. More details about our work and how we can help you can be found on our website www.nationalchurchestrust.org.

If you have any further questions regarding the grant programme, please contact us: grants@nationalchurchestrust.org or Nigel Mills (Grants and Development Officer) on 077 0281 2406.

National Churches Trust

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