

National Churches Trust

REPAIR & COMMUNITY GRANT PROGRAMMES 2017

GUIDANCE NOTES



Please read this document in full before starting the application process. If you have any additional questions please contact the Grants Team at grants@nationalchurchestrust.org or via our office on 020 7222 0605.

The Grants Committee will meet in March, July and November. Deadlines are featured in the box below:

Meeting Date	Deadline
March 2017	29 November 2017
July 2017	27 February 2017
November 2017	3 July 2017

We encourage you to apply as soon as you are able to and not to wait until the deadlines. You are likely to have a decision within two weeks of a meeting date, please note this may be up to 5 months from a deadline. We apologise in advance that, due to the volume of applications we receive, we cannot accept late submissions and we are unable to provide pre-application advice or read submissions in advance. We can however answer simple queries.

What we Fund

We award grants towards **urgent structural repairs** and the **introduction of facilities** at listed and unlisted Christian places of worship, across the UK. Details of eligibility, priority areas, how to apply, and terms and conditions for our grants are provided in the following pages.

Our **Repair Grants** programme usually offers grants between £5,000 and £40,000 towards the cost of urgent and essential structural repair projects (i.e. essential works to the fabric of the building). Projects must have an estimated cost of at least £100,000* (including VAT and fees) to qualify.

Our **Community Grants** programme offers grants usually between £5,000 and £25,000 towards the cost of capital works such as additions and extensions and the introduction of facilities, such as accessible toilets and catering facilities. Projects must have an estimated cost of at least £25,000 (including VAT and fees) to qualify*.

All applications must be submitted to us before works start.

**If the project total is just under the boundaries we may, at our discretion, consider an application. This is more likely if you are in one of our priority areas, or an area that is not covered by our Partnership grant programme see [here](#). Please contact us grants@nationalchurchestrust.org to establish this in advance.*

Unfortunately we have a limited amount of funding available which means we can only support a proportion of the many deserving projects from which we receive applications. Roughly 1 in 4 applications to us is successful. We consider each submission alongside a range of criteria (see below) and against other applications at the time of applying. We strongly encourage you to start local fundraising and to apply for as many other grants as possible, and as early as you can, as we cannot guarantee that you will receive a grant offer from us. For further advice on other sources of funding, [see our website here](#).

The National Churches Trust 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. For more information about supporting our work, please [visit our website](#).

Eligibility

The National Churches Trust accepts applications for listed and unlisted churches, chapels and meeting houses of any age, as long as they are open for regular public worship and are located within England, Wales, Northern Ireland, Scotland, the Isle of Man and the Channel Islands. 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. Congregations can be of any Christian denomination and 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, and we do not currently offer grants to chapels within hospitals, hospices, schools or prisons or other such institutions.

Applications must be submitted to us before works start. We expect all Community grant applicants to have their permissions (e.g. Faculties) in place at the point of application. Exceptions may be made if work must start because of a health and safety emergency, but you must supply evidence to support this, e.g. by providing copies of emergency permissions from the relevant authorities.

To be ELIGIBLE to apply for a Community or Repair Grant, you must be able to answer YES to all of the following questions:

...Is your building a Christian place of worship (but not a Cathedral) in England, Northern Ireland, Scotland, Wales, the Isle of Man or the Channel Islands? 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?

...Are the proposed works either for the place of worship itself or an extension to it?

...Is your project in the planning stages (i.e. not yet started) for a programme of urgent structural **repairs** or for introducing new **facilities** to widen the use of the building?

...Is your project led by a qualified professional, usually an architect or chartered building surveyor or engineer? For repair projects to listed buildings this person should also have conservation accreditation from a recognised body.

...If you are applying to our **Community** grant programme (i.e. are introducing new facilities) are all necessary permissions (i.e. full Faculty and not just DAC advice, planning permission, or equivalents) in place? If you are applying for **Repair** works click 'NA' and please send us permissions as soon as they are obtained.

... If you are applying to our **Repair** grant programme, have you received an offer (or a refusal) from the Heritage Lottery Fund or Listed Places of Worship Roof Repair Grant Programme? Click 'NA' if yours is not a listed building, or you are applying for a **Community** grant.

...Is the estimated cost of your **Repair** project over £100,000 (incl. VAT and fees)? Or, is your **Community** project introducing new facilities costed at more than £25,000 (incl. VAT and fees)? [Some applicants in priority areas with lower projects costs may be able to apply at the National Churches Trust's discretion]

...Have you raised over 50% of the funding required and do you have a fundraising deficit of more than £10,000?

We are unable to fund the following:

- Projects that have started before the application was submitted
- Construction of new places of worship
- Works to cathedral buildings
- Works to buildings that were not originally constructed as a place of worship
- Works to an existing building that is separate from the existing place of worship (even if it is on the same site, a church hall, or owned by the church)
- Construction of new structures separate from the place of worship (even if it is on the same site, a church hall, or owned by the church) – there may be exceptions for highly listed buildings
- Stained glass restoration (we could look at urgent repairs to window structure)
- Heating, lighting or electrical work
- General reordering
- Solar panels
- Clocks, organs, wall paintings, bells, monuments, fittings and fixtures
- Works to boundary walls, paths, churchyards or car parks
- Surveys (funding may be available through our Project development grants, see [here](#))

Assessment Criteria and Priorities

We consider grant applications in line with the aims of the NCT:

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

We have a set of criteria against which we score, as well as some priorities, not to the exclusion of other applicants. It is worth considering these criteria whilst you are preparing your application to us. They are as follows:

- **Heritage** – the architectural significance of the building including its Grade (listing designation) and any other specific local value e.g. built as a local employment project, commemoration of a community tragedy.
- **Case for investment** – For **Repair** candidates, this will relate to the urgency of the project (as verified by the architect, project description and timings) and how critical it is in terms of its survival. For **Community** candidates, it will be the level of need for the new facilities and the level of consultation with local people and organisations. In

addition, both repair and community projects will be assessed for the need for NCT funding, taking into account the size of the deficit in relation to the community, as well as the practicality and attainability of the project. Will a grant enable the work to take place or make enough difference?

- **Heritage impact** – The level of demonstrable benefit and/or improvement to the condition of the building. For Community candidates, whether the impact of the new facilities will harm or enhance the historic fabric of the church and is justified accordingly. Improvements to the management and maintenance systems in place to protect the investment. *Weighted.*
- **Community impact** – Will the project benefit the wider community and/or allow people to engage with the architecture and history? Level of activity of congregation and engagement with wider community, e.g. number of services relative to their situation, number of current users of the building, jobs or volunteering opportunities created.
- **Risk management** - the level of planning undertaken related to consents and fundraising to make the work possible, project management, business planning to ensure sustainability once the work is completed and maintenance/management in the medium term.
- **Deprivation** – assessment of the community that the place of worship serves (environment described and measured by ranking in the Index of Multiple Deprivation for the area (IMD)).
- **Priority area** – Does the project take place in an area or denomination of relative NCT underspend (see below)
- **Heritage at risk status** – is the church on the Heritage at Risk Register (England), Built Heritage at Risk Register (Northern Ireland, the Buildings at Risk (Scotland), the SAVE Britain’s Heritage or local authority Buildings at Risk registers (Wales) or equivalent? At what priority rating? If not, has it been advised that it will be included in the next Register that is to be published?

The Committee is interested in understanding:

- the degree of need and urgency for the proposals
- the benefit to the building and people of the works
- the importance and benefits to the NCT of funding your project

The Committee prefers applications for projects that:

- allow a greater number of people to benefit from the place of worship
- that are open regularly for public access
- demonstrate local consultation and need for the project and benefit
- show an improvement to an area of need or it falls within an identified priority area
- show evidence of ongoing maintenance
- have funding in place and where the NCT grant will make a noticeable difference to the shortfall.

The Priority Areas, identified in 2016, remain in place for 2017:

Geographic Priorities	Priority Denominations
North East England Northern Ireland Scotland Wales	Baptist Presbyterian / Church of Scotland

National Churches Trust Micro-Grants in Partnership with the Cinnamon Network

For a second year, in partnership with the Cinnamon Network, we are able to offer successful Repair and Community grantee churches, interested in setting up a Cinnamon Recognised Project that meets the needs of their local community, micro-grants of £2,000 towards setting-up a Cinnamon Recognised Project. Applicants should indicate their interest for this, and a possible programme, in the application form (Questions G1 and G2).

The Cinnamon Network supports community transformation through the delivery of church-based social action projects. Cinnamon Recognised Projects are tried and tested social action projects that have been replicated across the country, and include initiatives such as CAP Money Courses, Make Lunch, Parish Nursing and Who Let The Dad's Out, as well as many more. Cinnamon began in 2010 in response to growing social need, public sector reform, increasing recognition of the role of voluntary organisations and the economic cuts. Since then, their 'Cinnamon swirl' model has been providing direct support to people most at need in communities using people and resources from local churches, resulting in local transformation at national scale. Further details about Cinnamon and the projects they offer can be found on their website: www.cinnamonnetwork.co.uk

Community and Repair grant applicants will be asked about their interest in the scheme during the application process. If their grant application is successful, churches will be awarded, at the discretion of the Grants Committee, an additional £2,000 micro-grant to help towards the start-up costs of a Cinnamon Recognised Project to be implemented after the main capital project. Successful applicants will be able to access the support and training provided by Cinnamon's regional Advisers and Trainers. The grants offered through us do not have geographical limits as with the Network's own grant offers.

Please note: If you opt for a Cinnamon Grant we will pass on your key grant contact details, and some core application details, to the Cinnamon Network if you are successful.

The Application Process

The **online application form** can be accessed after registering via the grants pages of our website (with an email address and password). Applicants must first complete an **eligibility test** (see more 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 can not accept paper applications but the questions can be viewed in advance, [HERE](#).

The form is split into several sections:

- **Summary**
- **Contact details** – details for main contact
- **Your place of worship** – details including the building's use for both worship and community
- **Project description** – details of the physical work to the building and its need including the cause of the problem, its effect, and the proposed remedy – so we can understand what it is you are doing
- **Funding your Project** – your current funding situation including project costs (including contingency, fees and VAT), project income and what you still need to raise.

- **Impact and Outcomes** – what the benefits of the project will be both to people and the building. We hope you will find these similar to other grant applications you may have made or be making, and that you find you can apply your information to both.
- **Cinnamon Network** – if you wish to apply for a National Churches Trust Micro-Grant in partnership with the Cinnamon Network
- **Additional Information** – to help inform our work going forward and to stay in touch
- **Supporting Documents** (see below)

You will also be asked to attach the following supporting documents. Please ensure you send us all the documentation we require using these links, or via email, or your application may not be assessed:

- **Accounts** – your latest set of audited or independently examined annual accounts to help us understand your financial situation and how money is spent
- **Friends' Accounts** - if you have a Friends' group
- **Additional Images** - exterior and interior images in jpeg format of between 1MB and 5MB – please avoid word documents and PDFs if at all possible
- **Grant offer or refusal letters** - e.g. from Heritage Lottery Fund
- **Permissions** – Faculty or equivalent for non-Anglican denominations, local planning authority permission. Please ensure documents include the details of the works. DAC advice is not sufficient. Essential for Community applicants.
- **Specification of works** – particularly for repair applicants, usually compiled by the lead architect and detailing the work the work that will be done.
- **Plans** – if you are applying to us for a Community grant we will wish to see your plans
- **Statements of significance and need** – or an equivalent, particularly if you are applying to us for a Community grant
- **Maintenance plan** - regular maintenance is one of our priorities, so we ask for a copy of your annual maintenance plan if available, particularly for repair grant applicants. This is an annual timetable of steps regularly taken to keep the building and grounds in good order. For advice about maintenance please visit the Society for the Protection of Ancient Buildings' Faith in Maintenance website, please [click here](#). If you haven't got one in place, we recommend compiling one during your project.
- **Buildings at risk register entry** – if your building is outside of England
- **Quinquennial Inspection Report** – a recent QIR, or extract of it, or alternative survey report highlighting the issues being addressed (particularly for repair applicants)
- **Plans** – if yours is a community grant application. If there are multiple documents you will need to email us.
- **Additional information** – if available e.g. development plan or business plan, evidence of consultation

Completing the Online Application Form

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.

Project costs - Information about associated works can be included as part of the project costs when applying, however **the committee will only consider works that are eligible**. The Trust will not award grants where projects appear to be fully funded already. 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 worth of running costs.

Question E9 includes a table to complete. To complete the table, type into the first blank column called 'Description', a description of the cost e.g. architect's fees, or installation of kitchen, etc. Include where possible whether the cost is based on an estimate or tender. Insert whole numbers without punctuation into the remaining columns. The columns will automatically tally vertically (they do not tally horizontally). We would expect projects to have a contingency figure.

Question E10 is a table to identify project income both unsecured (i.e. not yet confirmed due to pending application or is a fundraising aspiration) and secured (i.e. confirmed grants or donations). Enter the awarding body or source of income in the first column 'Description'. Enter the value of the grant as a whole number in the correct column. If there are not enough lines to separately list each of your income sources you can use other lines as long as you clearly describe what the funds are for. The figures will tally vertically. If the award is pending, include the estimated decision notification date in the description box.

We will calculate your project shortfall to be the total project cost, minus the confirmed project income, as well as the expected LPWGS rebate (see below).

VAT - Please note when we review your figures we take a blanket approach to VAT. If your building is listed it will qualify for the **Listed Places of Worship Grant Scheme (LPWGS)** which allows you to claim back VAT on repairs and other aspects of the project. Although you can only apply to the LPWGS once work has started we currently calculate this as 100% of the full amount of the VAT on the repair project and will include it in your project income. Note you will have to make the full payment initially before reclaiming. Community applicants with listed buildings will also be able to apply to reclaim some of their costs. For up-to-date information about the scheme and eligibility of items, please [click here](#), or call 0845 013 6601.

Major funders - Where projects are eligible for grants from the **Heritage Lottery Fund (HLF)** we expect you to apply to them, as they have the biggest funding capacity, and to have received their decision prior to completing our forms. We do not expect you to apply to HLF if your project is not eligible under their schemes. If you are unsure whether you qualify please visit [their website](#) for more information. Please apply to us **after** you have received a grant offer or a refusal from them, or from the recent Listed Places of Worship Roof Repair Fund programme (now closed). If you have decided not to apply to the HLF in spite of the project being eligible, please outline your reasons in Question E7.

Impact – It is important for us to ask questions about impacts of the project for example on heritage and community, as the information helps us understand the value for money of our grant award. In doing so we have taken into consideration questions asked by other major

funders. If you have written similar text for other applications, you can reuse it here for your ease by copying and pasting text across.

Supporting documents - You will be asked to upload supporting documents (see above) on the final page. To do this 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!). If for any reason you are unable to provide the documents, you have additional documents you wish to send, or, you have problems uploading them, you can email them to us: grants@nationalchurcheistrust.org. Please ensure that you include the name and location of the place of worship in the title bar.

Submit - 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 can not return it to you. If you do need to notify us of any changes or additional information, please email us.

Once your application has been submitted

Stage One - Once a completed application is received we aim to conduct a first review of the information within 6 weeks to confirm **eligibility** (see above). Some additional information may be requested. Some applications will be deferred or rejected at this stage. If you are asked to supply further information please ensure it is provided. Due to the volume of applications we receive, we are not always able to carry out a second request email.

Stage Two - We will consider applications against our assessment **criteria and priorities** (see above) and also in comparison with other candidates. We also look at the benefits and surrounding circumstances of each project and also consider the funds available to us at that time. A shortlist of candidates that most closely meet our priorities will be considered by our Grants Committee, which comprises both Trustees and independent experts from church and heritage sector backgrounds, which meets three times a year. Decisions **cannot** be made between meetings.

We will usually contact you by post within two weeks of a committee meeting with news of your application. This could be 5 months from your application to us. Some applications, usually rejected on eligibility grounds, may hear from us sooner.

In the meantime 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](#).

Grant Offers and Conditions

If your application is successful, you will receive an offer of a grant (occasionally with conditions) which will be **valid for two years** from the date of the offer. Although you do not need to wait for our grant offer to start the work, we cannot guarantee your application's success. You will be asked to sign and return an acceptance form within 30 days. Grant offers

are made subject to terms and conditions including the following (these may be subject to change):

- **Project led by a qualified professional** - usually an architect or chartered building surveyor or engineer and member of the RIBA, AABC, ARB or RICS.
- **Grant Acknowledgement** - We want people to know that the National Churches Trust has supported your project. If you are awarded a grant, you must acknowledge our funding using a grantees' acknowledgement logo during the delivery of your project. We will give you guidance on this and will provide some acknowledgement materials to you free of charge. We may on occasion ask churches to partner an event with us.
- **Annual donation** - 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 a Direct Debit form after the grant has been paid. Payment can also be made by cheque. The donation does not need to start until a year after payment of the grant and can be of any amount that is affordable. Many churches give between £50 and £100 a year, and some choose to raise the money by holding a coffee morning or a special collection. 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.
- **Friends** - We also ask that at least 3 members of the congregation join [the Friends of the National Churches Trust](#) for a minimum of 3 years. The annual membership fee is currently £30 per person per year by Direct Debit. We are building a strong membership base and creating a national voice for Christian places of worship, and we also offer a range of Friends benefits and special events.
- **Project Reporting** - We will request a brief project report with your payment claim, and a completed project evaluation survey via SurveyMonkey a year after your project completion. Failure to complete the forms will be breach of contract.
- **Opening times** - We ask that your place of worship is open to the public, beyond worship, for a minimum of 40 days a year, in line with other grant-giving bodies.
- **Closure** - The National Churches Trust must be notified immediately of any plans to end public worship in a building funded by us. If a building closes within five years of receiving a grant from us we can request the return of our grant.
- **Photographs** - We encourage all grantee churches to take photographs throughout their project to record the works which will be useful for this stage. We assume that we can use any images submitted to us for use on our website or in publicity. Therefore please gain any necessary permissions before sending us these and please provide credits where necessary.
- **Maintenance** - We ask that efforts will be made to ensure the ongoing maintenance of the building. We encourage churches to develop a maintenance plan if one does not already exist. Guidance on developing maintenance plans is available via our website [here](#).
- **Sharing information** - Sometimes we will contact your lead professional, and/or your denominational body, or possibly a Local Church Trust, to check details of your application or to notify them of an award. We will also contact press if you are successful. On occasion we are also asked by other funders to nominate projects for additional funding, or awards. You will be asked if you agree to this in the application form.

Grant Claims and Payments

When we make a grant offer we will send a letter with the terms and conditions (outlined above) and an explanation of how to claim the money. You will have two years in which to claim the grant. If work does not start in time to claim the grant, it will not be possible to extend the offer period.

You can claim payment of the grant at any time once work has begun (until the offer expiry date) once an amount equal to or more than the offered grant has been spent on the project.

You will be asked to submit the following (these may be subject to change):

- 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) A copy of the **permissions** given by your governing body for the works (e.g. Faculty including the description of the approved works, or the reference number for your permission from the Methodist Property Office and details of the District officer) and planning permissions where relevant.
- 3) A **pay-in slip or bank statement** for the place of worship's account with bank account name, number and sort code.
- 4) A completed copy of the **grant claim / project update form**.

Please allow up to 5 weeks for payment, which will be made by BACS.

After payment has been made and project monitoring

Thank you for your interest in applying to the National Churches Trust, we will use contact details you supply with your application form to keep you informed about the progress of your application. Please notify us of any changes in contact details.

If you are successful in being awarded a grant, we will look to publicise the award made and may ask you to supply quotes and additional photographs. We invest in projects because we are interested in helping your members, the building and its future as part of your local community.

We are keen to stay in touch and in addition the feedback form a year after project completion, we may from time to time contact you with brief questionnaires to find out how your place of worship is progressing and to help us assess the impact of our grants. These forms are 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.

In the meantime, we would like to keep you updated about our work and news that is affecting our sector. You can sign up for our monthly e-newsletter here:

www.nationalchurchestrust.org/news/sign-our-e-newsletter. You will also be asked in the online form (Question H4) if you are happy for us to contact you via post and/or email several times a year, with information that we hope you will find both informative and useful.

We can assure you that all of 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.

If you have any further questions please be in touch.

AND FINALLY – GOOD LUCK!

We look forward to receiving your application.

National Churches Trust

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Patron: Her Majesty The Queen

UK Registered Charity No: 1119845

Company Registered in England, Registration No: 6265201

