Treasure Ireland Community Grants 2020 – 2023

Guidance Notes

The Treasure Ireland Project has been made possible through the generosity of the following:

HERITAGE FUND

The Pilgrim Trust

National Churches Trust — For people who love church buildings

DfC — Department for Communities — www.communities-ni.gov.uk

For people who love church buildings

Contents

Introduction

We highly recommend reading this document <u>in full</u> before starting the online form.

This Grants Programme is part of the 3 year Treasure Ireland Project funded by the National Lottery Heritage Fund, The Pilgrim trust, The National Churches Trust and the Department for Communities. As well as grants, the Treasure Ireland Project includes a range of training, events and activities which will make it easier for you to look after your church building. If you want to be kept informed about the Treasure Ireland Project and upcoming opportunities and events, please sign up to the regular e-newsletter here: https://mailchi.mp/nationalchurchestrust.org/sign-up-for-our-treasure-ireland-e-newsletter

You will find the eligibility criteria, programme outcomes, details of how to apply and what supporting documents we require, as well as the terms and conditions of any successful grant application, on the following pages.

The Treasure Ireland Grants Programme is able to offer **grants of between £500 and £10,000** to Places of Worship in Northern Ireland for urgent and essential maintenance and repair projects **costing up to £100,000 (incl VAT).** Grants are available for a range of work including:

- Roof repairs;
- Rainwater goods maintenance and repairs;
- Lime mortar and masonry repairs;
- Stonework repairs;
- Repairs to window and door structures;
- Repairs to non-compliant lightning protection systems;

Grants will never exceed 50% of the project cost. Offers will be valid for upto 12 months

2022 application deadlines are: 5 October 2020 (for a decision in November)
2023 application deadlines will be: February (March decision), June (July decision) and October (November decision)

Find out more and apply online at: www.nationalchurchestrust/treasureireland

The Treasure Ireland Project supports Christian places of worship throughout Northern Ireland that can demonstrate strong community engagement and sound plans for economic viability.

Priority is given to projects that demonstrate well-developed plans for the building that are supported beyond the congregation, and into the future, and being led by a conservation accredited professional.

Applicants must meet all the eligibility criteria (see Section 1) to be progressed to the assessment stage. Sadly, we are unable to support every type and size of church project (see Section 2 for exclusions). We consider each application alongside a range of scoring criteria (see Section 4), and against other applications at the time of applying. The Grants Committee makes final decisions and meets three times a year. Deadlines are strict and missing one could mean waiting for up to six months for a decision. At the moment, decisions are not made between meetings. However, from 2021 projects costing upto £12,000 (including VAT) will be considered on a rolling basis with decisions being available within 6 weeks of application. Projects costing between £12,000 and £100,000 should still be submitted by the relevant deadlines and will be considered by the Grants Committee in the usual way.

As we cannot guarantee that you will receive a grant offer, we encourage applicants to start local fundraising and to apply for as many other grants as possible in the meantime. For further advice on other sources of funding, see our website and fundraising ideas: www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project.

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 grant programmes depend upon the income we receive and consequently our grants budget varies each year and between rounds. 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 www.nationalchurchestrust.org.

1.   Eligibility

The Treasure Ireland Project accepts applications from listed and unlisted churches, chapels and meeting houses built originally as places of worship more than 30 years ago, as long as they are open for regular public worship and are located within Northern Ireland. Congregations can be of any Christian denomination and must be the owners or have the right to carry out the work.

Applicants must meet the following eligibility criteria:

☐ The building must be a Christian place of worship (but not a cathedral) located within the UK, and originally built as a place of worship no less than 30 years ago. We do not fund works to converted buildings, church halls, or privately-owned churches - such as chapels within hospitals, hospices, schools, prisons and similar institutions.
☐ Works must be to the main church building.
☐ Applicants must be the owners or have the right to carry out the work. If the church is not part of a main denomination, or registered with Churches Together in Britain and Ireland, they must be a **registered charity**. Any place of worship whose annual income exceeds £100,000 must be registered with the Charity Commission.
☐ Buildings must be **open for regular public worship** for a minimum of 6 services per year. Buildings that have been closed to the public must have plans to reopen for regular worship and public access, and a congregation waiting to use the building on completion.
☐ Buildings must be open to the public for at least **100 days per year** in addition to worship within a year of project completion. Tell us if you will need to have special arrangements, such as keyholder details on display, in order to meet this requirement.
☐ Projects must be led, overseen and supervised by a suitably qualified professional, usually a professionally qualified architect (listed on the Register of Architects) or a chartered building

surveyor (MRICS or FRICS). Where the building is listed, the professional should have **conservation accreditation** from one of the following conservation accreditation scheme at the stated level:

- o **The Register of Architects Accredited in Building Conservation** (AABC). Architects should be listed at category 'A'.
- o **Royal Institute of British Architects** (RIBA). Architects should be listed as 'Conservation Architect'.
- o **Royal Institute of Chartered Surveyors** (RICS).
- o **Chartered Institute of Architectural Technologists** (CIAT). Listed at 'Accredited Conservationist' level.

☐ Work must not have started before the online application is submitted but must be achievable within 6 months of the grant decision being made;

☐ At least **50%** of the total project cost must be in place at the point of application;

☐ All necessary **permissions** must be approved, valid and in place at the point of application (e.g. approval from the Representative Church Body or, if this is not required, the minutes from the Trustees responsible for the building showing approval of the proposed work);

☐ There must be a maintenance plan in place for the church building. Further advice and maintenance plan templates can be found here: https://www.nationalchurchestrust.org/caring-your-building/regular-maintenance

☐ Applications must be received before the deadline and include all documentation requested. **Any documentation not supplied online must be received within 5 working days** or we reserve the right to reject the application.

In order to establish eligibility for the programme, you will be asked a series of questions at the start of any new application to us, reflecting the statements above. Please answer these honestly. Submitting an application that does not meet one of the criteria is likely to result in a rejected application.

2.   What we cannot fund

- Repairs to, or scheduled maintenance of boilers, clocks, organs, wall paintings, bells, monuments, fittings and fixtures and solar panels;
- Reordering, lighting, electricity, and AV;
- Works to boundary walls, paths, churchyards, churchyard monuments or car parks;
- Stained glass restoration (unless urgent repairs to window structure, or the building is no longer watertight),
- Installation of facilities or reordering,
- Construction of new places of worship or church halls.

3.   What we will prioritise

We only have a limited amount of funding available which unfortunately means that we can only support a proportion of the many deserving projects from which we receive applications. We therefore prioritise:

- Work to architecturally and historically significant buildings,
- Urgent structural repair projects (as identified in a recent QIR or building survey as required within two years), with a focus on buildings that are at risk,
- Places of worship that can demonstrate a suitable maintenance system is in place to protect our investment,
- Projects led by conservation accredited professionals,
- Places of worship with regular opening hours,

- Places of worship that can demonstrate strong community engagement and sound plans for economic viability.

4. Scoring criteria

- **Heritage** – the architectural significance of the building.
- **Need** - the problem that needs addressing - urgency of the project and the need for our funds; financial need as demonstrated by accounts; Index of Multiple Deprivation; funding shortfall.
- **Case for investment** – what is the case for our funding right <u>now</u>, in this round? Whether the project is ready to start; potential for the community to raise funds on the basis of its size and other funding needs in the area; if the building is identified as being at risk; partnerships; community support; opening times; priority areas.
- **Risk management & project planning** – the level of project planning undertaken e.g. all permissions secured and in date, tenders/quotes received through open tendering process, fundraising in place, consultation carried out, maintenance plan in place, and a lead qualified professional with high level of conservation accreditation. Level of contingency included within budget; annual maintenance spend; realistic time frames for funding or project delivery; financial condition of the church (sustainability risk).
- **Heritage & community impact** – how the application meets the required programme outcomes to show improvement and benefit to heritage, community and sustainability.

5. Programme outcomes - project impacts

We are interested to know what impact our funding will have on the churches, chapels and meeting houses we support. To achieve this applicants must demonstrate in Section F of the online form that they meet **at least <u>two</u> outcomes from beneath different headings, as listed below** (these reflect the National Churches Trust's strategy for 2019-23).

For example, an applicant may complete Qu. F1 (Preserving Heritage) addressing 1.1 – 'building will be in better condition', and, in Qu. F2 (Promoting Sustainability) address how the work meets point 2.2 - 'Building will be more secure for the future'. In this case Qu. F3 (Inspiring Support) will be left blank. Answers should be no more than 1000 characters (approximately 200 words) and should reflect the current phase as far as possible. We have provided some prompts below, but answers should be in the applicants' own words and may include other ideas.

Successful grant recipients may be asked to feedback on these during project evaluation.

1. **<u>Preserving Heritage</u>**
> **1.1** Building will be in better condition
> > o *E.g. removed from at risk register, watertight for another 100 years etc.*
> **1.2** Building will be better managed
> > o *E.g. maintenance plan in place, improved maintenance access etc.*
> **1.3** Building / heritage will be better understood
> > o *E.g. new website, revised guidebook, more interpretative material, new events etc.*

2. **<u>Promoting Sustainability</u>**
> **2.1** Building will be more suitable for wider community uses
> > o *E.g. work will enable more users to access the building, addressing local demand or gaps in services etc.*

- **2.2** Building / organisation will be more secure for the future
  - *E.g. changes will boost income / engagement with community, repairs will be met so no further outgoings, local partnerships etc.*
- **2.3** Problems will be diagnosed and / or projects well planned
  - *E.g. viability study/options appraisal/feasibility studies and public consultations informed proposals, business plan in place etc.*

3. **Inspiring Support**
- **3.1** Church will engage with more people
  - *E.g. changes will open opportunities to welcome more and/or different people as demonstrated by consultation etc.*
- **3.2** Increased opportunity for volunteering
  - *E.g. changes will engage with more volunteers, form new partnerships etc.*
- **3.3** Place of worship will be more financially viable
  - *E.g. changes will diversify income, managed income, repairs will avoid bigger issues in the future etc.*

6.   The online application form – what to expect

The **online application form** can be accessed after registering, with an email address and password, via the Treasure Ireland Project page of our website. Each of our grant programmes has its own online form which requires separate registration.

Applicants must first pass the **eligibility test** (as introduced in Section 1 above). Please ensure you answer the questions honestly 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.

If you have previously registered for the Treasure Ireland Grant Programme, or are returning to complete your form, enter your details where it says, 'Retrieve your application'.

The form is split into the following sections:

- **Essential Information** – Contact details and context
- **Heritage** – Architectural and historic significance
- **Need** – The problem that needs addressing
- **Case for Investment** – Why you need our funding and why now
- **Risk Management and Project Planning** – Project planning and fundraising to date
- **Heritage and Community Impacts** – How the project meets the programme outcomes to show improvement and benefit to heritage, community and sustainability
- **Additional Information** – To help inform our work going forward and to stay in touch
- **Supporting Documents** - See below. These help us verify information. Please still answer all the application questions in full and do not presume attaching a supporting document can replace an answer to one of the questions – any pertinent information must feature in the form to ensure it is seen by the Grants Committee.

The following supporting documents are requested on the final page of the online form. Please ensure you send us all of the documentation we require using the links on the form, or via email to: treasureireland@nationalchurchestrust.org **within 5 working days of your submission**, or we will reject your application. Please include the name and location of the place of worship, and the application reference (supplied on submission), into the title bar.

The supporting documents are a vital part of your application, but don't assume that we will find all the most relevant and persuasive details contained within them. Please ensure any such key

information is contained within the body of the application form. The supporting documents will be used for checks and clarifications. See tips in <u>Section 7</u> below. **Those marked '*' are mandatory.**

➢ **Quotes*** – Applicants must provide <u>at least two</u> competitive tenders or quotes for the work they are applying for (identifying the preferred quote)
➢ **Accounts*** – A copy of your most recent set of audited, signed or independently examined, annual accounts to help us understand your financial situation (these should include the independent examiner's report)
➢ **Friends' Accounts** – If there is a Friends' group, a copy of its most recent accounts
➢ **Condition or Survey Report*** – A recent condition or survey report, or Quinquennial Inspection Report (or extract of it) that highlights the issues that require attention and their urgency
➢ **Permissions*** - documentation from the governing body that gives permission to carry out the proposed work
➢ **Buildings at risk register entry** – If your building is on the Heritage at Risk Register (<u>https://apps.communities-ni.gov.uk/Barni/</u>) , a copy of the entry
➢ **External and Internal Images*** – A separate exterior and interior image in jpeg format of between 1MB and 5MB. We will use these if the application is successful for publicity purposes, and the Grants Committee may also review the images. Please avoid sending Word documents or PDFs. <u>Please ensure you have permissions to use the images in place before sending them to us and make it clear if any credits are required.</u>
➢ **Maintenance plan*** - A copy of your annual maintenance plan as regular maintenance is one of our priorities. This is an annual timetable of steps regularly taken to keep the building and grounds in good order. For advice about maintenance, our website has advice and resources here: <u>www.nationalchurchestrust.org/maintenance</u> and also on our MaintenanceBooker website <u>here</u>. Information and templates can also be found in the SPAB Faith in Maintenance toolkit <u>here</u>. If you haven't already got one in place, we advocate compiling one during your project and we will ask again at the payment stage
➢ **Copy of a paying in slip*** - for the place of worship's bank account
➢ **Plans** – plans of the proposed work if available – expected for larger repair projects
➢ **Additional information** – anything further you would like to attach

7.   The online application form – how to complete it

General Guidance:

To fill out the online form, work through each page answering every question as best you can.

To save - the form can be saved by proceeding to the next page, or clicking 'Exit (Autosave)', and it can then be returned to at any time.

To return and continue – to continue a started application return via the link on the website (making sure you are on the correct grant programme page) or click here and enter your registration details into the 'Retrieve your application' box.

To print - you can print the form at any time. When you log-in to the application portal and see a list of your applications, select 'View' (rather than 'Continue'), and then select 'Print'.

To submit - once you have completed Section H of the form, click **"Next"** this will produce a summary of your answers for you to check. If you are ready to submit your application, choose "**Submit**" at the bottom of the page. Choose "**Amend**" if you wish to edit any text. Follow the same procedure again, clicking "**Next**" to proceed through all the pages and, once satisfied, select "**Submit**". You will receive a copy of your application by email along with a reference number. Only at this stage will we know about your application or be able to view it. Once it is

submitted you cannot 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 at: treasureireland@nationalchurchestrust.org

Help - Help and additional guidance is available within the online form wherever you see a red question mark **"?"**. Left click on the symbol to open a help screen.

Web links. Most web addresses within the form's help text are not hyperlinks. Please copy and paste the links into a web browser.

Questions marked * are mandatory and all applicants must 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 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.

Character counts – 255 characters is approximately 40 words; 500 characters is approximately 100 words; 1000 characters is approximately 200 words; 2000 characters is approximately 300 words. You can review your character count in Word in the same section that the word count function can be found.

Entering numbers - Where figures are required, these must be rounded up to the nearest whole number and must not include a '£' sign or any punctuation. E.g. £1349.85 will be '1350'

Second attempt applications - If you are submitting a new application having previously been refused, please assume the case is being assessed for the first time and resubmit all the information we require ensuring it is up to date as we cannot guarantee that the same staff member will review the application. Also please be sure to address any feedback sent in your refusal letter. Failure to do so is likely to result in another unsuccessful outcome. We cannot guarantee that any reapplication will be successful and would only expect to receive a reapplication if a change has been made (such as a change to the project cost, income or proposal), or you have been encouraged to do so in your previous refusal letter.

Specific guidance to support particular application questions:

Question C1 - Project Description – a description of THIS PHASE of work including the anticipated project start date and the estimated timescales

Question E5 - 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 application is still pending, include the estimated decision notification date in the description box. If you have been notified of an award, though await payment into your account, this can be listed under 'secured'. Please notify us of any grant awards you receive during the assessment period.

Question E6 – Project Costs - includes a table to complete. To do so, type into the first blank column called 'Description', a description of the cost e.g. architect's fees, or installation of kitchen, etc. Include 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 recommend projects to have a contingency figure of 10% to 15%, depending on the level of risk associated with the project. Information about associated works should be included with the project costs if it is all one project and/or one phase. However, **the committee will look at the cost of eligible works in particular.** If a significant portion of costs are ineligible, or ineligible costs just bring the project over the eligibility threshold for

the programme, we may reject the application or score the case for investment lower. The Trust will not award grants where projects already appear to be fully funded. We do not expect places of worship to completely exhaust their reserves. Project costs presented to us that are based on returned tenders will demonstrate a better case for risk management. We expect all applicants to follow an open tendering process and we may request evidence for this.

VAT - When we review your project income, 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, maintenance and alterations (including kitchens and toilets). Although you can only apply to the LPWGS once you have a contract in place and work has started we currently calculate this as 100% of the full amount of the VAT on the project and will include it in your project income – unless we are notified otherwise. For cash flow purposes note that you will have to make the full payment initially before reclaiming, however claims can be submitted once invoices are in excess of £1,000 excluding VAT and within 12 months of their issue date. For up-to-date information about the scheme and eligibility of items, please click here, or call 0845 013 6601. The scheme is currently guaranteed until 31 March 2021.

Question E7 - **Grant Amount** - We ask what size grant you would like. This should be between £500 and £10,000. Note that 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 above). Your grant request should not exceed 50% of the project cost or be larger than the shortfall. If your application is successful, we cannot guarantee that you will be awarded the full sum requested as this will depend upon the budget available to the Grants Committee. Applicants requesting £10,000 will need to demonstrate excellent case of investment and value for money.

Section F: Impact – Describe the impacts of your project and how it meets our programme outcomes (see **Section 5** above). The information helps us to understand the value for money of our grant award and the benefits your project will bring. We wish to allocate our limited resources to the places where we know it is going to make the biggest difference and to those which align best with our aims too.

Section H: Supporting documents (see advice in Section 6 above) - You will be asked to upload supporting documents on the final page of the online form. 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. If you upload the wrong document you can browse and reselect again, but you cannot clear a field entirely. 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. If you have difficulties or you are unable to provide the documents, or you have additional documents you wish to send, you must email these to us **within 5 working days** at: grants@nationalchurchestrust.org. Please ensure that you include the name and location of the place of worship, and the reference number, in the title bar. Failure to supply required documentation within 5 days could result in rejection.

8. After submission

In some cases, we may contact a lead professional (if given) to check details of your application - such as project costs and project description - or the denominational body, or local Churches Trust, for their knowledge of the scheme.

Those applications who pass our eligibility criteria will be assessed against our **priorities and scoring criteria** (see **Section 3** and **Section 4**) and also against other applicants in the round. We will look at the benefits and surrounding circumstances of each project, the outcomes it proposes, and we will also consider the funds available to us at that time. In 2020 the final decision on all applications will be made by the Grants Committee in October. From 2021 onwards decisions on projects up to £12,000 (including VAT) will be made on a rolling basis and

decisions on projects over £12,000 (including VAT) will be made by the Grants Committee three times a year (deadlines and approximate decision dates are on the relevant programme page of the website www.nationalchurchestrust.org/treasureireland).

Due to the volume of applications we receive we cannot guarantee that we will be in contact between receiving your application and us reporting the outcome of a grant decision.

The Northern Ireland Grants Committee comprises independent experts from church and heritage sector backgrounds. Once a decision is made by the Committee it cannot be reversed.

9.   Conditions of a grant award

We will usually contact you by email or post within three weeks of a Grants Committee meeting with news of your application. This could be up to five months from the date of your application to us. Some applications, usually those that do not meet our eligibility requirements, may hear from us sooner. Due to the volume of applications we receive, we will not accept late submissions and we are unable to read submissions in advance. We can however answer simple queries.

Grantees will need to agree to the following terms and conditions:

1. Submit details for free to the ExploreChurches website
2. Project led by a qualified professional with conservation accreditation if the building is listed
3. Open for at least 100 days a year beyond worship, within a year of project completion (tell us if you will need to have special arrangements, such as key holder details on display, in order to meet this requirement)
4. Acknowledge the Treasure Ireland grant in printed materials and on a website, and help publicise the award – logos and materials will be provided
5. Return a feedback report on completion of the project
6. If the place of worship is closed for worship within 10 years of receiving payment of a grant award, report this to the National Churches Trust without delay. We may request full or partial repayment of the grant
7. Payment claims for projects over £12,000 will need to be supported by the production of an architect/or surveyor's interim or completion certificate showing that relevant work in excess of the grant award has been carried out. Payment claims for projects under £12,000 can be supported by either a completion certificate or invoice(s) from the preferred contractor. The terms of the grant must be met before payment will be released.

These terms and conditions are subject to change. The grant offer letter will contain the most up to date version.

Further funding and final comments

On occasion we may be able to help you secure additional funding from other funders who we partner with and who, from time to time, invite us to make recommendations to them. Question G2 asks for your permission for us to share details of your application with those that we think are relevant when the opportunity arises.

If you have any additional questions please visit the FAQs page of our website www.nationalchurchestrust.org/grants-faqs or contact the Treasure Ireland Team via email: treasureireland@nationalchurchestrust.org or telephone: 020 7222 0605.

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 see: www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project

You can stay in touch with the work of the National Churches Trust 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 (G3), though the best way to ensure you stay in touch is to subscribe as a Friend. 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. However, please note that if you are successful in your application contact details will be added to our database in order for us to monitor the grant. You can review our privacy policy here: www.nationalchurchestrust.org/privacy-policy

Common Acronyms

AABC	Architects Accredited in Building Conservation
ARB	Architects Registration Board
AV	Audio-visual
CTBI	Churches Together in Britain and Ireland
DAC	Diocesan Advisory Committee (specific to Church of England)
IMD	Index of Multiple Deprivation
LPWGS	Listed Places of Worship Grant Scheme
NCT	National Churches Trust
RIBA	Royal Institute of British Architects
RICS	Royal Institute of Chartered Surveyors
UK	United Kingdom
VAT	Value Added Tax
UK Home Countries Heritage Bodies	Department of Communities Northern Ireland, Historic Environment Service (Cadw), Historic England, Historic Environment Scotland