

Medium grant guidance note

Introduction

We highly recommend reading this document before starting the online form.

On the following pages you will find the eligibility criteria, programme outcomes, details of how to apply and what supporting documents you will need, some top tips, as well as the terms and conditions of any successful grant application.

The National Churches Trust supports Christian places of worship throughout the United Kingdom 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.

If you are still looking for the answer to something when you get to the end, you could also try our [FAQ page](#).

Medium grant programme

This programme supports:

- **urgent and essential maintenance and repair projects** costing between £20,000 and £80,000 including VAT;
- costs towards **project development** - developing a church building project such as feasibility studies, options appraisals, investigative work and development work up to RIBA Planning Stage 1. [Click here](#) to read additional information for project development applicants.

We can offer grants of **up to £10,000**. Our grants will never exceed more than 50% of the cost. Offers are valid for two years.

Find out more and apply [here](#).

To continue an application you have already started please click [here](#) to access the application site.

Correct as of 20 November 2024.

Please ensure you check our website regularly. Grant programme information may be tweaked over time, please check [our website](#) for latest information.



Eligibility

Applicants must meet all the eligibility criteria. We consider each application alongside a range of scoring criteria and against other applications at the time of applying.

- Congregations can be of any Christian denomination and the building can be listed or unlisted.
- The building must be a **Christian place of worship** located within England, Wales, Northern Ireland, Scotland, the Isle of Man or the Channel Islands
- The building must originally have been constructed as a place of worship and must be no less than 30 years old.
- 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.
- The proposed works must be to the **main church building** or an extension of it.
- 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, it 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 six 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 of the works.
- Buildings must be open to the public for at least **100 days per year** in addition to worship times, or within a year of project completion. Tell us if you will need to have special arrangements in order to meet this requirement, such as keyholder details on display. Priority will be given to those with regular opening hours.
- Repair 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**. Usually professionals should hold conservation accreditation from one of the following:
 - [The Register of Architects Accredited in Building Conservation](#) (AABC) listed at category 'A'.
 - [Royal Institute of British Architects](#) (RIBA) listed as 'Specialist Conservation Architect'.
 - [The Royal Incorporation of Architects in Scotland](#) (RIAS) listed as 'Advanced'.
 - [The Royal Institute of the Architects of Ireland](#) (RIAI) listed as 'Grade I'
 - [Royal Institute of Chartered Surveyors](#) (RICS) listed as 'Conservation Accreditation'
 - [Chartered Institute of Architectural Technologists](#) (CIAT) listed as 'Accredited Conservationist'.

Depending on the nature of the work, the following may also be considered:

- [Royal Institute of British Architects](#) (RIBA) listed as 'Conservation Architect'.
- [The Royal Incorporation of Architects in Scotland](#) (RIAS) listed as 'Accredited'.
- [The Conservation Accreditation Register of Engineers](#) (CARE)
- [The Chartered Institute of Builders](#) (CIOB) Building Conservation Certification Scheme listed as 'Certified' or 'Proficient'
- **Work must not have started** before the online application is submitted but must be achievable within 2 years of the grant decision being made.
- You must have secured at least **50%** of the funding for the project you are applying to us for before you submit your application to us (please contact us if you need fundraising advice).

- ❑ Repair projects must have all necessary **permissions** in place before you apply to us. This could include permits from your governing body i.e. Faculty signed off by the Chancellor, List B Archdeacon's consent (most common consent for maintenance applications at Anglican churches), Property Consent, Listed Building Advisory Committee authorisation or a Trustee minute. If consent is not required we would still like to see a PCC minute noting the work and the Committee's approval.
- ❑ **2 quotes** must be in place.
- ❑ 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.

What we cannot fund

- Repairs to, or scheduled maintenance of boilers, clocks, organs, wall paintings, bells, monuments, fittings and fixtures and solar panels;
- Heating, lighting, and AV;
- Reordering or installation of facilities;
- Construction of new places of worship or church halls;
- Works to boundary walls, paths, churchyards, churchyard monuments or car parks;
- Stained glass restoration (unless urgent repairs to window surrounds or lead comes, or the building is no longer watertight);
- Regular inspection surveys, Quinquennial Inspection Reports, consents, planning permission fees;
- Existing staff costs;
- Training in maintenance skills/knowledge;
- Redecoration;
- Replacement of historic fabric with new materials unless supported by your statutory heritage body e.g. Historic England.

What we will prioritise

- Work to architecturally and historically significant buildings;
- Urgent/essential maintenance and repair projects as evidenced in a recent QIR, building survey or condition report;
- Places of worship that can demonstrate a suitable maintenance system is in place, including maintenance plan, to protect your building and our investment;
- Places of worship with regular opening hours;
- Places of worship that can demonstrate strong community engagement and sound plans for economic viability.

Although not listed as distinct priorities, it is important to us to continue to attract more applications from non-Anglican denominations and to ensure our funding has geographic spread. This can play into our grant making decisions.

Programme outcomes

We want to see churches open and in regular use, available to all. In order to ensure our funding is focused to achieve the greatest impact, and that we are meeting our two key goals outlined in our current strategy, applicants should demonstrate how their project will address these. We also ask about environmental sustainability and community and social outcomes. We recognise that Medium grant applicants will have less to write than our Large grant applicants.

- Church buildings being well maintained, adaptable and in good repair
 - *E.g. avoid costly major repairs, removed from at risk register, watertight for another 100 years, improved maintenance access, improved maintenance plan etc.*
- Church buildings being sustainable, open and welcoming
 - *E.g. work will ensure regular worship and activities can continue; work will allow us to open the door to visitors; work will enable more users to access the building, address local demand or gaps in service, changes will diversify income, changes will open opportunities to welcome more and/or different people, changes will engage with more volunteers, form new partnerships etc.*

Scoring criteria

- **Heritage** – the architectural significance of the building.
- **Need** – the problem that needs addressing - urgency of the project due to condition or limitations, 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 now, in this round? Whether the project is ready to start; if there is a pending funding deadline or an existing grant about to expire; 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 or other significant projects in the area; opening times.
- **Risk management & project planning** – the level of planning undertaken e.g. tenders/quotes received, funds in place, maintenance plan in place, suitably qualified professional leading the project if relevant; Annual maintenance spend; realistic time frames; financial condition of the church (sustainability risk).
- **Heritage & community impact** – how the application meets the required programme outcomes to show improvement and benefit.

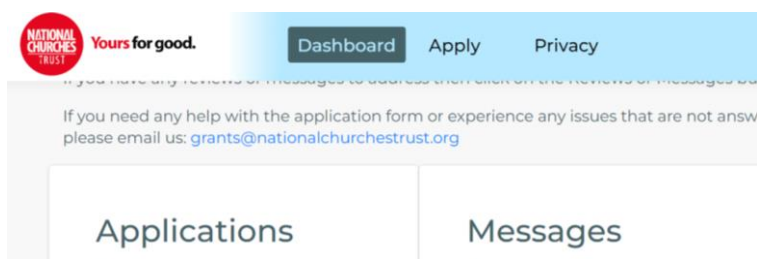
Using our application portal



The online application form can be accessed [here](#). The first time you use the site you will need to 'Register' – when you next access the site, you will go to 'Login'.

When you register a validation email will be sent to your inbox. Check your junk mail if it doesn't arrive. It may take a few minutes.

When you access the site you enter a dashboard. Select 'Apply' at the top of the screen, then 'Start a New Application'. Then select 'New Application' under Medium Grants.



You will first need to answer the eligibility quiz. If you pass you will proceed to the Application Form via a Privacy Statement. If you fail you will be sent back to the start of the quiz.

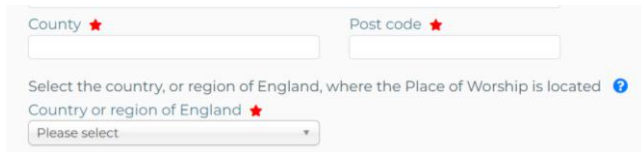
The online application form

Click on each of the sections to access the questions. When you click on the next section the form will automatically save. Try to answer as much as you can.

FIRST TELL US ABOUT YOU
TELL US ABOUT YOUR PLACE OF WORSHIP
HERITAGE
NEED
CASE FOR INVESTMENT
RISK MANAGEMENT & PROJECT PLANNING
OUTCOMES
AND FINALLY
REVIEW AND SUBMIT

You may wish to work on the form over a number of sittings. When you re-enter the portal you will need to select 'Continue this application'.

Mandatory questions are marked with a red star. Help text is available where there is a blue question mark.

A screenshot of a web form with two input fields at the top: 'County' and 'Post code', both marked with a red star. Below these is a text instruction: 'Select the country, or region of England, where the Place of Worship is located' followed by a blue question mark icon. Underneath is a dropdown menu labeled 'Country or region of England' with a red star and the text 'Please select'.

There are a number of uploads required throughout the application – you will need these available to upload when prompted, preferably as PDFs – if you don't have these available please send them to us via the 'Messages' section in your portal within the next 5 working days, or email us at grants@nationalchurchestrust.org

- **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. If the income exceeds £100,000 you will need to be registered with the Charity Commission, or provide evidence that you are in the process of registering.
- **Friends' Accounts** - If you have a Friends' group, a copy of its most recent accounts.
- **1 external image and some more of the issue** – A separate exterior image, and some more just of the main issue, in jpeg or pdf format of up to 10MB. We will use these in the assessment papers for our Grants Committee and, if the application is successful, for publicity purposes. 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.
- **Maintenance plan** - Regular maintenance is one of our top priorities, so we ask for a copy of your annual maintenance plan and, if you haven't already got one in place, grant recipients will be required to produce one as a condition of an award and before payment will be released. Maintenance plans are an annual timetable of regular steps to keep the building and grounds in good order. We have templates for you to edit, and advice and resources on our website [here](#).
- **Permissions** – A copy of the permission from the governing body i.e. Faculty signed off by the Chancellor, List B Archdeacon's consent (most common consent for maintenance applications at Anglican churches), Property Consent, Listed Building Advisory Committee authorisation or a Trustee minute. If consent is not required we would still like to see a PCC minute noting the work and the Committee's approval.
- **Quinquennial Inspection or Building Survey or Condition Report** – A recent QIR or building survey report that clearly highlights the issues that require attention and their urgency.
- **Specification of works** – mainly for repair applicants - compiled by the lead professional and detailing the work that will be done, preferably costed or the tender report.
- **A brief** for any professional work – mainly for project development applicants - if relevant to the project phase seeking funding. If funds are to support a new temporary post we will also need to see evidence for an open recruitment process.
- **2 Quotes** – applicants must provide **at least two** competitive tenders or quotes for the work they are applying for (identifying the preferred quote).

- **Architect/surveyor letter** – we would like to see a letter of support from a qualified professional architect or surveyor that confirms the need for the work being done and shows approval of the solution outlined in the preferred quote.
- **Additional information** – anything further you would like to attach e.g. leaflets, activity plan etc.

Once you have completed the form – review what you have entered (you can edit anything you need)

Any fields not yet completed will be marked 'Required'. You will need to select 'Edit' and complete the missing fields, then return to the Review panel.

Once all required information has been provided a tickbox will appear at the top of the panel to check that you understand our privacy policy. You can then press 'Submit'.

You will receive an automatic email and a message inside your application portal under 'Messages'. The current status will show when you select the application in your dashboard, under 'Progress'.

Once you have completed the form your progress will show like this:

Tips on using the online application forms

Printing. If you select the 'Submit and Review' tab – a printer icon in the top right corner will appear. Select this to either print, or save as a PDF.



Read-only. This form has been submitted. Print this form print

First tell us about you
St Test - (?)

Web links. Not all web addresses are hyperlinks. You may have to copy and paste links into a web browser.

Questions marked with a red star * 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 and word counts – these will either be stated by the box or appear as you start writing. Please ensure there are no double spaces or spaces before punctuation, as these may be counted as additional words.

6f When is the building open to visitors outside of worship use? ?

Opening hours outside of worship use: ★

0 characters / 800 Required field

7c Outline the case for receiving National Churches Trust funding now

Case for our funding ★

0 words / 250 Required field

File uploads – the maximum file size for a single upload is 10MB. If you are having difficulty uploading files please try removing spaces and punctuation from the file name.

Tables – It is very important that the project cost and income tables are completed. We will not be able to assess your application without this information. For project costs, click 'Edit' on the line and enter a short description if required, the cost and the VAT, then click 'Save', and move onto the next line. For project income, click the plus button, complete the details in the same way, then click Save. For more tips on completing the tables, please see '[Completing the Project Cost and Project Income Tables](#)' below.

5f Please complete the project cost table.

Project costs	Description	Cost	Total	
Project costs: Professional fees	Description: Fees			
Cost: 10	VAT: 10			
				<div>Save</div> <div>Cancel</div>
Repair and conservation work		40.00	40.00	Edit <div>***</div>
Development costs	reports	10.00	20.00	Edit <div>***</div>
Contingency			0.00	Edit <div>***</div>
Inflation			0.00	Edit <div>***</div>
Other			0.00	Edit <div>***</div>
		60.00	80.00	

5n Please complete the project income table.

+

Income stream	Description	Unsecured funds	Secured funds	
Income stream: <input type="text"/>	Description: <input type="text"/>			
Unsecured funds: <input type="text"/>	Secured funds: <input type="text"/>			
				Save Cancel
lpwg		10.00	10.00	Edit Delete
other		10.00	10.00	Edit Delete
		20.00	20.00	

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 any previous 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.

Question tips

2c: Country/Region: Please select the country, or region of England, that the place of worship is located in. For places of worship in England please follow the following system:

- EAST MIDLANDS: Derbyshire, Lincolnshire, Leicestershire, Northamptonshire, Nottinghamshire, Rutland
- EAST: Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Suffolk
- LONDON
- NORTH EAST: Durham, Northumberland, Tyne and Wear
- NORTH WEST: Cheshire, Cumbria, Greater Manchester, Lancashire, Merseyside
- SOUTH EAST: Buckinghamshire, Berkshire, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey, Sussex
- SOUTH WEST: Bristol, Cornwall, Devon, Dorset, Isles of Scilly, Gloucestershire, Somerset, Wiltshire
- WEST MIDLANDS: Herefordshire, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire
- YORKSHIRE

3a: The listing grades in England, Wales, Northern Ireland and Scotland are as follows:

- England: I / II* / II Check here: <https://historicengland.org.uk/listing/the-list/>
- Wales: I / II* / II Check here: <https://cadw.gov.wales/advice-support?lang=en>
- Northern Ireland: A / B+ / B / B1 / B2 Check here: www.communities-ni.gov.uk/services/buildings-database

- Scotland: A / B / C Check here: www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/search-for-a-listed-building/

6a: Repair projects must be led by a suitably qualified professional: a professionally qualified architect (listed on the [Architects Register](#)), or a chartered building surveyor (MRICS or FRICS). Where the building is listed, the professional should also belong to one of these conservation accreditation schemes:

- [The Register of Architects Accredited in Building Conservation](#) (AABC) listed at category 'A'.
- [Royal Institute of British Architects](#) (RIBA) listed as 'Specialist Conservation Architect'.
- [The Royal Incorporation of Architects in Scotland](#) (RIAS) listed as 'Advanced'.
- [The Royal Institute of the Architects of Ireland](#) (RIAI) listed as 'Grade I'
- [Royal Institute of Chartered Surveyors](#) (RICS) listed as 'Conservation Accreditation'
- [Chartered Institute of Architectural Technologists](#) (CIAT) listed as 'Accredited Conservationist'.

Depending on the nature of the work, the following may also be considered:

- [Royal Institute of British Architects](#) (RIBA) listed as 'Conservation Architect'.
- [The Royal Incorporation of Architects in Scotland](#) (RIAS) listed as 'Accredited'.
- [The Conservation Accreditation Register of Engineers](#) (CARE)
- [The Chartered Institute of Builders](#) (CIOB) Building Conservation Certification Scheme listed as 'Certified' or 'Proficient'

4k: Explain what is the problem that needs addressing - does it have to be done? What is the urgency of the project alongside the need for our funds? Also, the financial need which may be demonstrated by the accounts and lack of unrestricted reserves. We will review the Index of Multiple Deprivation for the area - explain what impact the scale of deprivation has on fundraising capacity and why you still need our limited funds.

5r: What is the case for our funding this project right now? Whether the project is ready to start with permissions in place and this is the final bit of funding required; if there is a pending funding deadline or an existing grant about to expire; what the potential is for the community to raise funds on the basis of its size and other funding needs in the area / if other bodies are fundraising locally; if the building is identified as being at risk; if there are local partnership arrangements, or other significant projects in the area.

Completing the Project Cost and Project Income Tables

Project Cost Table

The project cost table should show the total cost of your project, broken down into the categories listed. Please include the total costs for the project or phase, even if some elements are not eligible for our funding.

Tips:

- Please enter whole numbers with no punctuation (the system will automatically add commas to large numbers).
- The 'cost' column should contain the cost excluding VAT.

- The VAT column should contain the VAT you expect to pay. Please do not enter the rate of VAT or the cost including VAT in this column. Please enter VAT even if you expect to claim it back.
- The 'Total incl. VAT' column will automatically populate with the sum of the Cost + VAT columns
- Please ensure that you include a contingency allowance within your budget
- The 'Other' row can be used for any costs that do not fit with the other rows. Please do not use this row for VAT.

For example, a completed table might look like this:

Project costs	Description	Cost	VAT	Total	
Professional fees	Architects fees	1,000.00	200.00	1,200.00	Edit
Repair and conservation work	Roof repairs	10,000.00	2,000.00	12,000.00	Edit
Development costs				0.00	Edit
Contingency	10% of repair costs	1,000.00	200.00	1,200.00	Edit
Inflation	5%	500.00	100.00	600.00	Edit
Other				0.00	Edit
		12,500.00	2,500.00	15,000.00	

Project Income

The project income table should show the fundraising that has already been carried out for the project. Click the + button in the top right to add a new line. Please add as many lines as required to give a clear breakdown of the funding.

Tips:

- Please enter whole numbers with no punctuation (the system will automatically add commas to large numbers).
- Unsecured funds are funds which are not yet confirmed, such as pledged donations or grant applications which are pending a decision.
- Secured funds are funds which are confirmed, such as donations that have been received or grants for which you have received an offer letter.
- If you intend to commit funding from reserves it should be listed in the table.
- The Income Stream column should contain a headline description of the funding source – for example 'Grant' or 'Local Fundraising'.
- The description column can be used to add detail, such as the name of the grant funder, although please keep this brief. If some funds are allocated to specific elements of the project this information can be entered here.

For example, the table could look like this:



Income stream	Description	Unsecured funds	Secured funds	
Local fundraising			10,000.00	Edit Delete
Grant	Local Landfill Grant		5,000.00	Edit Delete
Grant	Local churches Trust	10,000.00		Edit Delete
LPWGS	VAT reclaim		20,000.00	Edit Delete
		10,000.00	35,000.00	

Additional funding

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. To be considered, be sure to indicate interest in question 8c of the form.

Wolfson Foundation Fabric Repair Funds: We currently administer church repair funding on behalf of the Wolfson Foundation. Eligible applications made through our Medium grant form will be considered for an additional award from Wolfson of up to £10,000.

To be eligible, churches must be listed Grade I or II* in England or Wales, Grade A or B+ in Northern Ireland or Grade A or B in Scotland. Projects must be for urgent and essential repair works. Wolfson funds cannot be allocated towards overheads, administrative costs, enabling or demolition work, work that has started before a grant offer, or VAT. Information is also on our website [here](#).

Additional information for project development applicants

Our aim is to help churches develop appropriate, high quality, well researched projects before approaching a major grant funder. A grant may be used to fund investigative works to better understand problems affecting fabric, or to assess opportunities and scope for works, such as through a feasibility report, options appraisal or business plan, with a view to preparing a capital project that would be eligible for our Large grant programme. We will not fund projects that are already in a development stage funded by a major grant funder, or work that exceeds RIBA Planning Stage 1. To find out more visit <https://www.architecture.com/knowledge-and-resources/resources-landing-page/riba-plan-of-work>.

Grants could be used to cover the cost of professional support to conduct condition surveys (not Quinquennial Inspection Reports) or draft the key documents required by funders such as activity plans, or the cost of employing a Project Manager to oversee professionals and prepare funding applications.

Examples of specific items up to the equivalent of RIBA Planning Stage 1 (preparation and brief), include:

- o Architectural plans and costings (not beyond RIBA Planning Stage 1)
- o Condition surveys
- o Governance advice and training

- Business planning
- Conservation statements
- Public engagement or activities advice

If your application includes staff time: The person should not be a member of the governing body of the place of worship. For external appointments, the organisation should advertise on the open market, interview at least two candidates and operate an equal opportunities policy. A brief outlining the tasks and responsibilities of the Project Manager should be submitted with the application. It should be clear and have a distinct division of responsibilities between the Project Manager, the clergy/churchwarden and the wider professional team.

If your application includes work to be carried out by an architect or surveyor at this stage: they must have [conservation accreditation](#) if the building is listed. There must be proof of tendering within the last 5 years.

What happens next?

Your application will be assessed by officers against our priorities, scoring criteria and impacts, and against other applicants in the round. We may request further information via the Messaging service inside your application portal – we recommend checking the portal regularly, although you should receive an email alert if you are sent a message.

We will usually contact you by email or post within two weeks of a Grants Committee meeting with news of your application. Grantees will need to return a signed acceptance form within 60 days. The latest conditions of the grant will be laid out in the offer documents. These are likely to include:

1. Submit details for free to the [Explore](#) section of our 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;
4. Acknowledge the National Churches Trust grant in printed materials and on a website, and help publicise the award;
5. Return a feedback report a year after project completion;
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. Claim the grant within 2 years of the decision date.

Payment claims

This will be outlined in the offer letter in terms of process and what supporting information we require. It will include returning a payment claim form with information about the project and its impact. Claims will need to be supported by an architect or chartered surveyor's interim certificate or, for project development grants, invoices and copies of any reports produced with the help of our grant. If on

receipt of invoices, costs have reduced, we will reduce our grant offer to 50% of costs incurred, excluding VAT.

Final comments

If you have any additional questions please visit the [FAQs page](#) of our website or contact the Church Engagement Team via email: grants@nationalchurcheistrust.org or telephone: 020 7222 0605.

In the meantime we encourage you to look at other sources of funding, useful information can be found on our [website](#).

You can stay in touch by signing up to receive [our monthly e-newsletter](#). You can also subscribe as a [Friend](#).