



The Pilgrim Trust



Foundation Grants 2019 - 2023

Guidance notes for maintenance work

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For people who love church buildings

National Churches Trust

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Introduction

We highly recommend that you read this document in full before starting the online application form.

You will find the eligibility criteria, our priority areas, 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.

Our Trustees review the Grants budget on an annual basis. In 2020, the Foundation Grants Programme is able to offer grants of between **£500 and £5,000** to Places of Worship for:

- Urgent maintenance works and items identified as high priority within a recent Quinquennial Inspection Report or survey report;
- Small investigative works and surveys.

The project cost should not exceed **£10,000** (excluding VAT) and grant offers will never exceed 50% of the project cost. Please note that we cannot always offer the full amount requested. Decisions will be made on a rolling basis until the end of October 2020. We aim to notify applicants of a decision within 6 weeks of submission, providing all documents are in place. Offers will be valid for one year.

Find out more at: www.nationalchurchestrust.org/foundationgrants

We aim to support congregations and local communities to look after and build a sustainable future for their church buildings. The National Churches Trust supports Christian places of worship, throughout the United Kingdom, the Isle of Man and the Channel Islands, that can demonstrate strong community engagement and sound plans for economic viability. Priority is given to projects that demonstrate support beyond the congregation, and into the future.

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.

Foundation Grants

A problem identified with current funding focused on large scale, urgent capital repairs is that churches are often incentivised to wait until problems get very bad before seeking large repair grants from funders. Although there will always be the need for grants to repair structural fabric that comes to the end of its useful life, The National Churches Trust, with the support of The Pilgrim Trust, want to help churches address small problems before they turn into large repairs.

Under a proactive maintenance approach, a grant from the National Churches Trust, in partnership with the Pilgrim Trust, will allow interventions to investigate or address small problems, **costing upto £10,000 (excluding VAT)** before a major building component fails. Central to this approach is controlling building deterioration rather than reacting to it. Control is gained by improving understanding of building pathology issues, improving access to high level and below ground systems, and performing proactive maintenance - anticipating / addressing minor failures to bring a building back to normal wear conditions at a nominal cost.

As a guide, the following projects would be eligible for funding under the **Foundation Grant programme**:

- Addressing access issues to high level to allow volunteers or professionals to perform regular inspections or maintenance of roofs and rainwater goods
- Introducing improvements to rainwater systems, such as introducing overflow spouts or installing wider-diameter gutters and downpipes
- Removing inappropriate vegetation growth from buildings that threaten historic fabric or rainwater management systems
- Replacing faulty or damaged gutter systems
- Repairing or enhancing damaged or inadequate ground drainage
- Investigating, repairing or installing soakaways
- Addressing lost, damaged or slipped roof tiles
- Addressing pest infestations
- Renewing, re-fixing or repairing flashings
- Replacing broken floor tiles
- Addressing masonry/brickwork issues and repointing
- Fitting new louvres and bird mesh in tower openings
- Internal repairs to ceilings and walls.
- Electrical work where there is evidence of a significant risk, such as fire or health and safety risk, from not carrying out the work

In addition, if you know that there is an issue within your church but you are unsure what the cause of the issue is, then a Foundation Grant could help fund small investigative works and/or surveys to help plan the way forward.

You may have other ideas and we are open to applications including different types of maintenance and small repair initiatives provided that you can make a good case that they will achieve one or more of our desired outcomes.

1. Eligibility

The National Churches Trust accepts applications from listed and unlisted churches, chapels and meeting houses, as long as they are open for regular public worship and are located within England, Wales, Northern Ireland, Scotland, the Isle of Man or the Channel Islands. 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 that the application relates to must be a **Christian place of worship located within the UK, the Isle of Man or the Channel Islands**, and originally built as a place of worship no less than 30 years ago. We do not fund works to cathedrals, converted buildings, church halls, or privately-owned churches such as chapels within hospitals, hospices, schools or prisons or other such institutions.
- Work must relate to the **main church building**, or an extension thereof. The National Churches Trust will not fund work for new build or stand-alone structures. Exceptions may only be made upon request if the place of worship is Grade I / A listed, and the decision is endorsed by one of the UK Home Countries Heritage Bodies.
- 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, or have plans to do so 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. Priority will be given to those with regular opening hours.
- Projects should 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 these conservation accreditation schemes at the stated level. Depending on the type of work being commissioned as part of the Foundation Grant we will expect this to already be in place:
 - [The Register of Architects Accredited in Building Conservation](#) (AABC). Architects must be listed at category 'A'.
 - [Royal Institute of British Architects](#) (RIBA). Architects must be listed as 'Specialist Conservation Architect'.
 - [The Royal Incorporation of Architects in Scotland](#) (RIAS). Architects must be listed as 'Advanced'.
 - [Royal Institute of Chartered Surveyors](#) (RICS).
 - [Chartered Institute of Architectural Technologists](#) (CIAT). Listed at 'Accredited Conservationist' level.
- Work for which funding is sought must **not have started** before the online application is submitted but must be achievable within 1 year of the grant decision being made.
- At least **50%** of the project cost (of this phase) must be in place at the point of application. Any [reclaimable VAT](#) can be included in the income.
- **2 quotes** must be in place. [MaintenanceBooker](#) may be of help in sourcing additional quotes if your church is located in England or Wales.
- All your Governing Body **Permissions** (e.g Faculty or Archdeacons Consent, or minutes from a Trustee meeting etc) must be in place at the time of your application. Please note that if the application is from an Anglican church then the majority of work covered by this

programme will require **at least List B permission** from the Archdeacon. If governing body permission is not required, a PCC minute (or equivalent thereof) is requested.

- Applications will be considered on a rolling basis with decisions issued within 6 weeks of a submission. Submissions must include all documentation requested. Any documentation not supplied online must be received via email (grants@nationalchurchestrust.org) **within 5 working days**. Applications will not be assessed until all documents are in place and will be rejected if documents are not received in time. The final deadline for 2020 funding will be 30 October 2020.

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 clocks, organs, wall paintings, bells, monuments, fittings and fixtures, solar panels and heating systems
- Works to boundary walls, paths, churchyards or car parks
- Stained glass restoration (unless urgent repairs to window structure)
- Quinquennial Inspection Reports, consents, planning permission fees
- Existing staff costs
- Regular inspection surveys
- Training in maintenance skills/knowledge
- Redecoration
- Replacement of historic fabric with new materials unless supported by your statutory heritage body e.g. Historic England.

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
- Applications from regions identified as priority areas*: Northern Ireland, Wales and the North East of England
- Urgent projects (as identified in a recent QIR or building survey report)
- Places of worship that can demonstrate a suitable maintenance system, including a maintenance plan (see [below](#)), is in place to protect our investment.

* The National Churches Trust's regional priority areas are not intended to exclude applicants from other areas. However, applications received within these regions will benefit from weighting. Applications still need to demonstrate sufficient quality to be successful. Although not listed as distinct priorities, it is important to us to continue to attract applications from non-Anglican denominations.

4. Scoring criteria

- **Heritage** – the architectural significance of the building
- **Need** - the urgency of the project and need for our funds; evidence of urgency of the work; financial need as demonstrated by accounts; Index of Multiple Deprivation; funding shortfall
- **Case for investment** – why does your project need our funding, and why now? Whether the work 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; opening times; priority areas.
- **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 to heritage, community and sustainability (see more below).

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 **one outcome from the headings listed below** (these reflect the [National Churches Trust's strategy for 2019-23](#)). It is likely that headings 1.1, 1.2 and 1.3 will be most appropriate to projects applying to this programme.

Answers should be no more than 500 characters (approximately 100 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.

1. Preserving Heritage

- **1.1** Building will be in better condition
 - *E.g. removed from at risk register, watertight for another 100 years etc.*
- **1.2** Building will be better managed
 - *E.g. maintenance plan in place, improved maintenance access etc.*
- **1.3** Building / heritage will be better understood
 - *E.g. new website, revised guide book, more interpretative material, new events, survey etc.*

2. Promoting Sustainability

- **2.1** Building will be more suitable for wider community uses
 - *E.g. work will enable more users to access the building, addressing local demand or gaps in services etc.*
- **2.1** Building / organisation will be more secure for the future building
 - *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. fabric surveys, 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

Applicants must first pass an **eligibility test** (as introduced in [Section 1](#) p.3 above). Be sure to answer the questions accurately to avoid disappointment later. If eligible you can proceed to the main pages of the **application form**.

The questions can be viewed in advance, [HERE](#). We expect applicants to answer every question.

The form is split into the following sections:

- **Essential Information** – Contact details and context
- **Heritage** – Architectural and historic significance
- **Need** – Urgency and need for our funding now
- **Case for Investment** – Case for why you need our funding
- **Risk Management and Project Planning** – Project planning and fundraising to date
- **Heritage and Community Impacts** – How does the project meet at least one programme outcome to show improvement and benefit to heritage, community or sustainability?
- **Additional Information** – To help inform our work going forward and to stay in touch
- **Supporting Documents** - See tips below and in [Section 7](#) (p.8). These help us verify information. Please still answer all of the application questions in full. Please ensure key details are contained within the body of the application form and do not presume attaching a supporting document can replace an answer.

You will also be asked to attach supporting documents on the final page of the online form. Those marked '*' are **mandatory**:

- **Quotes*** – Applicants must provide **at least two** 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)
- **Buildings at risk register entry** – If your building is in Scotland, Wales or Northern Ireland, and on an at risk register, a copy of the entry, if applicable
- **External 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 will also review the images. Please avoid sending Word documents or PDFs. 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.
- **Image identifying the maintenance issue*** - in jpeg format of between 1MB and 5MB. We will use these if the application is successful for publicity purposes, and the Grants Committee will also review the images. Please avoid sending Word documents or PDFs. 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** - A copy of your annual maintenance plan because 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. If you haven't already got one, **one will need to be compiled before payment is released**. Maintenance plan templates and maintenance advice can be found at: www.nationalchurchestrust.org/maintenance and

also on our MaintenanceBooker website [here](#). Information and templates can also be found in the SPAB Faith in Maintenance toolkit [here](#).

- **Extract from Quinquennial Inspection Report or Survey Report*** – that highlights the issues that require attention and their urgency
- **Permissions*** – Any relevant permission for the work such as Faculty or Trustee's permission. Note: in nearly every instance we have seen, applicants from Anglican churches will need **at least** List B permission from the Archdeacon, if not full Faculty. If you don't believe you need it, please provide us with an email from your DAC Secretary explaining this is not required. We would like to a PCC minute (or equivalent) where permissions are not required.
- **Copy of a paying in slip*** - for the place of worship's bank account.

Please ensure you send us all of the documentation we require using the links on the form, or via email, to: grants@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.

7. The online application form – how to complete it

The **online application form** can be accessed after registering, with an email address and password, via the [Foundation Grant Programme](#) page of our website. Each of our grant programmes has its own online form which requires separate registration. Please keep your log-in details safe. We do not accept paper applications.

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

General Guidance:

To fill out the online form, work through each page answering every question as best you can. You are expected to **answer every question**. The form can be saved by clicking 'Exit (Autosave)', and returned to at any time. To do so, return via the links on the [Foundation Grant Programme](#) page of the website and enter your registration details (make sure you have selected the link to the correct grant programme) into the 'Retrieve your application' box. We will only see your application once you have clicked on 'Complete'.

Print - You can print the form by selecting 'View' (and not 'Continue') when you first log-in to the application form, and then select 'Print'. All of the questions can also be viewed [HERE](#).

Help - Help and additional guidance is available within the online form as you complete it wherever you see a red question mark **"?"** by left clicking on the symbol to open a help screen.

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

Questions marked * are mandatory – The form is used by some other applicants who do not have to answer every question. We expect applicants applying from Places of Worship to respond to every question. However if you have nothing to enter write 'none' or 'NA'. Mandatory questions must be completed in order to proceed to the next pages.

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, and then copy and paste text across.

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

Second attempt applications - If you are submitting a new application having previously been refused, please assume that the case is being assessed for the first time and resubmit all the information that 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 have addressed any of the 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.

Guidance for specific application questions:

Question D5 – Project Costs – should be the total figure excluding VAT taken from the quote of your preferred contractor

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. 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.

Question D6 - Grant Amount – We ask what size grant you would like. This should be between £500 and £5,000. 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.

Section F – Heritage and Community Impact – Describe the impacts of your project and how it meets at least one of our programme outcomes (see [Section 5](#), p.5, above). The information helps us to understand the value for money of our grant award and the benefits of your project. We wish to allocate our limited resources to the places where we know it is going to make the biggest difference.

Section H - Supporting documents - You will be asked to upload supporting documents on the final page of the online form (see a list in [Section 6](#), p.6, above). 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 (you could upload a blank document instead). 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.

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 of 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, or be able to view, your application. Once it is submitted you can-not re-edit the form and we cannot return it to you. If you do need to notify us of any changes or additional information, please email: grants@nationalchurchestrust.org

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](#)). 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.

The final decisions on all Foundation Grant applications are made by the Grants Committee. Applications will be assessed on a rolling basis and we will aim to notify you of a decision within 6 weeks of your complete submission. 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 Grants Committee comprises both Trustees and independent experts from church and heritage sector backgrounds. Once a decision has been made by the Committee it cannot be reversed.

9. Conditions of a grant award

We will usually contact you by email or post approximately 6 weeks after the point of application. Some applications, usually those that do not meet our eligibility requirements, may hear from us sooner.

Grantees will need to return a signed acceptance form within 30 days, and will need to agree to the following conditions:

1. Register on the [MaintenanceBooker](#) website (this is free and there is no requirement to book services via the site once registered)
2. To compile a maintenance plan if one is not already in place (templates are available)
3. Submit details to the [ExploreChurches](#) website (free)
4. 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)
5. Acknowledge the National Churches Trust grant in printed materials and on a website, and help publicise the award – a logo and materials will be provided
6. Return a payment claim form with information about the project and its impact when the grant is claimed
7. 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 our grant payment we may request repayment of the grant
8. Offers will be made for a one year period.

Please note that our maximum grant award is £5,000, but we will never award more than 50% of the project cost excluding VAT. We are not always able to offer the full amount requested by

the applicant. Payment claims will need to be supported by 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.

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 advice, funding and final comments

On occasion we may be able to help you secure additional funding from other funders who we partner with. We will ask for your permission to share details with those we think are relevant (Qu. G2).

You can stay in touch with us by signing up to our monthly e-newsletter via our website here: www.nationalchurchestrust.org/news/sign-our-e-newsletter. You can also opt to be included in our mailing list (Qu. 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

If you have any additional questions please visit the FAQs page of our website www.nationalchurchestrust.org/grants-faqs or contact the Grants Team via email: grants@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

GOOD LUCK!

Common Abbreviations

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