

Match Funding your Heritage Lottery Fund Heritage Grant

With a National Churches Trust Repair Grant

For people who love church buildings



Have you been successful in your application for a Heritage Lottery Fund Heritage Grant?

Do you still need to raise funds in order to proceed with the project and secure your grant offer?

The National Churches Trust's Repair Grant programme may be suitable for you to apply to.

St Botolph's in Boston, Lincolnshire, have already used National Churches Trust funding to help match an HLF Heritage Grant.

In this document we aim to show you how and where to transfer the information you have already submitted in your HLF HG application into our own Repair Grant application form. On the left you will see the HLF HG application, and on the right, we show our own related/relevant questions so that you can navigate our form, and transfer the information you have already drafted – simply copy and paste.

Whilst we do ask some additional questions, for instance the impact of the proposed project on the building and community and why you need the support of the National Churches Trust, we hope that the information we provide at the end of this document will help you complete these.

For deadline dates, to apply online and the guidance note:
www.nationalchurchestrust.org/our-grants/repair-grants

As with all of our grant applications we can not guarantee success.
Roughly 1 in 4 applications to us is successful.

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Previously funded projects

In November 2017, we awarded St Botolph's Church, Boston in Lincolnshire, which had an HLF Heritage Grant, a £40,000 grant towards replacement of the lead belfry roof and restoration work to the west face of the tower.



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Eligibility Test – asked at the start of the application form

You need to be able to answer 'yes' to all of the questions below in order to proceed

- ...Is your building a Christian place of worship (but not a Cathedral) in England, Northern Ireland, Scotland, Wales, the Isle of Man or the Channel Islands? And do you own the building or have the right to carry out the work?
- ...Was your building originally built as a place of worship? Is it open for regular public worship? And, is it open to the public beyond worship for a minimum of 40 days a year? ...Are the proposed works either for the place of worship itself, or an extension to it? Please note we do not fund new build or stand-alone structures.
- ... Is your project in the planning stages, i.e. not yet started, for urgent structural repairs, or the installation of kitchen and/or toilets?
- ... Is your project led by a qualified professional, usually a chartered architect or chartered building surveyor? For projects to listed buildings this person should also have conservation accreditation from a recognised body.
- ...If you are applying to our Community grant programme for the introduction of kitchens and/or toilets, are all necessary permissions in place and valid i.e. full Faculty (not just DAC advice) or equivalent permission from your governing body, and local planning permission if necessary? If you are applying to our Repair grant programme please select 'NA'. Community Grant applicants should wait until they have consents (faculties, planning permissions, governing body decision etc.) in place to apply to us.
- ...Is the estimated project cost of your Repair project over £100,000 incl. VAT and fees? Or, is the project cost of your Community project over £25,000 incl. VAT and fees?
- ...Have you raised over 50% of the funding required and do you have a fundraising deficit of more than £5,000? The funds raised can include VAT that will be reclaimable at the end of the project from the Listed Places of Worship Grant Scheme (listed buildings only). Applications with less than 50% funds raised at the point of application will not be considered.

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Application summary

Name of your organisation

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

Have you received any advice from us before making your application?

Yes / No

If yes: Please tell us who you received advice from

Is this your first application to the Heritage Lottery Fund?

Yes / No

If no: Please tell us the reference number and project title of your most recent application

A1

*Location and official name or dedication of your place of worship

E.g. FARNHAM, St Mary or MORECAMBE, Central Methodist Church.

D2

*Please outline your project as: cause - effect - remedy, making sure to include details of the repairs including materials, and / or changes and additions that are going to take place to the building.

For repair projects identify the current condition of the area of work. Community applicants should mention any existing facilities. Mention any wider elements your project includes e.g. a permanent local history display [Max. 200 words]

H2

*Have you received any advice from anyone at the National Churches Trust in advance of submitting this application?

This is for our own monitoring purposes only.

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Section one: Your organisation

1a. Address of your organisation.

Address
Town/City
County
Post code *We will use this information to autopopulate the local authority and constituency information below.*

1b. Is the address of your project the same as the address in 1a?

Yes / No

If no: Enter the address of your project

Address
Town/City
County
Post code

Local authority within which the project will take place

Constituency within which the project will take place

1c. Details of main contact person.

Name
Position

Is the address of the main contact person the same as the address in 1a?

Yes / No

If no: Enter the address of the main contact person

Address
Town/City
County
Post code
Daytime phone number, including area code
Alternative phone number
Email address

C1 *Address of your place of worship including postcode
If your place of worship does not have a postcode, please give the postcode of the nearest building

Address1:
Address2:
Town:

B1 *Full title and name of the main contact for the application

From left to right, use the 1st box for your title, 2nd for your first name and 3rd for your surname.

B2 Contact postal address

*Address 1:
Address 2:
Address 3:
Town:
County:
*Postcode:
Country:

B3 *Contact email address

We will use email to correspond with you if there are any questions over your application.

B4 *Contact telephone number

We may call you with questions concerning your application.

B5 Contact's role or job title at place of worship

For example: churchwarden, Elder, incumbent, fundraiser, Trustee, Treasurer, volunteer etc.

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1d. Describe your organisation's main purpose and regular activities.

How many people does your organisation employ?

1e. The legal status of your organisation.

Please select one of the following

Local authority

Other public-sector organisation

Organisation not in the public sector

If your organisation is not in the public sector please select one of the following:

Faith-based or church organisation

Community or voluntary group

Other

If other please specify

For all organisations not in the public sector:

Describe the size and staff structure of your organisation

If applicable, how many board members does your organisation have?

If applicable, please describe the skills, knowledge or experience that your board members possess that are relevant to this application.

Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your HLF grant funding?

Yes / No

If yes: When do you intend undertaking this review?

How much did your organisation spend in the last financial year?

What level of unrestricted funds is there in your organisation's reserves?

For all organisations:

If your organisation is any of the following, please provide the information shown.

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

C15 *Describe how the building is currently used beyond worship for community activities.

List current uses and activities that involve local people and any facilities you currently offer [Max. 200 words]

C4 Charity registration or reference number

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1f. Has your organisation undertaken a similar project in size and scope in the last 5 years?

Yes / No

If yes: please provide brief details

1g. Will your project be delivered by a partnership?

Yes / No

If yes: who are your partners? Please provide a named contact from each organisation

1h. Are you VAT-registered?

Yes / No

If yes: Please provide your VAT number

E4 Briefly outline any repair or improvement works carried out within the last 5 years, including an idea of approximate costs.

[Max. 40 words]

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Section two: The heritage

In this section, tell us about the heritage your project focuses on and why it is valued.

2a. What is the heritage your project focuses upon?

2b. Is your heritage considered to be at risk?

Yes / No

If yes: Please provide information on why your heritage is considered to be at risk and in what way

2c. Does your project involve work to physical heritage, such as buildings, collections, landscapes or habitats?

Yes / No

If yes: Tell us the name of the building(s), collections, landscape or habitat area

If yes: Does your organisation have the freehold of the building or land, or own outright the heritage items that your project focuses on?

Yes / No

If no: Does your organisation have a lease of the building or land that your project focuses on?

Yes / No

If yes: How many years are left to run on the lease?

If no: Does a project partner have the freehold of the building or land, or own outright the heritage items that your project focuses on?

Yes / No

If yes: Please give the name of the partner organisation

If no: Does a project partner have a lease of the building or land that your project focuses on?

Yes / No

C9

*Brief historic and architectural description about the building.

Give a brief history of the building including key dates and architects, and any important features or notable connections. Mention here if your building is within a conservation area [Max. 200 words]

C10

*If your place of worship features on a Heritage or Buildings at Risk Register, or has been advised for inclusion at the next revision of the register, what is its condition (e.g. very bad/poor/fair/good) and priority category (e.g. A to F), if known?

Please state 'not at risk' if the building is not featured on a register, or 'unknown' if this information is not known. For entries outside of England, please upload a copy of the entry at the end of the application form, question I12.

If your answer is yes, please summarise any details of partners within your responses where relevant such as within your answers to questions D2, D5 and D7.

NB: The remainder of Section two has been removed as it is not directly relevant to the NCT's Repair or Community Grants.

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Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a. Describe what your project will do.

3b. Explain what need and opportunity your project will address.

3c. Why is it essential for the project to go ahead now?

3d. Why do you need Lottery funding?

D2

*Please outline your project as: cause - effect - remedy, making sure to include details of the repairs including materials, and / or changes and additions that are going to take place to the building.

For repair projects identify the current condition of the area of work. Community applicants should mention any existing facilities. Mention any wider elements your project includes e.g. a permanent local history display [Max. 200 words]

F1

*How will your project improve the condition of the place of worship?

For example a repair may mean that damp will no longer be a problem so the condition will have improved. Or, perhaps it will ensure the building's removal from a Heritage at Risk list [Max. 200 words]

D5

*How does your project reflect local needs? What consultation have you undertaken? This is particularly important where installing facilities, and making changes or additions to the building.

Who have you consulted, what form did that take, and how did they respond? Examples might include questionnaires or public meetings and your key findings from these [Max. 200 words]

E11

*Outline why you need National Churches Trust funding, and why now?

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3e. What work and/or consultation have you undertaken to prepare for this project and why?

3f. How are you planning to promote and acknowledge National Lottery players' contribution to your project through HLF funding?



D5

*How does your project reflect local needs? What consultation have you undertaken? This is particularly important where installing facilities, and making changes or additions to the building.

Who have you consulted, what form did that take, and how did they respond? Examples might include questionnaires or public meetings and your key findings from these [Max. 200 words]



F8

*How do you propose to update people about your building project and how would you publicise a grant from the National Churches Trust?

For example do you have a website or use social media, will you explore local press interest, feature on church tourism websites, distribute leaflets, have advertising boards or other [Max. 40 words]

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Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a. What difference will your project make for heritage?

4b. What difference will your project make for people?

4c. What difference will your project make for communities?

If you are filling in a second-round application form, you will be directed to the Carbon Footprint Reporter. You are required to complete this if you are applying under the Heritage Grants programme for £2million or more. Other applicants may also find it helpful.

4d. What are the main groups of people that will benefit from your project?

If you are filling in a first-round application form, you will be asked to write about who your project will benefit. If you are filling in a second-round application form, you will be asked to tick the relevant boxes.

F1 *How will your project improve the condition of the place of worship?

For example a repair may mean that damp will no longer be a problem so the condition will have improved. Or, perhaps it will ensure the building's removal from a Heritage at Risk list [Max. 200 words]

F2 *How will your project create opportunities for greater public engagement with your building's heritage, architecture and/or history?

For example number of additional hours the building will be open to the public outside of worship times, talks, guide books, presentation material etc. Include how consultation has shaped plans [Max. 35 words]

F3 *How many specific new uses, i.e. activities, are planned or known about for the period following project completion?

Enter a whole number with no punctuation. If you have worked out some estimates as part of your planning, please give the number here.

F4 *How many new users of the building do you expect following project completion? I.e. the additional number of people you expect to use your building in a year

Enter a whole number with no punctuation. You may have worked out some estimates as part of your planning. If so please give the number here.

F5 *In what ways will your project benefit people and the wider community beyond worship?

Include what new uses and activities are planned? Will community use increase and by how much? [Max. 200 words]

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4d. What are the main groups of people that will benefit from your project?

If you are filling in a first-round application form, you will be asked to write about who your project will benefit. If you are filling in a second-round application form, you will be asked to tick the relevant boxes.

4e. Does your project involve heritage that attracts visitors?

Yes / No

If yes: How many visitors did you receive in the last financial year?

If yes: How many visitors a year do you expect on completion of your project?

4f. How many people will be trained as part of your project, if applicable?

4g. How many volunteers do you expect will contribute personally to your project?

4h. How many full-time equivalent posts will you create to deliver your project?

D5 *How does your project reflect local needs? What consultation have you undertaken? This is particularly important where installing facilities, and making changes or additions to the building.

Who have you consulted, what form did that take, and how did they respond? Examples might include questionnaires or public meetings and your key findings from these [Max. 200 words]

C16 *Please estimate how many people currently use the building per year. If you have a footfall figure you could use this here.

This should include every person through the door on every occasion that they do so, irrespective of repetition. Enter one whole number with no commas. Click the help button for further advice.

F4 *How many new users of the building do you expect following project completion? I.e. the additional number of people you expect to use your building in a year

Enter a whole number with no punctuation. You may have worked out some estimates as part of your planning. If so please give the number here.

F6 *How many volunteers, internships, apprenticeships, and new jobs do you expect to create as a result of the project (please include jobs created by your contractors and professional team)?

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Section five: Project management

In this section, tell us how you will develop and deliver your project.

Development phase

5a. What work will you do during the development phase of your project?

5b. Who are the main people responsible for the work during the development phase of your project?

5c. Complete a detailed timetable for the development phase of your project.

Task	Start date	End date	Who will lead this task
Activity plan			
Conservation plan (if applicable)			
Management and maintenance plan (if applicable)			
Project business plan (if applicable)			

5d. Tell us about the risks to the development phase of your project and how they will be managed.

Risk	Likelihood	Impact	Mitigation	Who will lead on this
	High / Medium / Low	High / Medium / Low		

We don't have an equivalent of this section, but it would be good to see any reports that you have produced if they are relevant, including a business plan and conservation plan. These can either be uploaded in our final section or emailed to grants@nationalchurchestrust.org as a supporting document

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Delivery phase

5e. Who are the main people responsible for the work during the delivery phase of your project?

5f. Complete a summary timetable for the delivery phase of your project.

Activity	Start date	End date	Who will lead this activity
Anticipated practical completion date			

5g. Tell us about the risks to the delivery phase of your project and how they will be managed.

Risk	Likelihood	Impact	Mitigation	Who will lead on this
	High / Medium / Low	High / Medium / Low		

5h. When do you expect the delivery phase of your project to start and finish?

Project start date: mm/yy

Project finish date: mm/yy

5i. Are there any fixed deadlines or key milestones that will restrict your project's timetable?

Yes / No

If Yes: Please provide details

D4 *Please enter the name, company and email address of the chartered architect or surveyor, who is the main lead on the work to your building (separate lines by commas).

We may contact this person to verify their involvement and to confirm some of the information that you provide with your application. For projects to listed buildings, lead professionals should have conservation accreditation.

We don't request a project timetable, however you may choose to upload it with your application form or email it to us at grants@nationalchurchestrust.org as a supporting document. This information may feed into D1.

D1 *What is the **estimated** project start date for the works you are seeking funding for (month / year)?

Using the drop-down boxes enter month and year. You may not be certain of the exact timings that work will start on site, but try to give us a realistic idea.

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Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a. How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

6b. Tell us about the main risks facing the project after it has been completed and how they will be managed.

Risk	Likelihood	Impact	Mitigation	Risk Owner
	High / Medium / Low	High / Medium / Low		

6c. How will you evaluate the success of your project from the beginning and share the learning?

D6 *Do you have a maintenance plan in place for the church?

We strongly encourage churches to have a maintenance plan in place. Click on '?' for more information.

D7 *How will the funded works to your place of worship be maintained going forward, and how is it currently maintained?

If you haven't got a maintenance plan, include whether you intend to compile one. Do you have or are you compiling a building management plan or business plan? [Max. 40 words]

H3 *How will you evaluate the success of your project, and share the learning?

For example what data will you capture

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Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project. There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see [Section nine: Supporting documents](#).

7a. Development-phase costs.

Cost heading	Description	Cost (£)	VAT (£)	Total (£)
Professional fees				
New staff costs				
Recruitment				
Other costs				
Full Cost Recovery				
Contingency				
Non-cash contributions				
Volunteer time				
Total				

E8 *Please complete the project cost table

Insert a description for each of the cost categories, as well as completing the 'Cost', 'VAT' and 'Total' on each line. Enter whole figures with no punctuation. Costs will tally vertically. Please mention where figures are tenders or estimates.

Project cost breakdown	Description	Cost	VAT	Total incl. VAT
Professional fees				
Repair and conservation work				
Capital works incl. kitchen and toilets				
Contingency				
Other				

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7b. Development-phase income.

Please note that HLF rounds all grant requests down to the nearest \$100. With this in mind, please make sure that the total Development-phase income exactly matches the total of your Development-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value (\$)
Local authority			
Other public sector			
Central government			
European Union			
Private donation - individual			
Private donation - trusts/charities/foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Loan/Finance			
Non-cash contributions			
Volunteer time			
HLF grant request			
Total			

NB: We only have one income table to outline costs for the whole project. We are more interested in the whole project costs and income

7c. Development-phase financial summary.

Total development costs	
Total development income	
HLF development-grant request	
HLF development grant %	

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7g. Delivery-phase income.

Please note that HLF rounds all grant requests down to the nearest \$100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value (\$)
Local authority			
Other public sector			
Central government			
European Union			
Private donation - individual			
Private donation - trusts/charities/foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Loan/Finance			
Increased management and maintenance costs (maximum five years)			
Non-cash contributions			
Volunteer time			
HLF grant request			
Total			



E9

*Please complete the project income table with unsecured funds (i.e. pending applications) in the second column, and secured funding (i.e. grants awarded, funds raised) in the third column. Under description, write if it is pending, or any relevant notes.

We will calculate your project shortfall as your total project cost minus secured income AND the expected Listed Places of Worship grant scheme VAT rebate if eligible (we assume this is 100% of VAT incurred for repair projects to listed buildings).

Income stream	Description	Unsecured funds £	Secured funds £
Listed Places of Worship Grant Scheme (VAT)			
Heritage Lottery Fund			
Listed Places of Worship Roof Repair Fund			
Other Public Grant Bodies			
Other Grant Offers			
Other Grant			

E7

*How will you fundraise for any remaining income not already raised, beyond your grant request to us? List (separating by commas) any other grant giving organisations you are awaiting an outcome from, as well as other funds you believe can be raised through your congregation and local community.

Please also describe any factors that may affect your fundraising potential, e.g. a local village hall or hospital that is currently looking for funding [Max.100 words]

NB: The remainder of Section seven has been removed as it is not directly relevant to the NCT's Repair or Community Grants.

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Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents. If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only

Age

under 16	16 to 25	26 to 49	50 to 64	65 and over

Disabled people

Disabled people

Ethnic group

Asian	Black	Chinese	Mixed	White
Asian British	Black British	Chinese British	White and Black Caribbean	White British
Asian English	Black English	Chinese English	White and Black African	White English
Asian Irish	Black Irish	Chinese Irish	White and Asian	White Irish
Asian N Irish	Black N Irish	Chinese N Irish	Other	White N Irish
Asian Scottish	Black Scottish	Chinese Scottish		White Scottish
Asian Welsh	Black Welsh	Chinese Welsh		White Welsh

Our questions do not directly correlate with these, we do however ask the following:

H7 We would like to know more about our applicants. Please select which applies to you, the person largely completing this application form.

H8 Is there any additional information you wish to add to your application?

[Max. 200 words]

NB: Some HLF questions are not shown, as they are not directly relevant to the NCT's own form

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Declaration (Continued)

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the above statements

Name _____

Organisation _____

Position _____

Date _____

Are you applying on behalf of a partnership?

Yes / No

(If yes: Please add the details of additional contacts below)

H4

*We would like to keep you updated about our work and news that is affecting our sector. Please tick 'yes' to agree that we can be in touch via **MAIL** periodically during the year, regardless of whether your application is successful or not. This is so that we can inform you of relevant regional events and workshops, or awards and competitions. We will never sell or swap your details with any other organisation, and will keep your details private and secure. We do not make fundraising phone calls and would only telephone you if we had a specific query.

Please note successful applicants will automatically be added to our database as part of our grants monitoring process, and adherence to the terms and conditions of the grant offer.

H5

*We would like to keep you updated about our work and news that is affecting our sector. Please tick 'yes' to agree that we can be in touch via **E-MAIL** periodically during the year, regardless of whether your application is successful or not. This is so that we can inform you of relevant regional events and workshops, or awards and competitions. We will never sell or swap your details with any other organisation, and will keep your details private and secure. We do not make fundraising phone calls and would only telephone you if we had a specific query.

Please note successful applicants will automatically be added to our database as part of our grants monitoring process, and adherence to the terms and conditions of the grant offer.

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Section nine: Supporting documents



Please provide all of the documents listed here. When you fill in the online form, please note the following:

- There may be some documents listed on the online form which are not relevant to this grants programme. Mark these as 'not applicable'.
- There may be some documents which are listed here, but are not listed on the online form. Please submit these as 'additional documents'.
- If you attach more than 10 documents, or if the total size of the attachments exceeds 20 megabytes, you will not be able to save or submit your form. If you have more documents or very large documents, please email them to your local HLF office.

First round

1. Copy of your organisation's constitution, unless you are a public organisation. If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.
2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed.
3. Copy of your organisation's audited accounts for the last financial year. This does not apply to public organisations.
4. Spreadsheet detailing the cost breakdown in **Section seven: Project costs**.
5. Calculation of Full Cost Recovery included in your development-phase costs (if applicable).
6. Briefs for development work for internally and externally commissioned work.
7. Job descriptions for new posts to be filled during the development phase.
8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision makers. Please read about **images in Part three: Receiving a grant**.

Second round

For all projects:

1. An activity plan.
2. A project timetable (unless included in your project business plan).
3. Cash flow for the project (unless included in your project business plan).
4. Income and spending forecasts for five years following project completion (unless included in your project business plan).
5. The project management structure (unless included in your project business plan).
6. Spreadsheet detailing the cost breakdown in **Section seven: project costs**.
7. Calculation of Full Cost Recovery included in your delivery-phase costs (if applicable).
8. Briefs for internally and externally commissioned work.
9. Job descriptions for new posts to be filled.
10. Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items.
11. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision makers. Please read about **images in Part three: Receiving a grant**.

For projects involving capital works:

12. Design specification.
13. A management and maintenance plan.

For projects with a grant request of \$2million or more:

14. A carbon footprint assessment.
15. A project business plan.

For projects involving capital works with a grant request of \$2million or more, and for projects involving several different types of heritage with a grant request below \$2million:

16. A conservation plan (submitted early in your development phase).

- I1** Most recent set of signed audited or independently examined annual accounts (these should include the independent examiner's report)

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- I2** A recent general exterior view of the building. Please send a jpeg if possible

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- I3** A recent general interior view of the building. Please send a jpeg if possible

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- I4** If applicable, scanned copies of any grant offer letter from the Heritage Lottery Fund, Big Lottery, National Heritage Memorial Fund (LPOW Roof Repair Fund) or other major funder, including Historic England/CADW/Historic Scotland or the Northern Ireland Environment Agency (NIEA).

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- I5** Please provide documentation from your governing body that gives permission to carry out the proposed works or shows exemption. E.g. a Faculty Certificate (in date and including the schedule of work) or Archdeacon's letter for works under 'List B' of the Faculty Rules

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- I6** If your project for new facilities requires local planning permission please upload a copy of a local planning authority permission document for your project

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- I7** A full specification of works prepared by your architect, with estimated costs for your project if they are available

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- I8** A development plan or business plan for your project if available

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- I9** A Statement of Significance and Need if available

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- I10** A copy of the building maintenance plan if available

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- I11** Copy or extract of Quinquennial Inspection Report or other building survey report

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- I12** For places of worship outside of England, a copy of the at risk register entry if applicable (refers to Question C10)

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- I13** A copy of Friends Accounts if applicable (refers to question C17)

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- I14** Community applicants should upload architects' plans for their project (you can only upload one document here - if you have multiple documents please email us the attachments quoting the name of the place of worship in the subject bar)

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- I15** Attach any documents you have that demonstrate the consultation you have carried out

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For people who love church buildings



Additional Support

The next application deadlines can be found on our website.

All National Churches Trust application questions can be found listed on the Repair Grants pages where further help and details of our scoring criteria are also available in the guidance note.

Visit: www.nationalchurchestrust.org/our-grants/repair-grants

In the online form, questions marked * are mandatory and where a '?' can be seen, additional help text is available. A cost breakdown sheet, which can be downloaded from the webpage, must be submitted with the application form.

The National Churches Trust application form does contain additional questions not featured in the Heritage Grant application. Whilst some of these are straightforward questions, others do require a bit more detail.

Our Grants Committee likes to understand how improvements to the building will be sustained in the long-term (for instance through a maintenance plan), how any works will also support the ongoing use of the building (such as through planned activities), and benefit not only heritage but community. Decision makers want to see that as a result of a grant, churches will be in a condition that can sustain activities beyond worship – such as the church will have improved access, be open to wider audiences and allow greater use of the building.

Details of our scoring criteria can be found in the guidance notes, but include Heritage, Case for Investment, Heritage Impact, Community Impact, Risk Management, Deprivation, Priority Area (these are: Northern Ireland, Scotland, Wales, the North East, and/or relate to a non-Anglican denomination), and Heritage at Risk status.

Please note: We can not guarantee an application to us will be successful. Due to competition for our funding we are unfortunately only able to award roughly 1 in 4 applications that we receive.

We're interested in hearing from you too. If you have used this note and have ideas about how we can further improve it. Please let us know! Email grants@nationalchurchestrust.org

For people who love church buildings



Any questions?

Contact us:

Nigel Mills, Grants Officer

Responsible for: East Midlands, North-East, North-West, Yorkshire, Scotland and Northern Ireland

Email: nigel.mills@nationalchurchestrust.org

Tel: 077 0281 2406

Verity Relph, Grants Officer

Responsible for: South-West, South-East, London, East England, West Midlands and Wales

Email: verity.relph@nationalchurchestrust.org

Tel: 0207 222 0605

Catherine Townsend, Grants Manager

Email: catherine.townsend@nationalchurchestrust.org

Tel: 0207 222 0605

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