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](http://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.

For people who love church buildings
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.
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.

For people who love church buildings
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 makers.

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.
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

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.

Contact postal address
Address
Address
Town:
County:

*Postcode:
Country:

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

Contact telephone number
We may call you with questions concerning your application.

Contact’s role or job title at place of worship
For example: churchwarden, Elder, incumbent, fundraiser, Trustee, Treasurer, volunteer etc.
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

For people who love church buildings

National Churches Trust
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]

For people who love church buildings
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: Do 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: Do your organisation have a lease of the building or land that your project focuses on?
   Yes / No
   If no: How many years are left to run on the lease?
   Yes / No
   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.

For people who love church buildings

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 112.

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.
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?
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?

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]

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]
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 $2 million 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]
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)?

For people who love church buildings
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.
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.
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.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Likelihood</th>
<th>Impact</th>
<th>Mitigation</th>
<th>Risk Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High / Medium / Low</td>
<td>High / Medium / Low</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

For people who love church buildings
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.

<table>
<thead>
<tr>
<th>Cost heading</th>
<th>Description</th>
<th>Cost ($)</th>
<th>VAT ($)</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New staff costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Cost Recovery</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-cash contributions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>VAT</th>
<th>Total incl. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair and conservation work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital works incl. kitchen and toilets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For people who love church buildings
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.
NB: The remainder of Section seven has been removed as it is not directly relevant to the NCT’s Repair or Community Grants.

For people who love church buildings
Section eight: Additional information and declaration

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
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 letters 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)

---

For people who love church buildings

---

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.
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 grant 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 on "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.
2. If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes since then, please refer to the reference number of the previous application.
3. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed.
4. Copy of your organisation's audited accounts for the last financial year. This does not apply to public organisations.
5. Spreadsheet detailing the cost breakdown in Section seven: Project costs.
6. Calculation of Full Cost Recovery included in your delivery phase costs (if applicable).
7. Briefs for development work for internally and externally commissioned work.
8. Job descriptions for new posts to be filled during the development phase.
9. 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.
15. A project business plan.

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, lease, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items.
11. A 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.

18. A copy of the building maintenance plan if available

19. A statement of significance and need if available

Copy of or extract of Quinquennial Inspection Report or other building survey report

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

21. A copy of Friends Accounts if applicable (refers to question C17)

22. 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)

23. A full specification of works prepared by your architect, with estimated costs for your project if they are available

For people who love church buildings

National Churches Trust
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

*For people who love church buildings*