Match Funding your Heritage Lottery Fund Our Heritage Grant
With a National Churches Trust Repair or Community Grant

For people who love church buildings
Have you been successful in your application for a Heritage Lottery Fund Our 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 or Community Grant programme may be suitable for you to apply to.

Projects, such as at St Andrew’s Church, Donhead, have already used National Churches Trust funding to help match an ‘Our Heritage’ grant funded scheme.

In this document we aim to show you how and where to transfer the information you have already submitted in your HLF OH application into our own Repair and Community Grant application form. On the left you will see the HLF OH 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 for guidance notes, please visit: www.nationalchurchestrust.org/our-grants

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

In November 2017, we awarded St Andrew’s Church, Donhead in Dorset, which had an HLF Our Heritage grant, a £20,000 award towards the introduction of a kitchen and toilet extension. The project also addresses urgent repair work.
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

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 takers 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 200 words, summarise your project. We will use this text to tell people about your project, including our decision takers, who will see your description as part of the assessment process.

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.

A2
*Please tick all of the following elements that apply to your project

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.

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.

For people who love church buildings
Section one: Your organisation

1a. Address of your organisation.
- Address
- Town/City
- County
- Post code

We will use this information to autogenerate 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

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

Contact postal address
Address 1:
Address 2:
Address 3:
- 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.

For people who love church buildings

National Churches Trust
1d. Describe your organisation’s main purpose and regular activities.

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
- Private individual
- For-profit organisation
- Other

If other please specify

For all organisations not in the public sector:
Describe the size and staff structure of your organisation, your governing body and your financial situation.
If applicable, how many board members does your organisation have?
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

1f. Will your project be delivered by a partnership?
Yes / No
If yes: who are your partners? Please provide a named contact from each organisation and ensure that a representative from each has been added to the end of the Declaration in Section six.

1g. Are you VAT-registered?
Yes / No
If yes: Please provide your VAT number

**C4** Charity registration or reference number

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.
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 on?

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 like 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?

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.

For people who love church buildings

NB: The remainder of Section two has been removed as it is not 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. Project plan.
You must submit a Project Plan as part of your application; this is where you can provide us with information on what your project will do. Please read the programme application guidance for more information.
You will need to create your own project plan and attach it as a supporting document at the end of this form. A template document can also be found on the HLF website.

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

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

3d. What outcomes will your project achieve?

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]

For people who love church buildings

You do not need to provide a separate project plan for our application, but the information in it may be applicable to question D2.
3e. What are the main groups of people that will benefit from your project?

We need to understand the range of audiences that you are planning to attract with your project. We use this information to assess your plans for your project – we do not prioritise projects for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take to overcome barriers to involving people with heritage.

In addition to asking you to write about who your project will benefit, we will also collect this information using a table of beneficiary groups. The groups listed in this table are the same as those listed in Section six: Additional information and declaration.

3f. How many people will be trained as part of your project, if applicable?

3g. How many volunteers do you expect will contribute personally to your project?

3h. How many full-time equivalent posts will you create to deliver your project?

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

Your answer to this may help with your answers to our questions F2, F3, F4 and F5, featured on the previous page.

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)?

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]
Section four: Managing your project

In this section tell us about how you will deliver your project.

4a. How will your project be managed?

4b. Tell us about any outside advice you have received or will receive to help you manage your project.

4c. When do you expect your project to start and finish?
   
   Project start date: mm/yy
   Project finish date: mm/yy

4d. How will you evaluate the success of your project?

4e. Tell us what will happen to things that your project has produced after the funding ends.

4f. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.

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For people who love church buildings

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National Churches Trust
Section five: Project costs

We also have a project cost table, but we ask for a more simplified breakdown:

<table>
<thead>
<tr>
<th>Cost heading</th>
<th>Description</th>
<th>How much (£)</th>
<th>VAT (£) Non-recoverable</th>
<th>Total (£)</th>
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<tr>
<td>New staff</td>
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<tr>
<td>Professional fees</td>
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<td>Recruitment</td>
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<td>HFH approved Neighbor</td>
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<tr>
<td>Purchase price of heritage items</td>
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<tr>
<td>Repair and conservation work</td>
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<tr>
<td>New build work</td>
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<td>Digital outputs</td>
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<td>Equipment and materials</td>
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<td>Training for staff</td>
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<td>Training for volunteers</td>
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<td>Travel for staff</td>
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<td>Travel for volunteers</td>
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<td>Expenses for volunteers</td>
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<td>Cost of producing learning materials</td>
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<td>Other</td>
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<td>Publicity and promotion</td>
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<td>Evaluation</td>
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<td>Full cost recovery</td>
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<td>Contingency</td>
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<td>Inflation</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

*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**

- Professional fees
- Repair and conservation work
- Capital works incl. kitchen and toilets
- Contingency
- Other

For people who love church buildings
We ask for a detailed breakdown of your project income:

Please include any non-cash contributions under ‘Other Fundraising’ in the project income table (E9).

NB: We often find it helpful to receive a copy of the costs as summarised by HLF in their offer letter.
Section six: 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.

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

Note: The remainder of Section six has been removed as it is not relevant to the NCT’s Repair or Community Grants.
Declaration (Continued)

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

☐ Tick the 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)

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National Churches Trust
Section seven: Supporting documents

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I1. Most recent set of signed audited or independently examined annual accounts (these should include the independent examiner's report)
I2. A recent general exterior view of the building. Please send a jpeg if possible
I3. A recent general interior view of the building. Please send a jpeg if possible
I4. If applicable, scanned copies of any grant offer or recent refusal letter from the Heritage Lottery Fund or from the National Heritage Memorial Fund (LPOW Roofs Fund). Alternatively a grant offer or refusal letter from Historic England/CADW/Historic Scotland or the Northern Ireland Environment Agency (NIEA) [please attach your HLF offer or refusal letter – including cost breakdown if possible]
I5. Please provide documentation (certificates or letters) from your governing body that gives permission to carry out the proposed works or shows exemption. E.g. a Faculty Certificate or Archdeacon’s letter for works under ‘List B’ of the Faculty Rules [this is only a requirement for applicants to our Community grant programme]
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 [for applicants to Community grant programme only]
I7. A full specification with estimated costs for your project if available
I8. A development plan or business plan for your project if available
I9. A Statement of Significance and Need if available
I10. A copy of the building maintenance plan if available
I11. Copy or extract of Quinquennial Inspection Report or other building survey report
I12. For places of worship outside of England, a copy of the at risk register entry if applicable (refers to Question C10)
I13. A copy of Friends Accounts if applicable (refers to question C17)
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)
I15. Attach any documents you have that demonstrate the consultation you have carried out
**Additional Support**

The next application deadlines can be found on the website.

All National Churches Trust application questions can be found listed on the Repair and Community Grants pages where further help and details of our scoring criteria are also available in the guidance note. Visit: [www.nationalchurchestrust.org/our-grants](http://www.nationalchurchestrust.org/our-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 Our 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](mailto: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
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Catherine Townsend, Grants Manager
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