



# Gateway Grants 2019 - 2023

## Guidance Notes for Places of Worship

*For people who love church buildings*

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## Introduction

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

You will find the eligibility criteria, our priority areas, programme outcomes, details of how to apply and what supporting documents we require, as well as the terms and conditions of any successful grant application, on the following pages.

Our Trustees review the Grants budget on an annual basis. For 2019, the Gateway Grants Programme is able to offer grants of between **£3,000 and £10,000** to:

- places of worship for costs **towards developing a church building project** such as feasibility studies, options appraisals, professional fees, surveys and other development costs up to RIBA Planning Stage 1 . Applicants must have at least **2 quotes for each area of work** they are applying for,
- **regional and local churches trusts** to enable effective local support for places of worship through projects that address capacity building and innovative approaches to sustaining churches (separate guidance note to follow).

Grants will never exceed 50% of the project cost. Offers will be valid for two years.

Find out more at: [www.nationalchurchestrust.org/gatewaygrants](http://www.nationalchurchestrust.org/gatewaygrants)

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

## Project Development

Gateway Grants are available to both listed and unlisted places of worship of any Christian denomination that are open for regular public worship for a minimum of six days per year, and which are committed to opening their doors to the public for at least 100 days per year in addition to worship.

Applicants must meet all of the eligibility criteria (see [Section 1](#), p.3) to be progressed to the assessment stage. Sadly we are unable to support every type and size of church project (see [Section 2](#) p.4 for exclusions). We consider each application alongside a range of scoring criteria (see [Section 4](#) p.4), and against other applications at the time of applying. The Grants Committee makes final decisions, and meets three times a year.

The aim is to help churches develop appropriate, high quality, well researched projects before approaching a major grant funder. A grant may be used to fund investigative works to better understand problems affecting fabric, or to assess opportunities and scope for works, such as through a feasibility report, options appraisal or business plan, with a view to preparing a capital project. We will not fund projects that are already in a development stage funded by a major grant funder, or work that exceeds RIBA Planning Stage 1. To find out more visit [www.ribaplanofwork.com/PlanOfWork.aspx](http://www.ribaplanofwork.com/PlanOfWork.aspx).

Grants could be used to cover the cost of professional support to conduct condition surveys or draft the key documents required by funders such as activity plans, or the cost of employing a Project Manager to oversee professionals and prepare funding applications.

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

- Architectural plans and costings (not beyond RIBA Planning Stage 1)
- Condition surveys
- Governance advice and training
- Business planning
- Conservation statements
- Public engagement or activities advice

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

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

As we cannot guarantee that you will receive a grant offer, or that we will be able to award the sum that you have requested, we encourage applicants to start local fundraising and to apply for as many other grants as possible in the meantime. For further advice on other sources of funding, see our website [www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project](http://www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project).

The National Churches Trust relies on voluntary donations, as well as the help of our Friends and a number of trusts and foundations, to support our work. Our grant programmes depend upon the income we receive and consequently our grants budget varies each year and between rounds. If you are able to help us to continue to support places of worship please [join us as a](#)

[Friend](#), [make a donation](#) to the Trust or [consider us in your will](#). Any donation you make will help places of worship across the UK. For more information about supporting our work, please visit our website [www.nationalchurchestrust.org](http://www.nationalchurchestrust.org).

## 1. Eligibility

The National Churches Trust accepts applications from listed and unlisted churches, chapels and meeting houses of any age, as long as they are open for regular public worship and are located within England, Wales, Northern Ireland, Scotland, the Isle of Man or the Channel Islands. Congregations can be of any Christian denomination and must be the owners or have the right to carry out the work.

Applicants to all of our grant programmes must meet the following eligibility criteria ('work' includes project development and research, as well as capital works):

- The building that the application relates to must be a **Christian place of worship located within the UK**, and originally built as a place of worship no less than 30 years ago. We do not fund works to cathedrals, converted buildings, church halls, or privately-owned churches such as chapels within hospitals, hospices, schools or prisons or other such institutions.
- Work must relate to the **main church building**, or an extension thereof. The National Churches Trust will not fund work for new build or stand-alone structures. Exceptions may only be made upon request if the place of worship is Grade I / A listed, and the decision is endorsed by one of the UK Home Countries Heritage Bodies.
- Applicants must be the owners or have the right to carry out the work. If the church is not part of a main denomination, or registered with Churches Together in Britain and Ireland, they must be a **registered charity**.
- Buildings must be **open for regular public worship** for a minimum of 6 services per year. Buildings that have been closed to the public must have plans to reopen for regular worship and public access, and a congregation waiting to use the building on completion.
- Buildings must be open to the public for at least **100 days per year** in addition to worship, or have plans to do so within a year of project completion. Tell us if you will need to have special arrangements, such as key holder details on display, in order to meet this requirement. Priority will be given to those with regular opening hours.
- Future capital projects must be led, overseen and supervised by a suitably qualified professional, usually a professionally qualified architect (listed on the Register of Architects) or a chartered building surveyor (MRICS or FRICS). Where the building is listed, the professional must have **conservation accreditation** from one of these conservation accreditation schemes at the stated level. Depending on the type of work being commissioned as part of the Gateway Grant we will expect this to already be in place:
  - [The Register of Architects Accredited in Building Conservation](#) (AABC). Architects must be listed at category 'A'.
  - [Royal Institute of British Architects](#) (RIBA). Architects must be listed as 'Specialist Conservation Architect'.
  - [The Royal Incorporation of Architects in Scotland](#) (RIAS). Architects must be listed as 'Advanced'.
  - [Royal Institute of Chartered Surveyors](#) (RICS).
  - [Chartered Institute of Architectural Technologists](#) (CIAT). Listed at 'Accredited Conservationist' level.
- Work for which funding is sought must **not have started** before the online application is submitted but must be achievable within 2 years of the grant decision being made.
- At least **50%** of the project cost (of this phase) must be in place at the point of application. Any [reclaimable VAT](#) can be included in the income.

- **2 quotes** must be in place. If a project is using an architect or chartered surveyor already engaged, we will wish to see proof of tendering from within the last 5 years. Our [Professional Trades Directory](#) may help you locate services for your project.
- Applications must be received before the deadline and include all documentation requested. Any documentation not supplied online must be received within **5 working days**.

In order to establish eligibility for the programme, you will be asked a series of questions at the start of any new application to us, reflecting the statements above. Please answer these honestly. Submitting an application that does not meet one of the criteria is likely to result in a rejected application.

## 2. What we cannot fund

- Professional fees / work that exceeds RIBA planning stage 1
- Repairs to or scheduled maintenance of clocks, organs, wall paintings, bells monuments, fittings and fixtures, solar panels and heating systems
- Works to boundary walls, paths, churchyards or car parks
- Stained glass restoration (unless urgent repairs to window structure)
- Quinquennial Inspection Reports, consents, planning permission fees
- Existing staff costs
- Applicants who already have a first round pass from the Heritage Lottery Fund, or equivalent funder
- Projects which solely relate to consultation.

## 3. What we will prioritise

We only have a limited amount of funding available which unfortunately means that we can only support a proportion of the many deserving projects from which we receive applications. We therefore prioritise:

- Work to architecturally and historically significant buildings
- Applications from regions identified as priority areas\*: Northern Ireland, Wales and the North East of England
- Work that will ultimately support urgent structural repair projects (as identified in a recent QIR or building survey as required within two years), with a focus on buildings that are at risk, or, the installation of kitchens and toilets where a strong need can be demonstrated
- Places of worship that can demonstrate a suitable maintenance system is in place to protect our investment
- Places of worship that can demonstrate strong community engagement and sound plans for economic viability.

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

## 4. Scoring criteria

- **Heritage** – the architectural significance of the building
- **Need** - the urgency of the project and need for our funds; financial need as demonstrated by accounts; Index of Multiple Deprivation; funding shortfall
- **Case for investment** – why does your project need our funding, and why now? Whether the work is ready to start; if there is a pending funding deadline or an existing

grant about to expire; potential for the community to raise funds on the basis of its size and other funding needs in the area; if the building is identified as being at risk; partnerships or other significant projects in the area e.g. Heritage Action Zones, Taylor Pilots, City of Culture etc.; community support as evidenced by consultation; opening times; priority areas.

- **Risk management & project planning** – the level of planning undertaken e.g. tenders/quotes received, funds in place, maintenance plan in place, suitably qualified professional leading the project if relevant; Annual maintenance spend; realistic time frames; financial condition of the church (sustainability risk).
- **Heritage & community impact** – how the application meets the required programme outcomes to show improvement and benefit to heritage, community and sustainability (see more below).

## 5. Programme outcomes - project impacts

We are interested to know what impact our funding will have on the churches, chapels and meeting houses we support. To achieve this applicants must demonstrate in Section F of the online form that they meet **at least two outcomes from beneath different headings, as listed below** (these reflect the [National Churches Trust's strategy for 2019-23](#)).

For example, an applicant may complete Qu. F1 (Preserving Heritage) addressing 1.3 – 'building will be better understood, and, in Qu. F2 (Promoting Sustainability) address how the work meets point 2.3 - 'problems will be diagnosed'. In this case Qu. F3 (Inspiring Support) will be left blank. Answers should be no more than 1000 characters (approximately 200 words) and should reflect the current phase as far as possible. We have provided some prompts below but answers should be in the applicants' own words and may include other ideas.

### 1. **Preserving Heritage**

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

### 2. **Promoting Sustainability**

- **2.1** Building will be more suitable for wider community uses
  - *E.g. work will enable more users to access the building, addressing local demand or gaps in services etc.*
- **2.1** Building / organisation will be more secure for the future building
  - *E.g. changes will boost income / engagement with community, repairs will be met so no further outgoings, local partnerships etc.*
- **2.3** Problems will be diagnosed and / or projects well planned
  - *E.g. fabric surveys, viability study/options appraisal/feasibility studies and public consultations informed proposals, business plan in place etc.*

### 3. **Inspiring Support**

- **3.1** Church will engage with more people
  - *E.g. changes will open opportunities to welcome more and/or different people as demonstrated by consultation etc.*
- **3.2** Increased opportunity for volunteering
  - *E.g. changes will engage with more volunteers, form new partnerships etc.*
- **3.3** Place of worship will be more financially viable
  - *E.g. changes will diversify income, managed income, repairs will avoid bigger issues in the future etc.*

## 6. The online application form – what to expect

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

The form is used for other funding streams, however we expect applications direct from places of worship to answer every question.

The form is split into the following sections:

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

You will also be asked to attach supporting documents on the final page of the online form. Some items listed on the online form may not be relevant to your submission. For applicants from Places of Worship we expect to see the following (more options may appear on the form). Those marked '\*' are mandatory:

- **Quotes\*** – Applicants must provide at least two competitive tenders or quotes for the work they are applying for (identifying the preferred quote)
- **Accounts\*** – A copy of your most recent set of audited, signed or independently examined, annual accounts to help us understand your financial situation (these should include the independent examiner's report)
- **Friends' Accounts** – If there is a Friends' group, a copy of its most recent accounts
- **Buildings at risk register entry** – If your building is outside of England and on an at risk register, a copy of the entry, if applicable
- **External and Internal Images\*** – A separate exterior and interior image in jpeg format of between 1MB and 5MB. We will use these if the application is successful for publicity purposes, and the Grants Committee will also review the images. Please avoid sending Word documents or PDFs
- **Maintenance plan** - A copy of your annual maintenance plan as regular maintenance is one of our priorities. This is an annual timetable of steps regularly taken to keep the building and grounds in good order. For advice about maintenance, our website has advice and resources here: [www.nationalchurchestrust.org/maintenance](http://www.nationalchurchestrust.org/maintenance) and also on our MaintenanceBooker website [here](#). Information and templates can also be found in the SPAB Faith in Maintenance toolkit [here](#). If you haven't already got one in place, we advocate compiling one during your project and we will ask again at the payment stage
- **Quinquennial Inspection Report** – A recent QIR (or survey report), or extract of it, that highlights the issues that require attention and their urgency
- **A brief** – If relevant to the project phase seeking funding, a brief for any professional work. If funds are to support a new temporary post - we need to see evidence for an open recruitment process
- **Copy of a paying in slip or bank statement\*** - for the place of worship's bank account
- **Additional information** – anything further you would like to attach.

Please ensure you send us all of the documentation we require using the links on the form, or via email, to: [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org) **within 5 working days of your submission**, or we will reject your application. Please include the name and location of the place of worship, and the application reference (supplied on submission), into the title bar.

## 7. The online application form – how to complete it

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

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

### **General Guidance:**

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

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

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

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

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

**Character counts** – 255 characters is approximately 40 words; 500 characters is approximately 100 words; 1000 characters is approximately 200 words; 2000 characters is approximately 300 words. You can review your character count in Word in the same section that the word count function can be found, and then copy and paste text across.

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

**Second attempt applications** - If you are submitting a new application having previously been refused, please assume that the case is being assessed for the first time and resubmit all the information that we require ensuring it is up to date as we cannot guarantee that the same staff member will review the application. Also please be sure to have addressed any of the feedback sent in your refusal letter. Failure to do so is likely to result in another unsuccessful outcome. We cannot guarantee that any reapplication will be successful and would only expect to receive a reapplication if a change has been made (such as a change to the project cost, income or proposal), or you have been encouraged to do so in your previous refusal letter.



## **Guidance for specific application questions:**

**Question C1** – Please include in your response an approximate figure for the future capital project if relevant and already known at this stage

**Question D5 – Project Costs** - We are interested in the costs of this phase now. So, for example, if you are looking for funding for a report, this will be the total expected report cost. Please complete the project cost table. To do so, type into the first blank column called 'Description', a description of the cost e.g. feasibility survey, etc. Include whether the cost is based on an estimate or tender. Insert whole numbers without punctuation into the remaining columns. The columns will automatically tally vertically (they do not tally horizontally). We generally recommend projects to have a contingency figure but this will depend on the level of risk associated.

**VAT** - When we review your project income we take a blanket approach to VAT. If your building is listed it will qualify for the **Listed Places of Worship Grant Scheme (LPWGS)** which allows you to claim back VAT on repairs, maintenance and alterations (including kitchens and toilets). Although you can only apply to the LPWGS once you have a contract in place and work has started we currently calculate this as 100% of the full amount of the VAT on the project and will include it in your project income – unless we are notified otherwise. For cash flow purposes note that you will have to make the full payment initially before reclaiming, however claims can be submitted once invoices are in excess of £1,000 excluding VAT and within 12 months of their issue date. For up-to-date information about the scheme and eligibility of items, please [click here](#), or call 0845 013 6601.

**Question D6 - Grant Amount** - We ask what size grant you would like. This should be between £3,000 and £10,000. Note that we will calculate your project shortfall to be the total project cost, minus the confirmed project income, as well as the expected LPWGS rebate (see above). Your grant request should not exceed 50% of the project cost, or be larger than the shortfall. If your application is successful we cannot guarantee that you will be awarded the full sum requested as this will depend upon the budget available to the Grants Committee. Applicants requesting £10,000 will need to demonstrate excellent case of investment and value for money.

**Question E5 - Project Income** – Please complete the table to identify project income both unsecured (i.e. not yet confirmed due to pending application or is a fundraising aspiration) and secured (i.e. confirmed grants or donations, and LPWGS). Enter the awarding body or source of income in the first column 'Description'. Enter the value of the income as a whole number in the correct column. If there are not enough lines to separately list each of your income stream you can use other lines as long as you clearly describe what the funds are for, or group items together. The figures will tally vertically. If the award is pending, include the estimated decision notification date in the description box. If you have been notified of an award, though await payment into your account, this can be listed under 'secured'. Please notify us of any grant awards you receive during the assessment period.

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

**Section H - Supporting documents** - You will be asked to upload supporting documents on the final page of the online form (see a list in [Section 6](#), p.6, above). To do this select "**browse**" to find the file, select it and click "**open**", then select "**upload**". Only one document can be uploaded per box. If you upload the wrong document you can browse and reselect again, but you cannot clear a field entirely (you could upload a blank document instead).

Before uploading check the titles of the documents, keep these as short as possible and without punctuation. There is a **maximum file size of 5MB** for each document. If you have difficulties or you are unable to provide the documents, or you have additional documents you wish to send, you must email these to us **within 5 working days** at: [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org). Please ensure that you include the name and location of the place of worship, and the reference number, in the title bar.

**Submit** - Once you have completed Section H of the form, click "**Next**" this will produce a summary of your answers for you to check. If you are ready to submit your application choose "**Submit**" at the bottom of the page. Choose "**Amend**" if you wish to edit any text. Follow the same procedure again, clicking "**Next**" to proceed through all of the pages and, once satisfied, select "**Submit**". You will receive a copy of your application by email along with a reference number. Only at this stage will we know about, or be able to view, your application. Once it is submitted you can-not re-edit the form and we cannot return it to you. If you do need to notify us of any changes or additional information, please email: [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org)

## 8. After submission

In some cases we may contact a lead professional (if given) to check details of your application - such as project costs and project description - or the denominational body, or local Churches Trust, for their knowledge of the scheme.

Those applications who pass our eligibility criteria will be assessed against our **priorities and scoring criteria** (see [Section 3](#) and [Section 4](#)) and also against other applicants in the round. We will look at the benefits and surrounding circumstances of each project, the outcomes it proposes, and we will also consider the funds available to us at that time. The final decisions on all applications are made by the Grants Committee three times a year (deadlines and approximate decision dates are on the relevant programme page of the website: [www.nationalchurchestrust.org/gatewaygrants](http://www.nationalchurchestrust.org/gatewaygrants)).

Due to the volume of applications we receive we cannot guarantee that we will be in contact between receiving your application and us reporting the outcome of a grant decision.

The Grants Committee comprises both Trustees and independent experts from church and heritage sector backgrounds. Decisions cannot be made between meetings, and once made by the Committee a decision cannot be reversed.

## 9. Conditions of a grant award

We will usually contact you by email or post approximately 10 weeks after a deadline date. Some applications, usually those that do not meet our eligibility requirements, may hear from us sooner. Due to the volume of applications we receive, we will not accept late submissions and we are unable to read submissions in advance. We can however answer simple queries.

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

1. Register on the [MaintenanceBooker](#) website (this is free and there is no requirement to book services via the site once registered)
2. Submit details to the [ExploreChurches](#) website (free)
3. Open for at least 100 days a year beyond worship, within a year of project completion (tell us if you will need to have special arrangements, such as key holder details on display, in order to meet this requirement)
4. Project led by a qualified professional with Conservation Accreditation if the building is listed and they will be leading the project through to completion of a capital project

5. Acknowledge the National Churches Trust grant in printed materials and on a website, and help publicise the award – a logo and materials will be provided
6. Return a feedback report when prompted to do so after project completion (these are usually sent as an email via SurveyMonkey)
7. The National Churches Trust must be notified immediately of any plans to end public worship in a building funded by us. If a building closes within five years of receiving our grant payment we may request repayment of the grant
8. Offers will be made for a two year period.

Please note that our maximum grant award is £10,000, but we will never award more than 50% of the project cost excluding VAT. Payment claims will need to be supported by invoices and copies of any reports produced with the help of our grant.

If on receipt of invoices, costs have reduced, we will reduce our grant offer to 50% of costs incurred, excluding VAT. We would like reports to include a reference to our grant award and a copy of the National Churches Trust logo. Reports may not be available at the point of payment, but must be sent as soon as they are available. Failure to do so will affect future grant applications to us.

The terms of the grant must be met before payment will be released. These terms and conditions are subject to change. The grant offer letter will contain the most up to date version.

## Further advice, funding and final comments

We have drafted a report template to help you collate the information you gather during your development phase which may help you decide whether to proceed with developing the project further. A copy is available to download from the bottom of [this page](#). In some circumstances we may request that you compile this to assist with the grant payment process, in particular where our funding has not resulted in a reporting document. Nevertheless, we recommend the report outline to all applicants as a useful tool for evaluating your project up to this point, and before proceeding to contact major funders. The guidance has been prepared following the Architectural Heritage Fund's viability guidance [www.ahfund.org.uk/grants.html](http://www.ahfund.org.uk/grants.html) and also that of the Heritage Lottery Fund: [www.hlf.org.uk/viability-and-development-appraisal-guidance](http://www.hlf.org.uk/viability-and-development-appraisal-guidance)

You may also find materials in the [Crossing the Threshold Toolkit](#) and on the [Empowering Design Practices](#) website useful to help inform your planning process. Advice on business plans can be found in the [Crossing the Threshold Toolkit](#) and from the Plunkett Foundation <https://plunkett.co.uk/inspire-resources/>.

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

You can stay in touch with us by signing up to our monthly e-newsletter via our website here: [www.nationalchurchestrust.org/news/sign-our-e-newsletter](http://www.nationalchurchestrust.org/news/sign-our-e-newsletter). You can also opt to be included in our mailing list (Qu. G3), though the best way to ensure you stay in touch is to subscribe as a [Friend](#). Your information will be kept private and secure, we do not sell or share our information. If you wish to opt out of future contact, you can do so at any point by simply letting us know via post, e mail or phone. However, **please note that if you are successful in your application contact details will be added to our database in order for us to monitor the grant.** You can review our privacy policy here: [www.nationalchurchestrust.org/privacy-policy](http://www.nationalchurchestrust.org/privacy-policy)

If you have any additional questions please visit the FAQs page of our website [www.nationalchurchestrust.org/grants-faqs](http://www.nationalchurchestrust.org/grants-faqs) or contact the Grants Team via email: [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org) or telephone: 020 7222 0605.

In the meantime we encourage you to apply for as many different sources of funding as possible. For information about other sources of funding please see: [www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project](http://www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project)

**GOOD LUCK!**

## Common Abbreviations

<b>AABC</b>	Architects Accredited in Building Conservation
<b>ARB</b>	Architects Registration Board
<b>AV</b>	Audio-visual
<b>CTBI</b>	Churches Together in Britain and Ireland
<b>DAC</b>	Diocesan Advisory Committee (specific to Church of England)
<b>IMD</b>	Index of Multiple Deprivation
<b>LPWGS</b>	Listed Places of Worship Grant Scheme
<b>NCT</b>	National Churches Trust
<b>RIBA</b>	Royal Institute of British Architects
<b>RICS</b>	Royal Institute of Chartered Surveyors
<b>UK</b>	United Kingdom
<b>VAT</b>	Value Added Tax
<b>UK Home Countries Heritage Bodies</b>	Department of Communities Northern Ireland, Historic Environment Service (Cadw), Historic England, Historic Environment Scotland