

Grant Payment Claim Form

For Repair, Community and Partnership Grantees

**NAME OF CHURCH……………………………………………………………….**

**Reference number:** ……./…….

You can claim payment of the National Churches Trust grant once work has begun and an amount of more than our grant has been spent on the eligible items of the project. The offer is **valid until [refer to your offer letter]**.

When you are ready to claim please complete the details below and email this and the requested documents to us at grants@nationalchurchestrust.org. Alternatively you can post these to: Grants Team, the National Churches Trust, 7 Tufton Street, London SW1P 3QB.

Please allow up to 5 weeks for payment, which will be made by BACS.

**In order to claim our grant offer we need to see the following items:**

1. A copy of an **Architect's** or **Chartered Building Surveyor's Interim Certificate** or **Certificate of Progress Payment**
2. A copy of **the permission given by your governing body** for the works, if not already provided with your grant application e.g. Faculty
3. For Community Grant awards only, please provide a copy of any relevant **planning permission from your local authority,** if required and not already provided
4. A copy of a **pay-in slip or bank statement** **for the place of worship’s account**, which should provide details of the account name, sort code and account number. This allows us to pay by BACS transfer.
5. A copy of your annual **maintenance plan** (if not already provided with your grant application)
6. A submission or entry onto our website Explore Churches (mandatory from start 2018) [www.nationalchurchestrust.org/explore-churches/get-involved-churches](http://www.nationalchurchestrust.org/explore-churches/get-involved-churches)
7. A copy of this completed form

**We need to know:**

1. Your actual or estimated project completion date ……………………………………………………………………..

***Please note:*** *We will email you a link to an online survey a year after project completion to monitor the impacts and outcomes of your project. Failure to complete the form will be breach of contract and will be considered in future grant applications.*

1. In the meantime, please share with us any stories or anecdotes relating to your project – successes, surprises, challenges etc. - which we can feature in our news and on our Social Media pages.
2. If possible, please also send us a few good photos (high resolution jpegs) of your completed works, and of people enjoying your restored/revitalised building that we can share. *You can email these to* grants@nationalchurchestrust.org

*Please note: We may select some photographs for publication. When sending us images, please confirm that we have permission to use all the images you send us, and tell us how to credit them where necessary.*