



The Pilgrim Trust



Maintenance Grants 2018

Guidance Notes

For people who love church buildings

Please read this document IN FULL before starting our application process.

In 2018, the Grants Committee will meet three times. Deadlines and decision dates will be:

Deadline	Meeting Date
24 January 2018	March 2018
23 May 2018	July 2018
26 September 2018	November 2018

Due to the volume of applications we receive, we cannot accept late submissions and we are unable to provide pre-application advice or read submissions in advance. We can however answer simple queries.

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

The National Churches Trust

The National Churches Trust is the national charity dedicated to supporting and promoting places of worship of historic, architectural and community value used by Christian denominations throughout the UK through advice, support and funding.

The National Churches Trust aims:

- To help **maintain** the UK's heritage of church buildings and to **enhance** their ability to serve local communities
- To **promote** the benefit to communities of church buildings and to **inspire** everyone to value and enjoy them

Maintenance Grants

A problem identified with current funding focused on large scale, urgent capital repairs is that churches are often incentivised to wait until problems get very bad before seeking large repair grants from funders. Although there will always be the need for grants to [repair structural fabric](#) that comes to the end of its useful life, The National Churches Trust wants to help churches address small problems before they turn into large repairs. Under a proactive maintenance approach, a grant from the National Churches Trust, in partnership with the Pilgrim Trust, will allow interventions to occur to investigate or address small problems, costing under £10,000 (incl. VAT and fees) before a major building component fails. Central to this approach is controlling building deterioration rather than reacting to it. Control is gained by improving understanding of building pathology issues, improving access to high levels and below ground systems, and performing proactive maintenance - anticipating / addressing minor failures to bring a building back to normal wear conditions at a nominal cost. Ideally, identifying and addressing small issues should be coupled with preventative maintenance - routine maintenance designed to extend the life of buildings, systems, structures, e.g. cleaning the gutters - which reduces the need for, and long term costs of, building repairs.

Maintenance Grants encourage churches to act on small, urgent maintenance issues or repairs listed in their Quinquennial Inspection Reports (QIRs), condition surveys, or identified through gutter management reports generated by contractors. **Grants of £500 - £3,000** are available to applicants with repair or maintenance projects costing between £1,000 - £10,000, where applicants can demonstrate that they have already secured a **minimum 50% of the total project costs**.

We ask you to tell us what size grant you would like to be considered for in the application form (Qu. 2d). We will never award more than 50% of the project cost, and, if the estimated project cost reduces in size, we may reduce our grant offer to you.

Unfortunately we have a limited amount of funding available which means we can only support a proportion of the many deserving projects from which we receive applications. We consider each submission alongside a range of criteria, listed below, and against other applications at the time of applying. We strongly encourage you to start local fundraising and to apply for as many other grants as possible, and as early as you can, as we cannot guarantee that you will receive a grant offer from us. For further advice on other sources of funding, see our website [here](#).

Eligibility

The National Churches Trust accepts applications from churches, chapels and meeting houses of any age. They must be open for regular public worship. In the case of buildings that have been closed to the public, there must be plans to reopen the building for public worship and a congregation waiting to use the building. Applicants must be the owners or have the right to carry out the work. We will not consider applications from buildings that have been converted into places of worship, e.g. shops, offices or houses.

We do not currently offer grants to chapels within hospitals, hospices, schools or prisons or other such institutions.

To be ELIGIBLE to apply, you must be able to answer YES to the following:

...Is the building a Christian place of worship (but not a Cathedral)? 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 and is it open for regular public worship?

...Is the church open for at least 40 days a year beyond worship use, or will it be following completion of this project?

...Is the work proposed an identifiable project in it's own right, i.e. not part of a larger project?

...Is the project in the planning stages (i.e. not yet started)?

...Is the regular inspecting architect aware of and satisfied with the proposed works?

...Is over 50% of the total funding required, in place?

The impact of the project

We are interested in what impact our funding has on the churches, chapels and meeting houses we support. Applications for Maintenance Grants are expected to achieve at least one of the following outcomes:

Heritage in better condition

- Permanent resolution of a known maintenance / repair issue (e.g. repairs to damaged roof tiles, improvements to rainwater goods)
- Significant reduction in a known or suspected issue (e.g. reducing occurrence of or damage from rising damp through maintenance or installation of soakaways)

Churches will be more sustainable

- Mitigation of the consequences of a significant risk (e.g. introducing overflow spouts on the rainwater headers)
- Facilitation of the means to avoid or deal with recurrent issues (e.g. improved access to high levels, improved access to ground drainage systems)
- Investigation of a potential problem to identify risks and/or solutions (e.g. survey the causes of damp or rot, investigate condition of hidden ground drainage systems)

There may be another outcome of the project that is not covered by the list above. Please complete the 'other' box in Question 2e to explain what other impact you believe the project will have. It must fit within the wider outcomes of heritage in better condition or churches will be more sustainable.

What we might fund

As a guide, the following projects would be eligible for funding under this programme:

- Addressing access issues to high level to allow volunteers or professionals to perform regular inspections or maintenance of roofs and rainwater goods
- Introducing improvements to rainwater systems, such as introducing overflow spouts or installing wider-diameter gutters and downpipes
- Removing inappropriate vegetation growth from buildings that threatens historic fabric or rainwater management systems
- Replacing faulty or damaged gutter systems
- Repairing or enhancing damaged or inadequate ground drainage
- Investigating, repairing or installing soakaways
- Addressing lost, damaged or slipped roof tiles
- Addressing pest infestations
- Renew, re-fix or repair flashings
- Replace broken floor tiles
- Addressing masonry/brickwork issues and repointing
- Fitting new louvres and bird mesh in tower openings
- Internal repairs to ceilings and walls

You may have other ideas and we are open to applications including different types of maintenance and small repair initiatives provided that you can make a good case that they will achieve one or more of our desired outcomes.

Under this programme we are unable to fund the following:

- Works that have started before the application was submitted
- Works to cathedral buildings or buildings that were not originally constructed as a place of worship
- Construction of new places of worship or separate structures, or works to an existing building that is separate from the existing place of worship (even if it is on the same site, a church hall, or owned by the church)
- Repairs to or scheduled maintenance of clocks, organs, wall paintings, bells, monuments, fittings and fixtures, solar panels or boilers, heating
- Works to boundary walls, paths, churchyards or car parks
- Regular inspection surveys

- Training in maintenance skills/knowledge

Under this programme we will not prioritise the following:

- Redecoration
- Replacement of historic fabric with new materials unless supported by your statutory body such as Historic England
- Work which requires permissions which are not yet in place

Assessment criteria and priorities

Priority will be given to applications that demonstrate the need for the works through a recent (completed within the last 2 years) Quinquennial Inspection Report (QIR), condition survey or architect’s letter, as preventative maintenance or an urgent repair needed within the next two years.

We will prioritise listed churches with small congregations or in disadvantaged areas, and those that can demonstrate that they have a preventative maintenance scheme in place (e.g. a gutter clearance contract or evidence that regular maintenance is carried out). We are keen to see evidence of a commitment to maintenance through a maintenance plan supported by a regular maintenance budget.

Applicants should be able to show us at least **two quotes** for the proposed work (identifying the preferred quote) and have a **letter from the architect** to confirm the need and suitability of the work proposed, and permission if required.

The National Churches Trust is especially interested in projects that address one of our geographic or denominational priorities, listed below.

Geographic Priorities	Priority Denominations
North East England Northern Ireland Scotland Wales	Baptist Presbyterian/Church of Scotland

The assessors will consider the following:

- **Current condition** – urgency of works and whether works are due to negligence of life-expired material, current maintenance procedures
- **Financial case for support** – whether you can afford the maintenance without our grant, whether efforts have been started to fundraise
- **Other needs for support** – capability of volunteers, small congregation, if architect is supportive, confirmation of whether permissions are required, importance of fabric being maintained
- **Heritage** – the architectural significance of the building including Grade and any other specific local value e.g. built as a local employment project, commemoration of a community tragedy
- **Outcomes** – how well the project addresses our heritage and/or sustainability outcomes (relating to answers provided in 2a and 2d)
- **Deprivation** – assessment of the community that the place of worship serves (environment described and measured by ranking in the Index of Multiple Deprivation for the area (IMD))
- **Priority area** – Does the project take place in an area of relative NCT underspend (Northern Ireland, Scotland, Wales, North East England), and/or relate to a non-Anglican denomination (in particular Baptist or Presbyterian)? Scope for additional priorities as determined by Trustees (e.g. gutters, church spires)
- **Heritage at risk status** – is the church on the Heritage At Risk (England), Built Heritage at Risk Register (Northern Ireland, the Buildings At Risk (Scotland), the SAVE Britain’s

Heritage or local authority Buildings At Risk registers (Wales) or equivalent? At what priority rating? If not, has it been advised that it will be included in the next Register that is to be published?

We may also invite feedback from Diocesan Advisory Committees (DACs) and / or Archdeacons (or equivalent in other denominations) to confirm that the applicant church has identifiable need for the funding.

The Assessment Process and Grant Offers

Applications can be made at any time, with decisions made 3 times a year. Upcoming application deadlines and meeting dates can be checked on the website www.nationalchurchestrust.org/our-grants

We will consider applications against assessment criteria and priorities identified for the year by the Grants Committee and Trustees. We also look at the benefits and surrounding circumstances of each project and also consider the funds available to us at that time.

1. Applications should be made via the online form available via the Maintenance Grant Page of the website here: www.nationalchurchestrust.org/maintenancegrants We expect applicants to input all the requested information into the application form. We may reject your application if details are missing. In some cases you may be contacted for additional details.
2. Applications will be scored against criteria assessing need (see above).
3. A final decision will be made by the Grants Committee 3 times a year.
4. You should receive an outcome within 2 weeks of the Grants Committee meeting at which your application is considered. If your application is successful, you will receive an offer of a grant (occasionally with conditions) which will be **valid for one year** from the date of the offer. You will need to read the conditions of the grant and return a signed grant offer acceptance form within 30 days.

Online application form

The **online application form** can be accessed after registering, with an email address and password, via the grants pages of our website. Each of our online forms requires separate registration. Applicants must first complete an **eligibility test** (see above) – please ensure you answer the questions accurately to avoid disappointment later. If you are eligible you can then proceed to the main pages of the **application form** (see instructions below). Please keep your log-in details safe. We cannot accept paper applications but the questions can be viewed in advance, [HERE](#).

If you have previously registered for the Maintenance application form, enter your details where it says 'Retrieve your application'.

The form is split into several sections:

- **Church Details** – details including the building's use for both worship and community
- **Your Project** – details of the work, costs, impacts
- **Existing Maintenance and Need** – how church is currently maintained and why you need financial support
- **Contact details** – details for main contact
- **Supporting Documents** (see below)

To complete the online form, work through each page answering every question as best you can. The form can be saved and returned to at any time via the link on the website and by logging on with your registration details (make sure you have selected the link to the correct grant programme). We will only see your application once you have clicked on 'Complete'. You can print the form at any time by selecting 'View' (and not 'Continue') when you log-in to the application form and then selecting 'Print'.

You will find additional help and guidance within the online form as you complete it. **Help** is available wherever you see a question mark (?) by left clicking on the symbol to open a help screen. **Questions marked *** are mandatory and all applicants should complete these, if you have nothing to enter write 'none' or 'NA'. Mandatory questions must be completed in order to proceed to the next pages. We encourage applicants to both programmes [this form is also used by applicants applying for Preventative Maintenance Micro Grants] to answer as many of the questions as possible. If you have no information to enter into a box, and it is not mandatory, you can leave it blank and continue to the next question. **Applicants to the Maintenance Grant Programme are required to answer ALL questions in section 2.**

Word count limits are approximate and are stated alongside relevant boxes in the form. Some spaces are limited so brief notes are encouraged. Where figures are required, these must be rounded up to the nearest whole number and should not include a £ sign or punctuation. Where web addresses are included in the additional information text you will need to copy and paste these into a web browser.

If you are submitting a new application having previously been refused, please assume the case is being assessed for the first time and resubmit all the information we require ensuring it is up to date and has addressed any feedback sent in your refusal letter. We cannot guarantee that a reapplication will be successful.

Supporting documents - You will be asked to upload supporting documents on the final page. Please ensure you send us all the documentation we require using these links, or via email **within 5 working days**. Failure to supply these documents with the application will result in the grant request being withdraw:

- Latest set of signed audited or independently examined annual **accounts**
- A recent general exterior **photograph** of the building (high resolution jpeg if possible)
- Any other images that will support the application for example showing existing problem area, identifying the maintenance issues (high resolution jpeg if possible)
- A copy of the **building maintenance plan** (if available) – for guidance see www.nationalchurchestrust.org/maintenance
- For churches outside of England, a copy of the at risk register entry if applicable
- **QIR extract or survey report** summary to demonstrate your need
- **Letter from your inspecting architect** to confirm the need and suitability of the works
- Copy of Faculty / Archdeacon's form B / or letter from the governing body that works do not require any consent. Where consents have not been required signed PCC minutes may suffice.
- **Two quotes** for the cost of repair, indicating which your preferred contractor and clarifying if VAT is included or not
- **A copy of a pay-in slip or bank statement** for the Place of Worship's bank account showing account name, number and sort code.

To upload documents into section 5 of the form, select "**browse**" to find the file, select it and click "**open**", then select "**upload**". Only one document can be uploaded per box. 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 for any reason you are unable to provide the documents, you have additional documents you wish to send, or, you have problems uploading them, you can email these to us **within 5 working days** to:

grants@nationalchurchestrust.org. Please ensure that you include the name and location of the place of worship in the title bar.

Submit - Once you are ready to submit your application, select "**Review & Submit**" at the bottom of the final page. This will produce a summary of your answers for you to check. Choose "**Revise**" at the bottom of the page if you wish to edit any text. Follow the same procedure again, clicking "**Next**" to proceed through the pages, then "**Review & Submit**" again. Once satisfied, select "**Complete**". 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 us.

Grant conditions

If your application is successful, you will receive an offer of a grant (occasionally with conditions) which will be **valid for one year** from the date of the offer.

The conditions of the grant offer will include (subject to change):

- Our grants are limited to a maximum of 50% of agreed project costs. Where there is a decrease in costs for your project e.g. lower contractor invoices, the Trust will reduce its grant offer accordingly. The final grant offer will not exceed 50% of project costs.
- That the project has the support of the regular inspecting architect or qualified professional.
- That you help us to publicise our grant and let people know about our work.
- You will be asked to complete a short project completion form when you request payment, and a monitoring form a year after payment. We may request reports from you following on from the grant in order to evaluate the success of the scheme.
- That we may use any photographs sent to us.
- Confirmation that maintenance tasks will be carried out regularly.
- That your church is open for a minimum of 40 days a year beyond worship.
- That plans to end public worship within five years of the grant being paid are notified to us, we may ask for repayment of the grant or a proportion of it.
- If it is not already featured, we expect you to add your place of worship to our website ExploreChurches, a high quality resource for visitors and churches. We will not release payment of the grant until a submission is received. You can submit details of your church online here: www.nationalchurchestrust.org/explore-churches/get-involved-churches. Even if your application is unsuccessful we would welcome your entry.

Claiming payment of the grant

You can claim payment of the grant once work has begun and an amount of more than our grant offer has been spent on the eligible items of the project. The offer is **valid for one year**. To claim, please send us a **copy of your invoice and submit your church information to ExploreChurches**, and allow 1 month for payment which will be made to the place of worship. You need to provide your Place of Worship's bank details as a supporting document with your application to enable us to make the grant payment. Failure to provide these details will result in the application being withdrawn.

Finally, for listed places of worship, don't forget to reclaim the VAT charged on your professional fees and other project costs through the Listed Places of Worship Grant Scheme www.lpwscheme.org.uk. Claims can be made once invoices total above £1,000 (excl. VAT), and must be made within 12 months of the invoice date. Visit their website for full details.

Listed places of worship may also submit one claim in respect of works with a value of less than £1,000, but more than £500 (excluding the VAT paid) in any 12 month period. Please allow up to five weeks for payment, which will be made by BACS.

After payment has been made

The contact details you have supplied with your application form will be used to keep you informed about the progress of your application. If you are successful in being awarded a grant, we may publicise the award and may ask you to supply quotes and photographs to demonstrate the impact that the grant has had.

We may from time to time contact you to help us assess the impact of our grants. This is helpful to us in terms of improving the support we can offer and can help us to attract new funding which in turn helps us to help more churches and communities. We appreciate your support and participation in advance.

You can stay in touch by signing up to receive our monthly e-newsletter via our website here: www.nationalchurchestrust.org/news/sign-our-e-newsletter. You can also opt to be included in our mailing list (Section 4). 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.

The National Churches Trust, the UK's church repair and support charity, relies on voluntary donations, as well as the help of our Friends and a number of trusts and foundations, to support our work. Our grants programme depends on the income we receive and consequently our grants budget each year varies. 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.

More details about our work and how we can help can be found on our website www.nationalchurchestrust.org. If you have any further questions regarding the grant programme, please review our [FAQs page](#), or contact us: grants@nationalchurchestrust.org.

And finally...GOOD LUCK!