



Partnership Grants Programme 2018

Guidance Notes for Applicants in Northern Ireland

For people who love church buildings

Please read this document in full before starting the application process. If you have any additional questions please contact the Grants Team at grants@nationalchurcheistrust.org or via our office on 020 7222 0605.

Deadlines for the Partnership Grant Programme are featured in the box below:

Meeting Date	Deadline
March 2018	10 January 2018
July 2018	9 May 2018
November 2018	12 September 2018

You are likely to have a decision within two weeks of a meeting date. We apologise in advance that, 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.

Please note we require all applications to be made to us via the online form available from our website: www.nationalchurcheistrust.org/our-grants/partnership-grants - see instructions below.

Introduction

We consider all of our grant applications in line with the aims of the NCT:

- 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

The Partnership Grants Programme is designed to award grants of between £2,500 and £10,000 to **necessary and urgent structural repair projects** with an estimated total cost of between £10,000 and £100,000 (incl. fees and VAT), and **'community' type works (i.e. installation of toilets and kitchens)** below £25,000 (incl. VAT and fees). This guidance note has been drafted to assist those applying to us directly from **Northern Ireland**, rather than through a local church trust in other geographic areas.

Our grants must not fund more than 50% of the total project cost and we expect churches to have secured at least 50% of total funds required for the project, at the point of application. We also expect eligible churches to reclaim the VAT incurred through the Listed Places for Worship grant programme. See www.lpwscheme.org.uk for further details.

Please note: Where the total project cost is over £100,000 for repair works or £25,000 for 'community' type works, these projects should apply through our [Repair or Community grant programmes](#). **Churches cannot apply to both our Partnership and Repair or Community programmes for the same project.**

Eligibility

- Applications are welcomed for any Christian place of worship in the United Kingdom, of any age, listed or unlisted, that is open for public worship. In addition we expect places of worship to be open beyond service times for at least 40 days a year. Projects should be achievable within 2 years.

- We encourage applications from a range of Christian denominations. The church must have a legal responsibility for the care of their building either owning it, or holding a full repairing lease.
- The work being applied for should not have been started when the application is made to us, and we expect works to be overseen by a qualified professional as appropriate for the project. This will usually be a qualified and registered chartered architect, building surveyor or engineer with conservation accreditation if the work is to a listed building.
- The general rule is that projects should be for necessary urgent repairs to the structure and fabric of the church building, e.g. roofs, walls, floors, windows, glass, doors, towers, spires and bell frames, which should have been identified as such in a recent Quinquennial Inspection Report or condition survey. Re-plastering and redecoration as the result of repair work can be considered, as well as urgent electrical rewiring. If the wider repair project contains minor elements that help the building to meet Disability Discrimination Act or Health and Safety requirements, e.g. installation of handrails or improvement to roof access, this can also be acceptable.
- We will also consider projects that introduce new kitchen and toilet facilities into the church. Permission from the governing body e.g. Faculty permission (or equivalent in other denominations) and the local planning authority, if required, must be in place when you submit your application.

Unfortunately as we have a limited amount of funding available 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 (see below) and against other applications at the time of applying. For advice on other sources of funding please [visit our website](#).

What we can't fund

The assessment process is competitive and we cannot always fund all of the good-quality applications that we receive. As a guide, the following will not be supported under this fund:

- Churches that are no longer used for regular public worship (at least 6 services a year), or privately owned churches,
- Cathedrals,
- New build churches, or works to separate structures, including church halls,
- Projects in which work has already started at the point of application to us,
- Works to bells, clocks, pews, organs, fixtures and fittings, heating, lighting, churchyards or boundary walls. Individual circumstances may be taken into account where wider structural damage is an issue,
- Monuments are not normally eligible, but individual circumstances may be taken into account if wider structural damage is occurring and will be dealt with as part of the project.

How we assess applications

Applications will initially be assessed against the programme criteria by National Churches Trust staff. Where applications meet the programme criteria, decisions on which projects to fund will be made by the independent National Churches Trust Grants Committee which meets three times a year. We may invite comment from regional bodies with relevant experience.

When we assess your application, we will consider the following:

- **Why is a National Churches Trust grant required?** Includes urgency of the works, local deprivation or isolation, maintenance of the building, financial need etc.
- **Is the project well planned?** If permissions are in place if required, if works are appropriate, level of impact upon the heritage, if need for the works has been demonstrated, if the building will be well maintained going forward etc.
- **Will the capital project be sustainable?** That there is a plan in place for ensuring the success of the project, and intentions to increase visitors, interpretation, events, use of the building, will be open minimum of 40 days etc.
- **Is the project financially realistic?** That raising the remaining funding shortfall is achievable, that the church can afford to achieve its vision, that there is a plan in place to support future income and invite revenue etc.
- **How urgent is the project?** If the building is on a heritage at risk register, how quickly works need attending to etc.

Application form help notes

To submit an application, find the link via the relevant pages of our website here www.nationalchurchestrust.org/our-grants/partnership-grants

If you have not already registered for this grant programme (our different grants programme application forms require separate registrations), you will need to do so by clicking 'Register' and entering an email address and password of your choice. Please keep your log-in details safe.

The form starts with an **eligibility quiz** (see box below) so you will know instantly if the project is eligible. If it is, then you will be able to continue to the **online application form** (instructions below). Once submitted, your applications will be entered automatically into our grants management database. For each application you submit, you will receive an acknowledgement and a copy of your application to keep on file.

Please note the same form is also used for our Project Development grant programme and therefore some questions in the form may not apply. Please use the notes here, and alongside the form, to help.

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) 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? *We do not fund outside these areas.*

... Was the building originally built as a place of worship and is it open for regular public worship? (Please note we do not fund new build or stand-alone structures) *Our funding is only available for the original church building itself, or an extension thereof, we cannot fund anything separate to it. We only fund buildings that have a minimum of six services a year.*

... Is the project in the planning stages i.e. not yet started? Project Development projects should not exceed RIBA stage 1 and must be deliverable within 1 year; Partnership projects should be deliverable within 2 years. *We will not fund projects where work has already started on site at the point of application.*

... Has over 50% of the funding required for this phase of the project already been secured (this can include VAT that can be reclaimed through the Listed Places of Worship

grant scheme)? *Applications with less than 50% funds raised at the point of application will not be considered. 50% is a minimum.*

... Is the project being overseen by a qualified professional, usually a chartered architect or chartered building surveyor? If the building is listed they should have conservation accreditation. *We will only consider projects that are led by qualified and accredited professionals.*

... Is the church open for at least 40 days a year beyond worship use, or will it be following completion of this project? *We only fund buildings that are open for at least 40 days a year to the public, beyond worship use.*

... Will the project either address urgent fabric repairs or install kitchen and/or toilet facilities - OR - if Project Development, will the project at this stage help to enable these works at a later date?

To preview the full list of questions in advance, click [here](#).

The form is split into several sections:

- **Contact Information and Place of Worship Details** – details for main contact
- **Your Project** – details including the building’s use for both worship and community activities, and what you want to do
- **Project Costs and Funding** – your current funding situation including what you have raised and what you still need to raise
- **Impact and Outcomes** – what the benefits of the project will be both to people and the building
- **Additional Information** – to help inform our work going forward and to stay in touch
- **Supporting Documents** (see below)

You will also be asked to attach the following **supporting documents**, if applicable. Please note we require submission of all additional documentation **within 5 working days** of applying to us, these can be emailed to grants@nationalchurchestrust.org :

- **Accounts** - your latest set of audited or independently examined annual accounts to help us understand your financial situation and how money is spent
- **Images** - exterior and interior images in jpeg format of between 1MB and 5MB
- **Permissions** – for applications involving the installation of facilities – copy of approval from the governing body as well as local planning authority permission, if required
- **Specification of work** – if available, to help us understand the work proposed
- **QIR extract, or similar** – in particular if proposals are to address repair or structural problems we wish to see a survey report or extract from the QIR that explains the issue and urgency of the work
- **Building maintenance plan** - if available - regular maintenance is one of our priorities, so we ask for a copy of your annual maintenance plan if available. This is an annual timetable of steps regularly taken to keep the building and grounds in good order. For advice about maintenance please visit the Society for the Protection of Ancient Buildings’ Faith in Maintenance website, please [click here](#). If you haven’t got one in place, we recommend compiling one during the course of your project and if you are awarded a grant, you will be asked again at the payment stage.
- **A copy of the building at risk register entry**, if relevant
- **Plans or drawings** - for applicants seeking the installation of facilities only

- **Statement of Need** - for applicants seeking the installation of facilities only, and if available
- **Paying-in slip or bank statement** for the Place of Worship's bank account showing account name, number and sort code to help with payment

Completing the Online Application Form

To fill out 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) – which means you can return to the form at any time. We will only see the application once you have clicked on '**Complete**', at which point you can no longer edit the application.

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 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.

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.

Question B1 – select 'Partnership'

Question C1 includes a table to complete with costs for the current phase of works. To complete the table, type into the first blank column called 'Project Cost Description', a description of the cost e.g. fees, repair costs, etc. Insert whole numbers without punctuation into the remaining columns. The columns will automatically tally vertically (they do not tally horizontally). Information about associated works can be included as part of the total project costs when applying, however the committee will only consider works that are eligible.

Question C2 is a table to identify project income for this stage, both unsecured (i.e. not yet confirmed due to pending application or is a fundraising aspiration) and secured (i.e. confirmed grants or donations). Enter the awarding body or source of income in the first column 'Description'. Enter the value of the grant as a whole number in the correct column. If there are not enough lines to separately list each of your income sources you can use other lines as long as you clearly describe what the funds are for. The figures will tally vertically. If the award is pending, include the estimated decision notification date in the description box. Applicants must show that 50% of the costs of the project can be met through reserves or fundraising. The Trust will not award grants where projects appear to be fully funded already.

Please note: we expect eligible churches to apply to the **Listed Places of Worship VAT Grant** scheme and as such we include this as money raised in order to encourage places of worship to submit their claims and to ensure that a need for maintaining the funding is demonstrated to the government. Claims can be made once invoices total above £1,000 (excl. VAT), and must be made within 12 months of the invoice date. See their website for full details [here](#). 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.

Question C3 asks for the size of grant you would like to be considered for. This grant scheme awards grants ranging from £2,500 to £10,000. Note that grants for £10,000 should provide a greater level of detail in the application. Figures should be to the nearest £500, e.g., £2,500, £3,000 etc.

Question C4 asks about restricted reserves which we may identify within your accounts. We do not expect places of worship to completely exhaust their reserves and will consider it reasonable for you to try to retain enough in funds to cover at least one year's worth of running costs.

Question C6 – there is a short word count here but please try to include a list of other grant giving organizations from whom a decision is pending (if not included in funding income table in C2), and also include whether a Heritage Lottery Fund offer, or rejection letter, has been received. Or, if the decision was made not to apply, and you were eligible to have done so, please let us know why not.

Section F - Supporting documents – You will be asked to upload supporting documents (see above) on the final page. To do this select "**Browse**" to find the file, select it and click '**Open**', then select "**Upload**". Green text will appear to confirm a successful 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 (though more compact documents are appreciated!). 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 them to us: grants@nationalchurchestrust.org. Please ensure that you include the name and location of the place of worship in the title bar and send them to us **within 5 working days** of submitting your application to us.

Submit - Once you are ready to submit the application to us, select "**Review & Submit**" at the bottom of the final page. This will produce a summary of your answers for you to check. Choose "**Revise**" if you wish to edit any text. Follow the same procedure again, i.e. click "**Review & Submit**". 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 cannot re-edit the form and we can not return it to you. If you do need to notify us of any changes or additional information, please email us.

Once your application has been submitted

Applications will be reviewed by the Grants Team. Local partnering bodies may be invited to comment. If you are asked to supply further information please ensure it is provided as quickly as possible. Due to the volume of applications we receive, we are not able to carry out a second request email. We will consider applications against our assessment **criteria and priorities** (see above) and also in comparison with other candidates. We also look at the benefits and surrounding circumstances of each project and also consider the funds available to us at that time. A list of recommendations will be considered by our Grants Committee, which meets three times a year and comprises of both Trustees and independent experts from church and heritage sector backgrounds. Decisions **cannot** be made between meetings.

We will usually contact you by email or post within two weeks of a committee meeting with news of your application. Some applications, usually rejected on eligibility grounds, may hear from us sooner.

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 [visit our website](#).

Grant Offers, Conditions and Acknowledgements

If your application is successful, you will receive an offer of a grant which will be valid for **two years** from the committee decision date. Although you do not need to wait for our grant offer to start the work, we cannot guarantee your application's success. You will be asked to sign and return an **acceptance form** to the National Churches Trust within 30 days of an offer.

Grant offers are made subject to terms and conditions including the following (these may be subject to change):

- **Project led by a qualified professional** - Usually a chartered architect, building surveyor or engineer with conservation accreditation from the RIBA, AABC or RICS.
- **Grant Acknowledgement** - We want people to know that the National Churches Trust has supported your project. If you are awarded a grant, you must acknowledge our funding using a grantees' acknowledgement logo during the delivery of your project. We will give you guidance on this and will provide some acknowledgement materials to you free of charge. We may on occasion ask churches to partner an event with us.
- **Project Reporting** - You will be required to complete a brief project report with your payment claim, and a completed project evaluation survey via SurveyMonkey a year after your project completion. Failure to complete the forms will be breach of contract.
- **Opening times** - Your place of worship should open to the public, beyond worship, for a minimum of 40 days a year, in line with other grant-giving bodies.
- **Closure** - 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 a grant from us we can request the return of our grant.
- **Photographs** - We encourage all grantee churches to take photographs throughout their project to record the works which will be useful for this stage. We assume that we can use any images submitted to us for use on our website or in publicity. Therefore please gain any necessary permissions before sending us these and please provide credits where necessary.
- **Maintenance** - We ask that efforts will be made to ensure the ongoing maintenance of the building. We encourage churches to develop a maintenance plan if one does not already exist. Guidance on developing maintenance plans is available via our website [here](#).
- **Sharing information** - Sometimes we will contact your lead professional, and/or your denominational body to check details of an application or to notify them of an award. We will also contact press if you are successful.
- **Annual donation** - After payment of a grant, we ask that the managing body of the building (e.g., PCC, DCC, Elders or Trustees) makes an annual donation to us for a period of 5 years. We will provide you with a Direct Debit form after the grant has been paid. Payment can also be made by cheque if that is preferable. The donation does not need to start until a year after you receive the grant and can be of any amount that you feel is affordable. Many churches give between £50 and £100 a year. The Trust is an independent organisation and receives no government funding. Our ability to support and continue to provide grants and other assistance for places of worship depends entirely on our income.
- **Friends** - We ask that you invite members of the congregation to join [the Friends of the National Churches Trust](#). The annual membership fee is currently £30 per person per year by Direct Debit. We are building a strong membership base and creating a

national voice for Christian places of worship, and we also offer a range of Friends benefits and special events.

- **Explore churches** – If it is not already featured, we expect you to add your place of worship to our website www.explorechurches.org, 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 grant application is unsuccessful we would still welcome an entry on the site.

Grant Claims and Payments

Grants will be awarded for a **two year period**. If work does not start in time to claim the grant, **it will not be possible to extend the offer**. The grant can be claimed at any time once work has begun (until the offer expiry date) and once an amount equal to or more than the offered grant has been spent on the project.

To claim your payment, the grantee will need to submit the following (these may be subject to change):

- 1) A copy of an **Architect's or Chartered Building Surveyor's Interim Certificate** or Certificate of Progress Payment or Practical Completion showing that work amounting to at least the value of the grant has been carried out.
- 2) A completed copy of the **grant claim form** (supplied with the offer letter),
- 3) Confirm you have submitted details to our ExploreChurches website www.nationalchurchestrust.org/explore-churches/get-involved-churches

If not supplied at the application stage, we will also need:

- 4) A copy of the **permissions** given by the governing body for the works (e.g. Faculty) and planning permissions where required,
- 5) A **pay-in slip or bank statement** for the place of worship's account with bank account name, number and sort code,
- 6) A copy of the church **maintenance plan**.

Please allow up to a month for payment, which will be made by BACS.

After payment has been made and project monitoring

Thank you for your interest in applying to the National Churches Trust, we will use contact details you supply in your application form to keep you informed about the progress of your submission. Please notify us of any changes in contact details.

If you are successful in being awarded a grant, we will look to publicise the award made and may ask you to supply quotes and additional photographs. We may also ask you to complete a feedback form which will either be emailed to you from or via SurveyMonkey, up to one year after project completion. These forms help us understand the impact that our grants have on churches, help us to improve the support we can offer and can help us to attract new funding which in turn will help us to help more churches and communities in the future. We appreciate your support and participation in advance.

In the meantime, you can stay updated about our work and news that is affecting our sector, by subscribing to our monthly e-newsletter here: www.nationalchurchestrust.org/news/sign-our-e-newsletter. You will also be asked in the online form (section E) if you are happy for us to contact you via post and/or email with information that we hope you will find both informative and useful. Please note that

successful grant applicants will automatically be added to our database so that we can monitor the grant.

We can assure you that all of 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.

Whilst you wait for our grant decision, please also consider submitting details of your church to ExploreChurches www.nationalchurchestrust.org/explore-churches/get-involved-churches

If you have any further questions please review our [FAQs page](#), or be in touch. We look forward to receiving you application.

And finally – GOOD LUCK!