



The Pilgrim Trust



Preventative Maintenance Micro- Grants Guidance Notes

Revised May 2019

For people who love church buildings

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

Preventative Maintenance Micro-Grants

'MaintenanceBooker' www.maintenancebooker.org.uk is a new website allowing churches to book maintenance services including gutter clearances online. Investing in regular maintenance work to your building now can significantly reduce your longer term costs. Thanks to the support of The Pilgrim Trust, we are able to award Micro-Grants of 50% of the cost of a place of worship's fabric maintenance service (excl. VAT), booked through MaintenanceBooker. The grants are intended to help extend the life of church buildings, and to promote positive culture change in churches. The grant is available when booking the following services:

- Rainwater Goods Maintenance
- Lightning Protection System Repairs
- Asbestos Removal
- Masonry repairs and High Level Maintenance (from June 2019)

Grants of 50% of the cost of a MaintenanceBooker service (excl. VAT) up to a maximum grant of £500.

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 an area covered by MaintenanceBooker services (not currently Scotland or Northern Ireland). The grants will only cover services listed above (MaintenanceBooker does include additional services not yet covered by the grants) when booked through [MaintenanceBooker](http://www.maintenancebooker.org.uk).

Applications for the Preventative Maintenance Grant can be made once all possible MaintenanceBooker supplier quotes have been received. This will be a minimum of 14 days after the initial request for quotes has been submitted on the MaintenanceBooker system.

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 the building originally built as a place of worship and is it open for regular public worship?

...Is the building open for at least 100 days a year beyond worship use?

...Have you received quotes for a maintenance service requested via the MaintenanceBooker website www.maintenancebooker.org.uk?

... Have you got funds in place to complete the shortfall?

Assessment Criteria and Priorities

We will prioritise churches booking their first service through MaintenanceBooker. We will also prioritise churches with small congregations or in disadvantaged areas. We are keen to see evidence of a commitment to future maintenance practices.

The assessors will consider the following:

- Current condition of the fabric,
- If there is a financial case for support i.e. whether you can afford the service without our grant,
- Other factors that impact on your need for support e.g. access restrictions, age of volunteers, small congregation,
- How you will maintain your building in the future.

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.

Application Process and Online Application Form

Applications can be made at any time (subject to funding availability) once all possible MaintenanceBooker supplier quotes have been received. This will be a minimum of 14 days after the initial request for quotes has been submitted on the MaintenanceBooker system. This must be **before** work is booked or carried out. Applications will be considered on a rolling basis. We aim to notify applicants of our decision within 4 weeks of applying. The grants cannot be used to fund work outside of MaintenanceBooker – the service must have been booked via our online website 'MaintenanceBooker' and carried out by one of the approved MaintenanceBooker contractors.

Please complete the online application form [HERE](#). You will need to register your email address and a password on the portal, in order to use the form. Please keep your log-in details safe.

After registering to use the form, 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). We cannot accept paper applications but questions can be viewed in advance, [HERE](#).

The form is split into several sections:

- **Church Details** – address details, listing, denomination
- **Your Project** – costs, impacts, 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 (click 'Exit (Autosave)') and returned to at any time via the link on the website and by logging back in 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. 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.

Supporting documents

You will be asked to upload supporting documents on the final page. Please ensure you send us all of the documentation we require using these links, or if you can't supply supporting documents now, you can email them to us **within 5 working days** of submitting your online form to cicely.barnett@nationalchurchestrust.org. Please ensure that the name of the church and grant programme is referenced in the title bar. Failure to supply these documents with the application will result in the grant request being denied.

You will need to attach:

- Latest set of signed audited or independently examined annual **accounts**,
- A recent general exterior **photograph** of the building (high resolution jpeg),
- A copy of **2 quotes** obtained via MaintenanceBooker, identifying which is the preferred quote (see below for further instruction)
- A copy of a **pay-in slip or recent bank statement** for the Place of Worship's bank account showing account name, number and sort code.

To upload documents into section 4 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 (though more compact documents are appreciated!).

Extracting your quotes from MaintenanceBooker

Suppliers will upload their quotes to MaintenanceBooker as a document, which can be downloaded onto your own computer. You will then be able to upload the quotes to our application form.

Furthermore, please indicate to us which is the preferred quote. If 14 days has lapsed and only 1 quote has been received, please send that to us. Priority will be given to applications with 2 quotes but we will consider the information sent to us.

Submitting

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.

The Assessment Process

1. Once a completed application is received we will score the application against criteria assessing need.
2. In some cases you may be contacted for additional information.
3. A final decision will be made by the Head of Church Support and the Deputy Chief Executive.
4. Applicants will be notified of the outcome, within 4 weeks of applying.

Grant Offers and Conditions

1. If your application is successful you will receive an offer of a grant via email which will be **valid for 6 months**. You must accept the grant offer and grant conditions within 30 days, and then complete the booking of your MaintenanceBooker service online via 'MaintenanceBooker'.
2. You can claim your grant from the National Churches Trust once your building's service has been completed and you have been sent a copy of the final invoice. Email a copy to: cicely.barnett@nationalchurchestrust.org
3. The grant (50% of the cost of the service (excl. VAT) up to a maximum grant of £500) will be paid directly into your church bank account as supplied at the point of application.
4. Please note that we will contact you following on from the grant in order to evaluate the success of the scheme.
5. 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.explorechurches.org/add-your-church . Even if your application is unsuccessful we would still welcome your entry.

6. We expect grantee churches to be open beyond worship for at least 100 days a year.

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 also 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 3). 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

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. More details about our work and how we can help you can be found on our website www.nationalchurchestrust.org. 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.

If you have any further questions regarding the grant programme, please contact us:
grants@nationalchurchestrust.org - or - Cicely Barnett, Church Support Officer - 020 7222 0605 cicely.barnett@nationalchurchestrust.org