|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A1** | \*Full title and name of the main contact, at the place of worship, for the application  *From left to right, use the 1st box for the title, 2nd for the first name and 3rd for surname.* |  |  |  |
| **A2** | \*Location and official name or dedication of the place of worship  *E.g. FARNHAM, St Mary or MORECAMBE, Central Methodist Church.* |  |  | [**?**](javascript:void(0);) |
| **A3** | Contact postal address at the place of worship | \*Address 1: |  |  |
|  |  | Address 2: |  |  |
|  |  | Address 3: |  |  |
|  |  |  |  |  |
|  |  | Town: |  |  |
|  |  | \*County: |  |  |
|  |  | \*Postcode: |  |  |
|  |  | Country: |  |  |
| **A4** | \*Contact email address at the place of worship  *We will usually use email to correspond with the contact if any questions arise over the application.* |  |  |  |
| **A5** | \*Contact telephone number at the place of worship  *We may call the contact with questions relating to the application.* |  |  |  |
| **A6** | Contact's role or job title at place of worship  *For example: churchwarden, Elder, incumbent, fundraiser, Trustee, Treasurer, volunteer etc.* |  |  |  |
| **A7** | \*Address of the place of worship including postcode | Address1: |  |  |
|  | *If the place of worship does not have a postcode, please give the postcode of the nearest building* | Address2: |  |  |
|  |  | Address3: |  |  |
|  |  |  |  |  |
|  |  | Town: |  |  |
|  |  | \*County: |  |  |
|  |  | \*Postcode: |  |  |
|  |  | Country: |  |  |
| **A8** | Website address for the place of worship |  |  |  |
| **A9** | \*Select the denomination for the place of worship |  |  |  |
| **A10** | \*Select the name of the diocese, if applicable  *Select the Diocese if it features, or if not select 'Other'. If it is not applicable to the place of worship, select 'Not Applicable'.* |  |  |  |
| **A11** | \*Select the region the place of worship is located in  *Select 'Help' for direction on regions* |  |  | [**?**](javascript:void(0);) |
| **A12** | \*Please select one of the following options to describe the area surrounding the place of worship |  |  |  |
| **A13** | Charity registration or reference number |  |  | [**?**](javascript:void(0);) |
| **B1** | \*Please select which grant programme this application should be considered under - Project Development or Partnership  *Select 'Project Development' or 'Partnership' (this is the Partnership form for Wales and Northern Ireland applicants only)* |  |  | [**?**](javascript:void(0);) |
| **B2** | \*What is the **estimated** start date for the work that would be funded by this grant (month / year)?  *Using the drop-down boxes enter month and year. You may not be certain of the exact timings but try to give us a realistic estimate of when the work we will fund is likely to start.* |  |  | [**?**](javascript:void(0);) |
| **B3** | \*Describe the work that this grant will fund  *If relevant to the project, include in your answer whether planning permission or permission from the governing body (e.g. Faculty or equivalent) has been obtained? [Max. 200 words]* |  |  | [**?**](javascript:void(0);) |
| **B4** | \*Enter the listing designation of the place of worship as I, II\*, II, A, B, B+, B1 or C  *If the building is unlisted write 'unlisted' or if it is locally listed write 'local'.* |  |  | [**?**](javascript:void(0);) |
| **B5** | \*Brief historic and architectural description about the building.  *Give a brief history of the building including key dates and architects, and any important features. Mention here if the building is situated within a conservation area [Max. 200 words]* |  |  | [**?**](javascript:void(0);) |
| **B6** | \*If the place of worship features on a Heritage or Buildings at Risk Register, or has been advised for inclusion at the next revision of the register, what is its condition (e.g. very bad/poor/fair/good) and priority category (e.g. A to F), if known?  *Please state 'not at risk' if the building is not featured on a register, or 'unknown' if this information is not known. For entries outside of England, please upload a copy of the entry at the end of the application form.* |  |  | [**?**](javascript:void(0);) |
| **B7** | \*Which of the following describes how urgent the proposed works are, i.e. when they should or must start.  *All repair projects should respond. The answer should reflect the current situation and be based on a professional opinion, for instance in a recent Quinquennial Inspection Report. It may be 'Not Applicable' to those with community type projects.* |  |  |  |
| **B8** | \*Describe how the building is currently used both for worship and beyond worship for community activities.  *Include: average number of services per month; average adult attendance at services; usual opening times; number of days a year the building is open beyond worship; visitor numbers; whether there is a Friends' group [Max. 200 words]* |  |  | [**?**](javascript:void(0);) |
| **B9** | \*Describe how the building is currently looked after and maintained (including if a maintenance plan is in place), and how the funded works will be maintained going forward?  *We encourage the use of a building maintenance plan. Include whether there are plans to compile a maintenance plan if there isn't one. Include if there is a building management plan, a business plan or project viability appraisal [Max. 40 words]* |  |  | [**?**](javascript:void(0);) |
| **B10** | \*Outline why this phase of the project needs our funding and why the work needs doing now  *Include the need for the work and why it is essential now, and why our funds are required. Project Development applicants should include what difference any additional work we would be funding, would make to the final project [Max. 200 words]* |  |  | [**?**](javascript:void(0);) |
| **B11** | \*Please enter the name, company and email address of the architect, chartered building surveyor or other professional that will be the main lead on the work to the building (separate lines by commas).  *Some Project Development applicants may not have appointed a project architect at this stage. Enter either the regular inspecting church architect, or whoever has been commissioned to carry out the work at this stage* |  |  | [**?**](javascript:void(0);) |
| **C1** | \*Please complete the project cost table with costs for this phase of works  *Insert a description for each of the cost categories. For instance: a particular professional's fee, a feasibility study, capital works, repair works etc. Enter whole figures with no punctuation. Costs will tally vertically.* | |  |  |  |  | | --- | --- | --- | --- | | Project Cost Description | Cost | VAT | Total incl. VAT | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | [**?**](javascript:void(0);) |
| **C2** | \*Please complete the project income table, with unsecured funds in the first column, and secured funds in the second. Show the funds relevant to the current phase.  *Show how you have fundraised towards the project already. NOTE, when we calculate project shortfall we take total project cost MINUS secured income PLUS any expected Listed Places of Worship grant scheme VAT rebate if eligible. Click help for more detail.* | |  |  |  |  | | --- | --- | --- | --- | | Income stream | Description | Unsecured funds £ | Secured funds £ | | Public grant offers |  |  |  | | Listed Places of Worship Grant Scheme (VAT) |  |  |  | | Other grant offers |  |  |  | | Private donations |  |  |  | | From reserves / bank accounts |  |  |  | | Other fundraising |  |  |  | | | [**?**](javascript:void(0);) |
| **C3** | \*What size grant would you wish to receive from us?  *Project Development grants usually range between £3,000 and £10,000; Partnership grants usually range between £2,500 and £10,000. Figures should be multiples of £500.* |  |  |  |
| **C4** | If there are unrestricted funds after meeting running costs that are not available or that cannot be used for this project, please explain what they are earmarked for and why they cannot be used.  *[Max. 30 words]* |  |  | [**?**](javascript:void(0);) |
| **C5** | What is the estimated total cost of the capital project including contingency, VAT and fees?  *Project Development applicants only - this will be the project you are preparing to undertake eventually and is likely to be an estimate. Mention any early discussions with potential funders and any intention to apply to e.g. HLF. [Max. 100 words]* |  |  |  |
| **C6** | How will any remaining income be raised? Project Development applicants should outline how costs will be raised for the major capital project e.g. if they will apply to HLF. Partnership applicants should outline any further fundraising initiatives or applications that will be submitted.  *List (separating by commas) any pending grant applications, as well as other funds that may be forthcoming. If an HLF grant would have been elgibile but wasn't applied for, please explain why not [Max.100 words]* |  |  | [**?**](javascript:void(0);) |
| **D1** | \*What will the impact of the project be on the heritage, fabric, and / or condition of the place of worship?  *For example a repair may mean that damp will no longer be a problem so the condition will have improved. Or, perhaps it will ensure the building's removal from a Heritage at Risk list [Max. 200 words]* |  |  |  |
| **D2** | \*What will the impact of the project be on people who use the building, as well as the wider community?  *Who will benefit? How many and what new uses/activities are planned? Does it address local needs and opportunities? Will community use increase and by how much? Mention any consultation that has been carried out. [Max. 200 words]* |  |  | [**?**](javascript:void(0);) |
| **D3** | \*What will the impact be on the sustainability of the place of worship?  *Consider this in terms of the future and wider use of the building, its future sustainability and potential economic viability. Mention any wider work that has been done to test long-term viability or presence of a business plan [max. 200 words]* |  |  | [**?**](javascript:void(0);) |
| **E1** | \*How would people be updated about the building project and how would a grant from the National Churches Trust be publicised?  *For example is there a website or does the church use social media, will local press be contacted, or does the church feature on church tourism websites etc. [Max. 35 words]* |  |  |  |
| **E2** | \*We would like to keep you updated about our work and news that is affecting our sector. If you are happy for us to contact you via post and/or email around four times per year, please select 'yes'. |  |  |  |
| **E3** | \*We would like to send you our monthly e-newsletter which we hope you will find both informative and useful. If you are happy to receive our e-newsletter please select ' yes'. |  |  |  |
| **E4** | \*On occasion we are asked by other funders to nominate projects for additional funding, or for awards. Please click 'Yes' if you are happy for your project to be considered. |  |  |  |
| **E5** | Is there any additional information you wish to add to your application?  *[Max. 200 words]* |  |  |  |
| **F1** | Latest set of signed audited or independently examined annual accounts (all applicants)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F2** | A recent general exterior view of the building. Please use a jpeg if possible (all applicants)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F3** | A recent general interior view of the building. Please use a jpeg if possible (all applicants)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F4** | Copies of any grant offer or recent refusal letter from the HLF or LPOW Roof Repairs Fund, or equivalent (partnership applicants only)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F5** | Local planning authority permission, or evidence of pre-application advice or support (Partnership applicants looking to install kitchen/toilet facilities only - and if necessary)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F6** | Permission of the governing body, e.g. Faculty or equivalent, or evidence of pre-application advice or support  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F7** | Specification of works, with costs, if available or estimated capital cost breakdown document  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F8** | A building condition report / structural survey / extract from Quinquennial Inspection Report  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F9** | Brief for professional work if available (project development applicants only, and if relevant)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F10** | A copy of the building maintenance plan if available (all applicants)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F11** | For places of worship outside of England, a copy of the at risk register entry if applicable  *Reuploading a file overwrites the currently uploaded file* |  |  |  |
| **F12** | A copy of Friends Accounts if applicable  *Reuploading a file overwrites the currently uploaded file* |  |  |  |
| **F13** | Plans or drawings (for Partnership applicants looking to install kitchen/toilet facilities only)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F14** | Statement of Need (for Partnership applicants looking to install kitchen/toilet facilities only)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F15** | Quotes (Project Development applicants only)  *Reuploading a file overwrites the currently uploaded file* |  |  | [**?**](javascript:void(0);) |
| **F16** | A copy of a paying-in slip or bank statement for the Place of Worship's bank account showing account name, number and sort code - to help with grant payment  *Reuploading a file overwrites the currently uploaded file* |  |  |  |