

NCT Gateway (Project Development) Report Template

Introduction

Our Gateway Grants to support church project development are intended to enable you to undertake work that will help you assess the viability of your project. We consider this to be an essential first step in developing a good quality project, and the starting point for the case you will make to engage your community, other stakeholders, funders and investors.

We **recommend** **you** **complete this template report** to bring together the information you already had, the results of the work you have undertaken, and to explore options you have identified for the building. **In some cases we may request you do this in order to receive your grant payment**. It should include the work we have funded, together with other research and consultation you may have undertaken with other funding or from your own resources. It may not be possible to do this at the payment stage but could be sent to us at a later date.

The template below provides a format for you to use, with guidance notes (*in italics)* on the information to include in order to establish whether the project has the potential to be viable.

The areas you ought to explore include:

* the options for your place of worship and pros and cons, taking into account the heritage significance, repair and community needs of the building
* basic market research to determine the demand and audience for the services or activities that your project could offer – through a community audit and local consultation - and whether these would generate income to make the building sustainable in the long-term
* the potential positive outcomes of your project, for example for the community, local economy and historic environment, and how these might fit with the requirements of funders and investors (this might include the community through local fundraising)
* project risks

Producing the Report will enable you to evaluate what you have discovered and should enable you to take an informed decision about whether your organisation can commit to further cost, risk and effort in developing the project.

We hope you will find this work a helpful accompanying document in your ongoing fundraising bids.

This guidance has been developed in line with the [Architectural Heritage Fund’s project viability reports](http://ahfund.org.uk/grants/) for non-worship buildings, as well as the [Heritage Lottery Fund’s guidance](https://www.hlf.org.uk/viability-and-development-appraisal-guidance).

*Notes in italics provide guidance on the information to include, based on the work you have undertaken. You are welcome to adapt the format to suit your own style of presentation and include illustrations etc.*

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| 1 Background |
| Parish name |  |
| Designation e.g. St James |  |
| Building address |  |
| Postcode |  |
| Building summary / heritage significance | *Brief summary of the historical and architectural importance and background of the building. This should not be a lengthy piece of work, just relevant and important elements.*  |
| Activities already carried out (if any) | *Any significant activities you have already carried out. E.g. have you undertaken community engagement such as lectures, open days, tours, or held public meetings. Do you know of previous attempts to achieve the same end goal, and if so what were they, and do you know why they failed.*  |
| Why the building is at risk // why now is the time to tackle it  | *Explain the risk to the building - this may be lack of a current viable use, poor physical condition, potential loss of a community asset, or other issues. Also explain why now is the time to tackle the building: is the risk critical, is there an opportunity eg funding or new circumstances, would it complement other initiatives?*  |

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| 2 Condition of building |
| Brief summary of condition | *In summarising the condition, it may be helpful to explain this in a single sentence eg "The building is unsafe and represents a real and present hazard to public safety" or "The building is structurally sound but requires extensive works to be made habitable" etc. Perhaps no current water or mains drainage.* |
| Any emergency repairs needed | *A list of any immediate repairs required to make the building safe, wind and watertight. This should be a simple list of repairs urgently required as identified in a recent QIR* |
| Costs of emergency repairs  | *Rough cost of the repairs outlined above and what this is based on* |

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| 3 Situation & Planning Context |
| Describe the situation of the building | *This section should give a picture of the local area, and wider context if relevant, to show the social and economic environment in which the building and its uses will be developed. It should provide an overview of what it is about the local area or wider catchment that offers potential for the project to succeed, addressing both opportunities and any barriers that exist. What is it about the situation of this building that will make it a good prospect for the community and funders to invest in? Relevant information may include:* * *Character of local area: rural, residential, retail, offices, industrial*
* *Is the building isolated or on a busy high street, which could affect footfall?*
* *Are there good local transport links? Nearby parking?*
* *Is it a thriving area, with nearby properties/businesses occupied and in use, or the reverse?*
* *Is the area changing, through new housing development or employers moving in (or out)*
* *Existing local facilities that may compete, or be complementary. And/or gaps in provision.*
* *Immediate physical surroundings: are there any physical access issues eg lack of vehicle access, or neighbouring properties that may be affected by any proposals*
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| What uses are permitted by planning regulation | *Find out what the current designated use for the building/area is. Is there a Local Plan? Is there a Neighbourhood Plan? You should also look out for other documents that may affect the views of the local planning authority on your project, such as Area Action Plans, Development and Supplementary Planning Documents, Master Plans and Conservation Area Management Plans. These are usually available through your local authority planning department. Consider and state what the plans mean for your project, rather than quoting passages word for word. Include relevant extracts in appendices if needed.* |
| Opinion of appropriate church body, heritage body or local authority on plans | *What is the opinion of the DAC (if Church of England) or equivalent body in other denominations, and/or of the appropriate heritage body (local planning authority, Historic England, Cadw, Historic Environment Scotland, Northern Ireland Environment Agency) on the approach to the repair and development. Outline any pre-app discussions or advice* |

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| 4 Options for use |
| *You should look at a maximum of three options in any detail, concentrating on need/demand for each option and prospects for long-term sustainability. List other options considered but rejected, with the reason. Do not include a "do nothing" option. The information to include is set out in the Section on Option 1 below - work through the same analysis of each of your three options.*  |
| Option 1 |
| Use  | *State the potential option for change and what use / activities would take place. State whom the end users would be. How would the building be managed?* |
| Works necessary  | *A brief description of what works or interventions would have to be done to the building to enable the uses. This should include both repairs and adaptation.* |
| Cost | *A rough cost of the works and intervention required and how this has been estimated* |
| Pros and Cons | *A discussion of the pros and cons of the project, these must show evidence of need/demand for the use and how the use will be sustainable in the long term. Items to address will depend on the specific use, but might include:* * *Is there a demand in the area - evidenced by market research, community consultation and engagement, opinion of local experts, local media campaigns and correspondence and social media?*
* *Have similar concerns gone out of business recently? Why? How is yours different?*
* *Are there similar uses in the area already? If so, how many and at what distance? What is different about your proposed project?*
* *What are comparable rents etc*
* *Will it create jobs temporary or long-term, will it engage volunteers? Include figures.*
* *Will the project contribute to local economic activity or displace it? How?*
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| Option 2 |
| Use |  |
| Works necessary |  |
| Cost |  |
| Pros and Cons |  |
| Option 3 |
| Use |  |
| Works necessary |  |
| Cost |  |
| Pros and Cons |  |

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| 5 Conclusion |
| Preferred choice | *Which option is the preferred choice and why? Eg is the preferred choice best value for money? Does it meet most criteria of prospective funders? How is it sustainable?* |
| Cost breakdown and funders |
| Element of project:  | Cost£ | Funder: grant scheme  | Target grant request£ |
| Project development |  |  |  |
| Capital project costs\ |  |  |  |
| How project fits funders' criteria |
| Funder | *List each prospective funder you will be approaching and briefly summarise how the project will deliver their published priorities, plus feedback you may have received from consultation with any funder (not all will do this). For a list of funding sources you can refer to our website* [*www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project*](http://www.nationalchurchestrust.org/managing-building-projects/how-fundraise-your-project)*. Remember that our own grants may also be eligible* [*www.nationalchurchestrust.org/grants*](http://www.nationalchurchestrust.org/grants) |

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| 6 Action plan |
| Immediate actions | *Any immediate actions required to safeguard the building, such as erecting scaffolding, clearing gutters, providing temporary roof repairs* |
| Strategy for achieving preferred use | *How are you going to progress the project? Eg Next steps to develop proposals, timetable for approaching funders.* |
| Strategy for other circumstances  | *Is there another route if the preferred option proves unviable or otherwise impossible to carry out?* |

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| 7 Appendices |
| *This section might include:** *a list of all those who have been consulted*
* *other information pertinent to the project that further makes the case for its viability*
* *additional details relating to costings or project descriptions*
* *any other supplementary information to provide supporting details*
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