

How to apply for a Preventative Maintenance Micro Grant

For people who love church buildings



General info

If the cost of a Rainwater Goods maintenance service is a financial problem, the National Churches Trust, with its partner the Pilgrim Trust, can offer grants towards the cost of one of the following services booked for your church:

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

This guidance explains how to apply for one of these Preventative Maintenance Micro Grants via a quick and easy four-page application form.

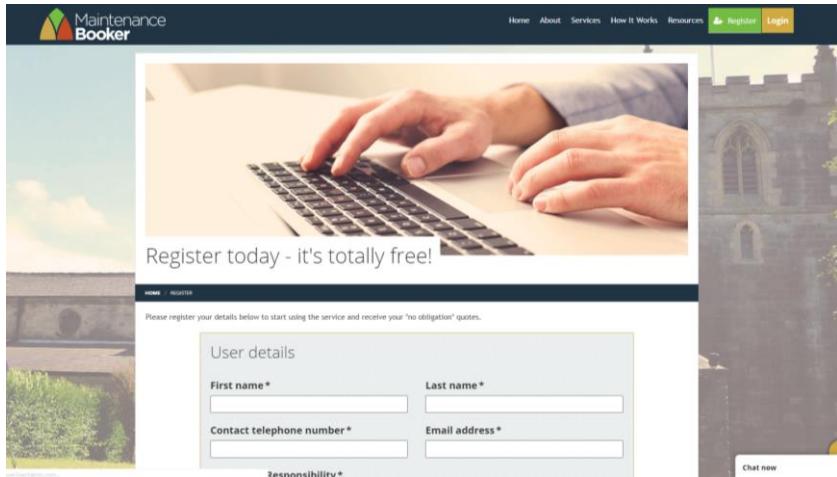
You can apply to us once all possible MaintenanceBooker supplier quotes have been received, and before a job has been carried out. This will be a minimum of 14 days after the initial request has been submitted. Once you have submitted a grant application online, you should usually hear if it has been successful within four weeks. Decisions are made on a rolling basis. www.nationalchurchestrust.org/microgrants.

You could receive up to 50% of the cost of works (excl. VAT) up to a maximum grant of £500.

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Getting your quotes



First of all you will need to ensure you are registered on MaintenanceBooker by going to maintenancebooker.org.uk/register.

If you need help doing this, we have created a video on **How to Register**, which you can view here: maintenancebooker.org.uk/support/resources/video-and-photographs.

Once you have an account with MaintenanceBooker and have logged in, you can **request quotes** for the work that you require for your building.

You can read more about what each service includes in the services pages of the MaintenanceBooker website, here

maintenancebooker.org.uk/services

If you need guidance with requesting quotes, we have created a video to help you through the process. This is also available on the Videos page:

maintenancebooker.org.uk/support/resources/video-and-photographs.



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Preventative Maintenance Micro-Grants - Apply

Share



Our Preventative Maintenance Micro-Grant Programme is open to applications!

If the cost of booking maintenance services is a financial problem, the National Churches Trust, with its partner the Pilgrim Trust, can offer grants towards the cost of your building's maintenance services. You could receive up to 50% of the cost of works (less VAT) up to a maximum grant of £500.

Eligibility

Churches are only eligible to apply for a Preventative Maintenance Micro-Grant if they book one of the following services through the [MaintenanceBooker](#) website:

- Rainwater Goods Maintenance
- Lightning Protection System Repairs
- Asbestos Removal
- Masonry Repairs and High Level Maintenance (from June 2018)

Applications from churches booking their first service through MaintenanceBooker, with small congregations, or limited financial means, will be prioritised.

How to Apply

Applications must be made online via the link below.

You can apply to us once all possible MaintenanceBooker supplier quotes have been received, and before a job has been carried out. This will be a minimum of 12 weeks after the initial request has been submitted.

Once you have submitted a grant application online, you should usually hear if it has been successful within four weeks. Decisions will be made on a rolling basis.

Full terms and conditions are available in the guidance note, below - please read these before applying!

[Guidance Note](#)

[Application Form](#)

Review questions in advance [here](#).

Getting started with an application

To access the form go to

www.nationalchurchestrust.org/microgrants. The Guidance Note can be downloaded from this page, and will give you further information on what we are looking for in your application.

Once you are ready to apply, click on the "**Application Form**" button at the bottom of the page.



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Welcome to the National Churches
Trust's Preventative Maintenance
Micro Grant Application Form

Eligibility for these grants requires applicants to be booking one of the following services through the MaintenanceBooker system: Rainwater Goods Maintenance, Lightning Protection System Repairs, or Asbestos Removal. If you wish to apply to another programme, please return to our website and follow the links to the relevant page: www.nationalchurchestrust.org/our-grants

Please read the guidance note on our website first. You can click on the link at the bottom of this page to see all the questions in advance.

After completing a page click 'Next' or 'Exit (Autosave)'. Be sure to save your form before exiting. When you log-in again, click 'Continue' to continue your application, or 'View' to see what you have completed so far (you can also print from the 'View' page). You can upload supporting documents on the last page of the form, or email them to us **within no more than 5 working days**.

At the end of the form you can review and revise your answers before submitting the application. We can only see your application once you press 'Complete'. You will receive a confirmation email and a copy of the form.

For additional help contact the Grants team: grants@nationalchurchestrust.org

Subscribe to our E-Newsletter:
www.nationalchurchestrust.org/news/sign-up-e-newsletter

[Click here to view all of the application questions in advance of registering](#)

Application Login

Begin a new application

Register 

Retrieve your application

Email

Password

Login

[Have you forgotten your password?](#)

This will take you through to the application portal. To begin a new application, click on "Register" where you will then be asked to provide your email address and create a password:

Please register using your email and a password of your choice. Passwords can contain letters and numbers and are case sensitive. If you save your answers and wish to revisit at a later date to make further changes, please return to the Grants page www.nationalchurchestrust.org/our-grants and login following the link on the relevant grants page. You can use these registration details to apply again in the future, however if you are applying for one of our other grant programmes, you will need to re-register. If you forget your password there is an option to reset your password.

Register Here

Please enter and confirm your email address, then enter your chosen password which you should also confirm by re-typing.

Email

Re-type email

Password

Re-type password

Submit

Click "**Submit**" when you're ready.

There is further information to the left hand side of the page.

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Eligibility questions

Please answer the following questions honestly. You must be able to answer "Yes" to ALL questions. If you answer "No" to any questions you will not be able to continue to the application form, and your application will be refused if it is submitted to us. If your situation and eligibility changes please come back to us.

Additional information about each question can be accessed by left clicking on the "?" symbol.

We try to focus where grants are most needed, but, as the amount of grant money available is always restricted, we have to limit the sorts of projects we can consider. If your project is not eligible under this programme we hope that the information on our website with alternative sources of funding, as well as other resources and buildings advice pages, will be helpful to you, visit www.nationalchurchestrust.org.

- | | | | | |
|---|--|--------------------------------------|--------------------------|---|
| 1 | 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? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | ? |
| 2 | Was the building originally built as a place of worship and is it open for regular public worship? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | ? |
| 3 | Is the building open for at least 100 days a year beyond worship use? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | ? |
| 4 | Will this be the place of worship's first service booked via MaintenanceBooker? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | ? |
| 5 | Have you received quotes for an eligible maintenance service requested via the MaintenanceBooker website? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | ? |
| 6 | Have you got funds in place to complete the shortfall? | <input checked="" type="radio"/> Yes | <input type="radio"/> No | ? |

Submit

Once you have registered you will see this page, which asks you a number of simple questions to confirm your eligibility for the grant. You can only proceed once you have selected "Yes" for each question. Please read these carefully and answer honestly (selecting "Yes" for each will not ensure yours is a successful application).

Red question mark icons denote further explanation on the questions – click on them to find out more.

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Post-eligibility instructions and terms & conditions

You have successfully passed the eligibility test. We look forward to learning more about your project.

To complete the form work through each page answering every question that is relevant to your project. Although not all questions are marked as mandatory, with an asterisk (*), we can only assess your application on the information we receive from you, so please try to answer the questions as fully as possible. Mandatory questions must be completed to move onto the next page.

Help is available where you see a question mark (?). Just left click on the symbol to open the help screen. These sections contain useful information on why we are asking the question, what we are looking for and sometimes, examples.

Once you complete a page of questions you can click 'Next' to carry on, or 'Exit (Autosave)' to exit the form and return to it at another time via the relevant grant programme page on our website www.nationalchurchestrust.org/preventative-maintenance-micro-grants-apply. You can log on using your registration details.

There is an opportunity to review and revise your answers once you have finished the form. When you have finished, select "Review" to check your answers. Choose "Revise" if you wish to change what you have written, then follow the same procedure to review again. Once you are happy with your answers select "Complete". You will receive an email confirming that the application has been submitted as well as a copy of your application. At this point we will receive a copy of your application. You will not be able to make any further changes to your form.

Begin

Back

You should now see a page that explains that you were successful in passing our eligibility test. It includes further instructions on how to complete the form, including how to retrieve your application if you wish to exit and return to it at a later time.

Once you are ready to continue to the application form, click "**Begin**".

Thank you for applying to the National Churches Trust.

Please read and understand the terms and conditions of a grant award, outlined in the programme guidance note available on our website, before proceeding. www.nationalchurchestrust.org/preventative-maintenance-micro-grants-apply

We will use the contact details you supply to inform you about the progress of your application. In some instances we may need to contact your lead professional, and/or your denominational body, to verify details of your application or to notify them of an award.

We ask all applicants if they are happy for us to contact them in the future (section 3). If you are successful in being awarded a grant, we will need to keep your details on record to monitor the grant. We may publicise the award which can include contacting the Press and including information about the project provided in the application to us.

We will not sell or swap your details with any other organisation, ever, and will keep your details private and secure. We do not make fundraising phone calls and would only telephone you if we had a specific query. You can review our Privacy Policy here: www.nationalchurchestrust.org/privacy-policy

Begin

Back

The next page will ask you to check the terms and conditions of the grant award, before proceeding.

It also outlines our policy on contact details.

Once you are ready, click "**Begin**".

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1) Church Details

Please tell us about the place of worship

1a *Location and official name or dedication of the place of worship

E.g. FARNHAM, St Mary or MORECAMBE, Central Methodist Church.

1b *Address of the place of worship including postcode

If the place of worship does not have a postcode, please give the postcode of the nearest building


*Town:
*County:
*Postcode:
Country:
Please select

1c *Select the denomination

1d 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'.

Please select

1e Select the region in which the place of worship is located

Select 'Help' for direction on regions. The Preventative Maintenance Micro Grant Programme is currently only available to churches where MaintenanceBooker operates - this is in England and Wales only.

Please select

1f *Enter the listing designation of the place of worship as I, II*, II, A, B, B+, B1 or C - or - 'unlisted' or 'locally listed'



Exit (Autosave)

Back

Next

Now you can begin to fill in specific details relating to your place of worship. All fields marked with an asterisk (*) are mandatory to complete, though please complete as much as possible.

Boxes that read "Please select" and have an arrow in them allow you to click on the box to select your option.

We will need the name and address of your church, denomination, and what diocese/district the church is in if relevant. We will also need the region of England or Wales in which the church is located, eg. East Midlands, Wales, etc. and the listing status of the church. Details on what terms to enter in each box is listed on the left-hand side of the page next to each question.

Clicking on a red question mark will give you further information on that question.

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2) Your Project

1

2

3

4

Your Project

Applicants must answer at least all of the mandatory questions (marked *).

- 2a** What is the total estimated cost of the preferred quote, excluding VAT?

Enter one whole number with no punctuation.

- 2b** What size grant would you wish to receive from us? Grants can be up to £500 but will not exceed 50% of the project cost excluding VAT

Enter a whole number only (i.e. no £ or punctuation). We will not fund more than 50% of the final cost of work excluding VAT. If costs reduce between award and payment, our grant award will be adjusted accordingly.

£ .00

£ .00

Now for further details about your project.

You will need to have received at least two before applying for a micro-grant. Question 2a asks for **the figure of your preferred quote**, excluding VAT. This will be listed on the quote.

Next you will need to enter the **size of the grant you wish to receive**. Please note this can be no more than 50% of the total cost of the works, excluding VAT. The maximum grant award is £500.

Please enter numbers only, without symbols, eg 500.

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2) Your Project

2c

*Briefly indicate why you need National Churches Trust funding?

Outline when maintenance work concerning this service booking was last undertaken. E.g. when your lightning protection system was last repaired/replaced; when your gutters were last cleaned. Note any urgency. Maybe include volunteer info [max 50 words]

2d

*Please confirm with 'Yes' that you can meet the balance of the remaining funds required? If the funds are not obvious within your Annual Accounts, then please tell us how you will secure the funds.

The National Churches Trust will award up to £500 based on the quote for the work. We reserve the right to amend our grant if the invoice is less than the quote. We will never pay more than 50% of net cost [Max. 30 words]

?

?

We would like a brief summary of **why you need our funding**, maximum 50 words. It would be helpful to know what has informed the need for the work (have you been recommended to undertake it? Is it a part of your maintenance plan? etc), and also understand the urgency of the work, and any other relevant supporting information.

Lastly, on this page please confirm that you will be able to reach the remaining deficit of the project cost, eg. from your reserves or other sources, by typing "**Yes**" in the box.

Exit (Autosave)

Back

Next

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3) Contact details

1 2 3 4

Contact Details

Please give us the contact details of the person who will act as our primary contact for this grant application.

If you are successful in being awarded a grant, we will need to keep your details on record to monitor the grant. We may also publicise the award which can include contacting the Press and may use information provided in your application to us.

We will not sell or swap your details with any other organisation, ever, and will keep your details private and secure. We do not make fundraising phone calls and would only telephone you if we had a specific query. You can review our Privacy Policy here: www.nationalchurchestrust.org/privacy-policy

3a *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. We require contact details to correspond with you about the grant. We will not use your contact details for any purpose to which you do not agree.

3b Contact's role or job title at place of worship

For example: churchwarden, Elder, incumbent, fundraiser, Trustee, Treasurer, volunteer etc.

3c Contact postal address

*Address 1:

Address 2:

Address 3:

Town:

*County:

*Postcode:

Country:

3d *Contact email address

We will use email to correspond with applicants if any questions arise over the application.

3e *Contact telephone number

We may call applicants with questions concerning your application.

On page 3 of the form, we need some **contact details** for the person acting as primary contact for the grant application. We need your name, address, email and phone number. Please enter these in 3a-3e

3f

"We would like to keep you updated about our work and news that is affecting our sector. Please tick 'yes' to agree that we can be in touch via **MAIL** periodically during the year, regardless of whether your application is successful or not. This is so that we can inform you of relevant regional events and workshops, or awards and competitions. We will never sell or swap your details with any other organisation, and will keep your details private and secure. We do not make fundraising phone calls and would only telephone you if we had a specific query.

Yes No

?

3g

"We would like to keep you updated about our work and news that is affecting our sector. Please tick 'yes' to agree that we can be in touch via **E-MAIL** periodically during the year, regardless of whether your application is successful or not. This is so that we can inform you of relevant regional events and workshops, or awards and competitions. We will never sell or swap your details with any other organisation, and will keep your details private and secure. We do not make fundraising phone calls and would only telephone you if we had a specific query.

Yes No

?

Exit (Autosave)

Back

Next

3f and 3g ask you whether or not you would like to opt in to receive mail and e-mail news from the National Churches Trust. Select either "**Yes**" or "**No**" and then click "**Next**" to proceed.

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Supporting Documents

Please upload all of the supporting documents that you have available (you can check these in the guidance note on the website www.nationalchurchestrust.org/preventative-maintenance-micro-grants-apply). **We have a file size limit of 5MB per document.**

To upload, left click on "Browse". Find the document in your computer that you want to upload, select it and click 'open'. Then left click on the button "Upload". The document will be linked to your application here. Only one document can be linked to each box. Reuploading a file overwrites the currently uploaded file. Ensure file names are simple and without punctuation before uploading.

The system may not cope with all formats so do not worry if you are unable to upload any files. You can email us instead via grants@nationalchurchestrust.org ensuring that you include the name and location of your place of worship in the title of the email and attaching the missing documents. This must be done **within 5 working days** of submitting your application. Check the programme guidance notes for details of supporting documents.

- 4a** Latest set of signed audited or independently examined annual accounts

Reuploading a file overwrites the currently uploaded file

Preventative Maintenance Grant Offer summary from 010119.xlsx
WAS UPLOADED SUCCESSFULLY.

Choose File No file chosen

UPLOAD

?

- 4b** A recent general exterior view of the building. Please use a high resolution jpeg if possible

Reuploading a file overwrites the currently uploaded file

FILE NOT UPLOADED.
Choose File No file chosen

UPLOAD

?

- 4c** Preferred quote

Reuploading a file overwrites the currently uploaded file

FILE NOT UPLOADED.
Choose File No file chosen

UPLOAD

- 4d** Second quote

Reuploading a file overwrites the currently uploaded file

FILE NOT UPLOADED.
Choose File No file chosen

UPLOAD

- 4e** 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

FILE NOT UPLOADED.
Choose File No file chosen

UPLOAD

- 4f** Additional upload button - in case there is anything else you wish to supply

Reuploading a file overwrites the currently uploaded file

FILE NOT UPLOADED.
Choose File No file chosen

UPLOAD

Exit (Autosave)

Back

Next

4) Supporting Documents

Finally, on page 4 you will need to **upload all of the five supporting documents** that we require; these are listed in the Guidance Note.

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.

To upload documents, select "**Choose file**" to find the relevant document from your computer. Then select the document. Once you have done this, click "**Upload**". Once a document has been uploaded it will notify you in green lettering, as in the example next to 4a (left). Only one document can be uploaded per box. If you upload the wrong document, you can upload another from the same box to replace it.

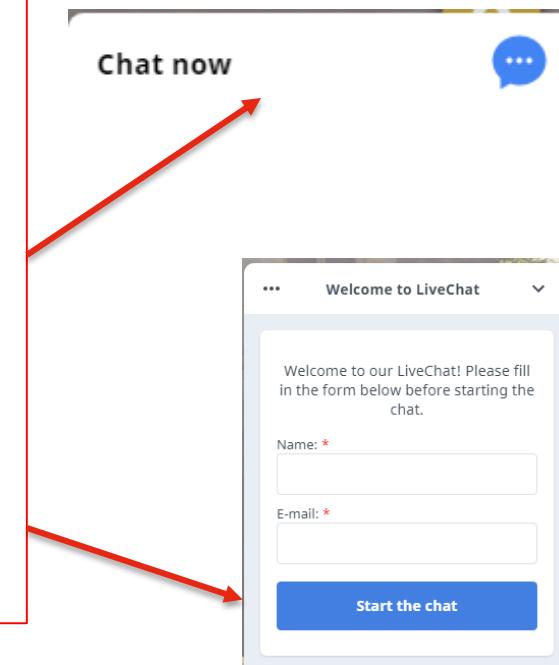
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Extracting your quotes from



Suppliers will upload their quotes to MaintenanceBooker as downloadable documents. **You can access these through your MaintenanceBooker account, and download them to your computer or device. You can then upload them to our application form.** If you're having trouble with this, please contact the Customer Services team at 2buy2. You can speak to the team via the "**Chat now**" icon visible at the bottom right-hand corner of the MaintenanceBooker website – click on the icon and enter your name and email address, then click "**Start the chat**". Alternatively you can contact the team via the contact details listed on the final page of this Guidance document.



*If 14 days have lapsed and only one quote has been received, please send that to us. Priority will be given to applications with two quotes but we will consider the information sent to us.

How to save your application for later

At any point during your application, you can click the "**Exit (Autosave)**" button at the bottom of each page, to leave the portal. This will save your application for you to complete at a later time.



After exiting an application, you will then see the message below on your screen, which explains how you can log back in to your application. If you click "**Continue**" you will be taken to the National Churches Trust website.

All the application details you have entered so far have been saved. You can continue with your application at any time simply by logging in via the relevant grants pages on our website www.nationalchurchestrust.org/preventative-maintenance-micro-grants-apply.

You can now safely close the browser window or click "Continue" below to return to our main website.



To return to your application, you can click on the following link which will allow you to log in to your account:

<https://applications.nationalchurchestrust.org/micro/>

Enter your login details where it says "**Retrieve your application**". If you have forgotten your password, click on the link "**Have you forgotten your password?**" for help (check your junk mail).

A screenshot of the "Application Login" page. It features sections for "Begin a new application", "Register", "Retrieve your application" (with fields for Email and Password), "Login", and a link "Have you forgotten your password?". Two red arrows point from the surrounding text to the "Retrieve your application" section and the "Forgot password?" link.

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Reviewing and submitting your application

When you have uploaded your documents, you can click "**Next**" to view the final review page. This page allows you to review your application in full before submitting. You can either click "**Amend**" to go back and edit anything that you may notice, or if you're happy, click "**Submit**".

Amend

Submit

Once you press "**Submit**" your form will be sent to us. You will receive a confirmation email with a copy of all your answers. Well done! You should hear from us within four weeks, usually sooner.

Please note we are unable to return a form to you once you have clicked "**Submit**". In the event you have submitted too early and / or have additional information to include, please email Cicely Barnett at cicely.barnett@nationalchurchestrust.org including the name of the place of worship in the title bar.

If successful, you will receive an offer email outlining your Grant Offer and the Terms and Conditions. You will need to accept the terms and conditions of the award. You can claim your grant from the National Churches Trust once your MaintenanceBooker service has been completed and you have been sent a copy of the final invoice. Email a copy to cicely.barnett@nationalchurchestrust.org to release the payment which will be made in to the place of worship's account.

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Contact details

For help using MaintenanceBooker:

MaintenanceBooker Customer Services

T: 0330 058 3951

E: enquiries@maintenancebooker.org.uk

For assistance with your grant application, and any other grants queries:

Cicely Barnett

T: 020 7227 1933

E: cicely.barnett@nationalchurchestrust.org

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