How to apply for a Preventative Maintenance Micro Grant

For people who love church buildings
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](http://www.nationalchurchestrust.org/microgrants).

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

For people who love church buildings
Getting started with an application

To access the form go to [www.nationalchurchestrust.org/microgrants](http://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.
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:

Click “Submit” when you’re ready.

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

<table>
<thead>
<tr>
<th>Eligibility questions</th>
<th>Yes</th>
<th>No</th>
<th>?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the building a Christian place of worship (but not a cathedral) in England,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Ireland, Scotland, Wales, the Isle of Man or the Channel Islands? And do</td>
<td></td>
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<tr>
<td>you own the building or have the right to carry out the work?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Was the building originally built as a place of worship and is it open for regular</td>
<td></td>
<td></td>
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<tr>
<td>public worship?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Is the building open for at least 100 days a year beyond worship use?</td>
<td></td>
<td></td>
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<tr>
<td>Will this be the place of worship's first service booked via MaintenanceBooker?</td>
<td></td>
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<tr>
<td>Have you received quotes for an eligible maintenance service requested via the</td>
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<td>MaintenanceBooker website?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Have you got funds in place to complete the shortfall?</td>
<td></td>
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</tbody>
</table>

Submit
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”.

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”.

For people who love church buildings
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.
2) 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.

£ [ ].00

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

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.
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.
3) 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, Editor, 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 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.
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.
Extracting your quotes from MaintenanceBooker

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.

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).

For people who love church buildings
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”.

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.

For people who love church buildings
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@nationalchurchtrust.org