



Gateway Grants 2019 – 2023

Guidance Notes for Churches Trusts

Revised December 2019

For people who love church buildings

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Introduction

We highly recommend that you read this document in full before contacting us.

You will find details of how to express an interest in applying, eligibility criteria, our priority areas, programme outcomes, and what supporting documents we require, as well as the terms and conditions of any successful grant application, on the following pages.

For 2020 the Gateway Grants Programme is able to offer **grants of between £3,000 and £10,000** to:

- Places of Worship for urgent and essential **maintenance and repair projects costing between £10,000 and £100,000** (see Separate Guidance Note);
- Places of Worship for costs towards **project development** - developing a church building project such as feasibility studies, options appraisals, investigative work and development work up to RIBA Planning Stage 1 ([see Separate Guidance Note](#));
- Regional and local churches trusts to enable effective local support for places of worship through projects that address capacity building and innovative approaches to sustaining churches (Dealt with in This Guidance Note).

Grants will never exceed 50% of the project cost. Offers will be valid for two years.

2020 application deadlines are: 23 January 2020, 14 May 2020 and 20 September 2020.

Find out more and apply online at: www.nationalchurchestrust.org/gatewaygrants

We aim to support congregations and local communities to look after and build a sustainable future for their church buildings. The National Churches Trust supports Christian places of worship, throughout the United Kingdom, that can demonstrate strong community engagement and sound plans for economic viability.

The National Churches Trust recognises the importance of local support for places of worship and is committed to working alongside and helping trusts to serve churches proactively. The Gateway programme is intended to help local churches trusts invest in development and innovation that will ultimately contribute to a sustainable future for places of worship.

Grants for Churches Trusts

Gateway Grants are currently limited to **regional and local churches trusts that are part of the Churches Trusts Forum** network (see [Appendix 1](#)), that support listed and unlisted churches, chapels and meeting houses of all Christian denominations throughout the United Kingdom which are currently open, and hold services of worship at least six times a year. Applications may be considered on a case by case basis from other registered charities if they meet the same criteria.

Trusts can apply, either singly or collectively, for **grants of up to £10,000** for a project to either:

- support organisational development within the trust and to increase the trust's capacity to deliver support to churches in their local area; or
- towards the cost of developing new and innovative approaches to supporting churches in their area through programmes and projects.

These projects should be potentially replicable in other areas. Grantees must agree to share learning from their projects with the wider Churches Trust Forum network.

Grants should be for new initiatives where a Trust is based, although the initiative may be based on a similar successful project that originated elsewhere in the Churches Trust Forum network. Projects delivered in partnership with other churches trust organisations are also eligible.

The aim is to help churches trusts develop appropriate, high quality, well researched projects that offer new solutions to local problems affecting churches, or which will allow trusts to improve their own sustainability and ability to support local church fabric projects. A grant may, for example, be used to fund a feasibility report, options appraisal, marketing strategy, or business plan for the trust, and to set in motion works that will have a direct impact on the sustainability of local churches or your organization.

All applicants must have raised at least 50% of the funds required for the proposed project, either from their own reserves or from other funders, or fundraising initiatives. This could include the trusts own grants as part of the project.

The Grants Committee makes final decisions, and meets three times a year. We cannot guarantee that you will receive a grant offer.

1. Eligibility

- Applicants must be a **registered charity** and members of the Churches Trust Forum. Applications may be considered on a case by case basis from other registered charities that have a responsibility for caring for places of worship of all Christian denominations that are open, and hold services of worship at least six times a year.
- Work must not start before an application is submitted.
- At least **50%** of the project cost (this phase) must be in place at the point of formal application (this may include funds you have made available to award as grants as part of the project)
- 2 quotes** must be in place.
- Applications must be received before the deadline and include all documentation requested. Any documentation not supplied online must be received within **5 working days**.

Any churches that might directly benefit from funding secured via the programme would be expected to meet our usual grant programme criteria that include: open for regular public

worship, open beyond worship for at least 100 days a year and registered on ExploreChurches and MaintenanceBooker (both free).

2. What we cannot fund

- Capital work direct to church buildings, their contents, churchyards or churchyard structures
- Quinquennial Inspection Reports, consents, planning permission fees
- Existing staff costs
- Block grants for assessment and decision making outside the NCT Grants Committee system (this project may however lead onto a series of applications from churches that we can consider through our existing core programmes).

3. What we will prioritise

We only have a limited amount of funding available which unfortunately means that we can only support a proportion of the many deserving projects from which we receive applications. We will therefore prioritise projects that might have wider application, where findings may be shared, or where lessons learned may allow similar projects to be recreated elsewhere. Where Trusts apply for very similar projects or if there is a high response to the programme that exceeds funding available the National Churches Trust may have to choose between applicants which it will do based on the scoring criteria outlined in [Section 5](#) below, and the potential to deliver the outcomes outlined in [Section 6](#) below.

Across all of our programmes we have the following geographical priority areas: Northern Ireland, Wales and the North East of England. We would like to see more good quality applications from these areas but this is not to the exclusion of applications in other areas.

4. Submit an expression of interest

The first step for a Trust wishing to apply to us, is to submit an Expression of Interest outlining their idea not exceeding 2 sides of A4, and answering the questions below. Applicants should email these **as soon as possible** to: grants@nationalchurchestrust.org. We will then advise on the next steps.

- **Name and address of your organisation** and, if applicable, those in your partnership (if you have formed a partnership, please provide a short statement on why there is added value in working together)
- **Details of the main contact** (name, address, email and telephone)
- **Outline the issue that the project will address, what the project will do and how** it meets two of the National Churches Trust's outcomes (projects must meet an outcome from at least two outcome headings – see [Section 6](#) below)
- When the project is expected to **start and finish**
- **How much the project is likely to cost?** If you know, tell us what the major costs are and what your grant request is likely to be and that you have 50% of funding available. We understand that these figures are only outline at this stage.

We will endeavour to notify you **within 2 weeks** as to whether your Expression of Interest should be progressed to a full online application. If you are invited to apply formally, you will be instructed on the next steps at that stage and you will be notified of the deadline for submitting an online form to us (this will be dictated by our Grants Committee dates for the year). However, so that you can prepare in advance, please note that if you are invited to apply you will be required to provide:

- 2 quotes for the work
- Accounts

AND, depending on the details in the proposal, we may also request:

- Business plan
- Budget
- Briefs
- Risk assessment

Those applications who pass our eligibility criteria will be assessed against our scoring **criteria and priorities** (see [Section 5](#) below) and also against other applicants in the round. We will look at the benefits and case for investment of each project, the outcomes it proposes, and we will also consider the funds available to us at that time.

The final decisions on all applications are made by the Grants Committee which comprises both Trustees and independent experts from church and heritage sector backgrounds. Decisions cannot be made between meetings, and once made by the Committee a decision cannot be reversed.

5. Scoring criteria

All of our applications are considered against the following criteria. These will be provided again if you are invited to submit a full application:

- **Heritage** – the architectural significance of the building
- **Need** – e.g. the urgency of the project and need for our funds; financial need as demonstrated by accounts; funding shortfall
- **Case for investment** – what is the case for our funding now? Whether the work is ready to start; if there is a pending funding deadline or an existing grant about to expire; potential for raising funds elsewhere; partnerships or other significant projects in the area e.g. Heritage Action Zones, Taylor Pilots, City of Culture etc.; community support as evidenced by consultation; priority areas.
- **Risk management & project planning** – the level of project planning undertaken e.g. tenders/quotes received, funds in place, suitably qualified professional leading the project. Contingency included within budget; realistic time frames
- **Heritage & community impact** – how the application meets the required programme outcomes to show improvement and benefit to heritage, community and sustainability

6. Programme outcomes - project impacts

We are interested to know what impact our funding will have on the churches, chapels and meeting houses, and local churches trusts that we support. To achieve this applicants must demonstrate that they meet **two outcomes from beneath different headings, as listed below** (these reflect the [National Churches Trust's strategy for 2019-23](#)).

For example, an applicant may complete address 2.2 – 'Organisation will be more secure for the future' (Preserving Heritage) and 3.2 'Increased opportunity for volunteering' (Promoting Sustainability).

We have provided some prompts below but answers should be in the applicants' own words and may include other ideas.

1. **Preserving Heritage**

- **1.1** Building will be in better condition
 - *E.g. removed from at risk register, watertight for another 100 years etc.*
- **1.2** Organisation will be better managed
 - *E.g. new systems in place, new fundraising strategy*
- **1.3** Organisation will be better understood

- *E.g. new website, revised guide book, more interpretative material, new events etc.*

2. Promoting Sustainability

- **2.1** Organisation will be more suitable for more churches
 - *E.g. work will enable more users, addressing local demand or gaps in services etc.*
- **2.2** Organisation will be more secure for the future
 - *E.g. changes will boost income / engagement with community, local partnerships etc.*
- **2.3** Problems will be diagnosed and / or projects well planned
 - *E.g. viability study/options appraisal/feasibility studies and public consultations informed proposals, business plan in place etc.*

3. Inspiring Support

- **3.1** Organisation will engage with more people
 - *E.g. changes will open opportunities to welcome more and/or different people as demonstrated by consultation etc.*
- **3.2** Increased opportunity for volunteering
 - *E.g. changes will engage with more volunteers, form new partnerships etc.*
- **3.3** Organisation will be more financially viable
 - *E.g. changes will diversify income, managed income, repairs will avoid bigger issues in the future etc.*

7. Conditions of a grant award

- Offers will be made for a two year period.
- As a condition of grants, Trusts would need to produce an evaluation report and templates at the end of their projects that would be shared through the Churches Trust Forum network. This information sharing would make it easier for other trusts to benefit from the learning and experience gained delivering each funded project.
- You will be asked to acknowledge the National Churches Trust grant in printed materials and on your website, and help publicise the award – a logo and materials will be provided.
- Return a feedback report a year after project completion (these are sent as an email via SurveyMonkey).
- Any individual church involved in the approved project would also be expected to comply with our usual grant conditions which include registration on ExploreChurches and MaintenanceBooker, being open for 100 days beyond worship, repayment on closure, project led by a qualified professional with Conservation Accreditation if the building is listed and they will be leading the project through to completion of a capital project.

These terms and conditions are subject to change. The grant offer letter will contain the most up to date version.

Payment terms will vary depending on the project proposal but will generally be on receipt of invoices. If costs reduce, we will reduce our grant offer to 50% of costs incurred.

Help!

If you still have any additional questions please contact the Grants Team via email: grants@nationalchurchestrust.org or telephone: 020 7222 0605.

Appendix 1

Qualifying organisations are charities that belong to the **Churches Trusts Forum network**. Applications may be considered on a case by case basis from other registered charities that have a responsibility for caring for places of worship of all Christian denominations that are open, and hold services of worship at least six times a year. Please enquire at grants@nationalchurchestrust.org

England

Bedfordshire and Hertfordshire Historic Churches Trust
Buckinghamshire's Historic Churches Trust
Cambridgeshire Historic Churches Trust
Churches Trust for Cumbria
Cornwall Historic Churches Trust
Devon Historic Churches Trust
Dorset Historic Churches Trust
Friends of Essex Churches Trust
Friends of Kent Churches
Somerset Churches Trust
Gloucestershire Historic Churches Trust
Greater Manchester Churches Preservation Society
Hampshire and the Islands Historic Churches Trust
Herefordshire Historic Churches Trust
Historic Cheshire Churches Preservation Trust
Leicestershire Historic Churches Trust
Lincolnshire Historic Churches Trust
Norfolk Churches Trust Ltd
Northamptonshire Historic Churches Trust
Northumbria Historic Churches Trust
Nottinghamshire Historic Churches Trust
Oxfordshire Historic Churches Trust
Romney Marsh Historic Churches Trust
Rutland Historic Churches Preservation Trust
Shropshire Historic Churches Trust
Staffordshire Historic Churches Trust
Suffolk Historic Churches Trust
Surrey Churches Preservation Trust
Sussex Historic Churches Trust
The Royal County of Berkshire Churches Trust
Warwickshire and Coventry Historic Churches Trust
Wiltshire Historic Churches Trust
Worcestershire and Dudley Historic Churches Trust
Yorkshire Historic Churches Trust

Scotland

Scotland's Churches Trust

Northern Ireland

Ulster Historic Churches Trust