**Medium Grant Application Form Questions**

**Medium** grant application questions

This document is designed to help applicants to our Medium grant programme prepare their submissions ahead of the launch of our revised grant application form. This document outlines all the questions that you will be asked and enables you to gather information and draft your responses in advance.

We will not be able to accept an application in this format, we will expect all applicants to register onto our new portal and complete an online application once it is available. However you will be able to cut and paste your draft answers across.

For the first round, our timescales for applying will be shorter than usual so preparing ahead will be useful. Whilst the number of questions may appear lengthy, many fields are short, yes/no, or dropdown boxes (these options aren’t available here but will be when you come to submit on the online form). Where longer responses are required, we expect preparation of your responses now will also benefit your submissions to other funders.

Questions marked with an asterisk (\*) are mandatory.

Deadline dates will follow shortly.

When applications open you will be able to access the forms here:

[nationalchurchestrust.org**/get-support/grants**](https://www.nationalchurchestrust.org/get-support/grants)

|  |  |  |
| --- | --- | --- |
| **QUESTION** | | **RESPONSE TYPE** |
| **Tell us about you** | | |
| Please provide details for our primary contact for this application. Our system records the email you have registered with and ongoing correspondence will be with the registered user. Details are kept in accordance with our [Privacy Policy](https://www.nationalchurchestrust.org/privacy-cookies). | | |
| 1a | **Main Contact Details** |  |
|  | Title | Dropdown list |
|  | First name\* | Single line text |
|  | Surname\* | Single line text |
|  | Email\* |  |
|  | Telephone number\* | Single line text |
| 1b | Postal Address |  |
|  | Address – line 1\* | Single line text |
|  | Address – line 2 | Single line text |
|  | Town\* | Single line text |
|  | County\* | Dropdown list |
|  | Postcode\* | Single line text |
| 1c | What is your role at the Place of Worship? (if not listed, please select Other)\* | Dropdown list |
| **Tell us about your Place of Worship** | | |
| 2a | **Name or Dedication and Place name of the Place of Worship** *Please give us the dedication or official name of your Place of Worship, e.g. St Saint or Anywhere Baptist Church; followed by the village, town or city most associated with your Place of Worship. If a city please give the city then area e.g. Birmingham, Ladywood.* |  |
| 2b | Location of Place of Worship |  |
|  | Address – line 1\* | Single line text |
|  | Address – line 2 | Single line text |
|  | Town\* | Single line text |
|  | County\* | Dropdown list |
|  | Postcode\* | Single line text |
| 2c | Select the country, or region of England, where the Place of Worship is located\* | Dropdown list |
| 2d | Select the denomination for the Place of Worship, or select ‘Other’\* | Dropdown list |
| 2e | Select the name of the relevant diocese, synod, presbytery, circuit, association etc. or select 'Other'\* | Dropdown list |
| 2f | Please enter the charity registration number for the Place of Worship, if applicable | Single line text |
| 2g | Website and social media details |  |
|  | Website address (if available) | Single line text |
|  | Facebook handle (if available) | Single line text |
|  | Twitter handle (if available) | Single line text |
|  | Instagram handle (if available) | Single line text |
|  | Other media links | Single line text |
| 2h | What is the MP constituency for the Place of Worship?\*  *Search online ‘Find my MP’ for assistance.* | Dropdown list |
| 2i | Is there a current Safeguarding Policy in place?\*  *All applicants must have a current safeguarding policy in place to qualify for grant support.* | Yes/No |
| **HERITAGE: Tell us the historic and architectural significance…** | | |
| In this section we would like more information about the history and significance of your building. If possible, please provide the link to the listed building description.  These can be found here: for [England](https://historicengland.org.uk/listing/the-list/), [Wales](https://cadw.gov.wales/advice-support?lang=en), [Scotland](https://nationalchurchestrust.benefactorcloud.co.uk/Apply/www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/search-for-a-listed-building/) or [Northern Ireland](https://nationalchurchestrust.benefactorcloud.co.uk/Apply/www.communities-ni.gov.uk/services/buildings-database). | | |
| 3a | Select the relevant listing designation of the Place of Worship, or select 'unlisted' if not, or 'Not known'\* | Dropdown list |
| 3b | Please provide a link to the online listed building description if available | Dropdown list |
| 3c | Was the building originally built as a Place of Worship?\* | Yes/No |
| 3d | Briefly tell us what is important and/or interesting architecturally and historically about the building. This could include social history, monuments, works of art etc.\* | Max. 100 words |
| 3e | Please upload a recent general EXTERIOR view of the building. Please send a jpeg if possible.\* | Document upload |
|  | Confirm we have permission to use the image\* | Yes/No |
|  | Provide details of who we should credit for the image\* | Single line text |
| **NEED: Tell us about the problem you are addressing and your need for our funding...** | | |
| We need to understand the problem that your project is due to solve, how urgent it is and why you have decided to carry out this project now. To support your project application, we need to understand your financial position and the opportunities open to you to find suitable funding for your work. | | |
| 4a | Please summarise the work that will be undertaken by this project in 30 words or less\* | Max. 30 words |
| 4b | Select all of the elements that apply to this project\* | Dropdown list |
| 4c | About the building project: problem, impact, solution |  |
|  | Please detail the cause of the issue that this project will address, including location in the building, and how the issue was identified\* | Max. 100 words |
|  | Please detail the impact that this issue is causing\* | Max. 100 words |
|  | Please detail the solution to the issue including materials\* | Max. 100 words |
| 4d | For repair applicants, please upload a couple of images identifying the issue / need for maintenance. Please send jpegs if possible. | Document upload |
|  | Do we have permission to use the images? | Yes/No |
|  | Provide details of who we should credit for the images | Single line text |
| 4e | Please upload a full specification of works (preferably costed) prepared by the eligible project lead (preferably as a PDF) | Document upload |
| 4f | Please upload a copy of the most recent Quinquennial Inspection Report, or other building survey or condition report (preferably as a PDF) | Document upload |
| 4g | Please upload the most recent set of signed audited or independently examined annual accounts (preferably as a PDF) | Document upload |
| 4h | If the main accounts show 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 or why they cannot be used. | Single line text |
| 4i | Is there a Friends' Group dedicated to supporting the Place of Worship?\* | Yes/No |
| 4j | Please upload a copy of the Friends Accounts (preferably as a PDF), if applicable | Document upload |
| 4k | Please outline why the project needs National Churches Trust funding\* | Max. 150 words |
| 5l | What is the estimated project start date for these works (month / year)?\* | Date |
|  | Is the start date…\*   * *Dependent upon fundraising* * *Fixed with contractor* * *Fixed by other existing grant offers* * *Fixed by existing permissions* * *None of the above* | Dropdown list |
| **CASE FOR INVESTMENT: Tell us why we should fund the project right now - the context and the case…** | | |
| We want to understand more about how you and your local community use the building. Help us to understand why this is the right time to fund this project.  Consider what difference the funding will make, and why it is necessary. What would be the impact on the project if we don't fund now? Could it wait 6 or 12 months even?  We place a strong emphasis on being open. Our [website](https://www.nationalchurchestrust.org/explore/welcome-visitors)has pages on how to make the most of your building including help on opening and [security](https://www.nationalchurchestrust.org/get-support/buildings-maintenance/security). | | |
| 5a | Select one of the following options that best describes the area surrounding the Place of Worship\* | Dropdown list |
| 5b | How many people are served by the building locally/what is the local population figure?\* | Number |
| 5c | On average, how many communal acts of worship, e.g. services, are held inside the Place of Worship each month?\*  *Please enter a whole number. This question refers to regular gatherings for worship, e.g. a Sunday service in a Church of England church or a Quaker meeting.* | Number |
| 5d | Is the building open beyond worship more than 100 days a year?\* | Yes/No |
|  | If no, are keyholder details clearly advertised? | Yes/No |
| 5e | On average, how many adults attend a main weekly service or equivalent?\* | Number |
| 5f | When is the building open to visitors outside of worship use?\* | Single line text |
| 5g | If the building is not currently open 100 days a year, how will this condition of our grant be met within 1 year of project completion? | Single line text |
| 5h | Does the place of worship feature on a Heritage or Buildings at Risk Register, or has it been advised for inclusion at the next revision of the register?\* | Yes/No |
|  | If yes please note the condition or category level it is listed at | Single line text |
| 5i | Please upload your preferred quote for the work\* | Document upload |
| 5j | Please upload a 2nd quote that you obtained for the work\* | Document upload |
| 5k | If your application is for project development work and there is a brief for the work, please upload it here (preferably a PDF) | Document upload |
| 5l | Please complete the project cost table\* | Table  See appendix 1 |
| 5m | What are the costs currently based on?\*   * *Estimates by lead professional* * *Estimates by QS* * *Estimates by volunteers* * *Quotes* * *Tenders* | Dropdown list |
| 5n | Please complete the project income table\* | Table  See appendix 2 |
| 5o | How much do you still need to raise?\* | Number |
| 5p | What size grant is being sought from the National Churches Trust?\*  *Our grants for this programme range between £3,000 and £10,000* | Number |
| 5q | If this application is successful, and a shortfall remains, how will any remaining funds be raised?\* | Max. 150 words |
| 5r | Outline the case for receiving National Churches Trust funding now\* | Max. 150 words |
| **RISK MANAGEMENT & PROJECT PLANNING: Tell us about the project lead, your maintenance approach and fundraising…** | | |
| It is important that repair projects are led by a suitably qualified professional. Please detail in this section who will lead the project and details about your maintenance plans and practices. Development applicants may not have a lead at this stage, we expect all repair applicants to have a lead professional engaged (with conservation accreditation if the building is listed).  We strongly encourage good maintenance practice and all grant recipients need to have a maintenance plan in place by the point of payment. For further information about maintenance, including plan templates, [see our website](https://www.nationalchurchestrust.org/get-support/buildings-maintenance/regular-maintenance) | | |
| 6a | Lead professional  *Repair projects must be led by a suitably qualified professional: a qualified architect (listed on the Register of Architects), or a chartered building surveyor (MRICS or FRICS). Where the building is listed, the professional MUST also belong to a conservation accreditation scheme at our required level - see our guidance note for details.* |  |
|  | Title | Single line text |
|  | First name\* | Single line text |
|  | Surname\* | Single line text |
|  | Company name\* | Single line text |
|  | Contact email address\* | Single line text |
|  | Profession, please select as relevant\* | Dropdown list |
|  | Conservation Accreditation, please select which level of accreditation the lead project professional has | Dropdown list |
| 6b | Please upload documentation (preferably as a PDF) from the governing body that evidences permission to carry out the proposed works has been awarded, or that shows exemption  *We would expect to see copies of relevant permissions in place at the correct level of authorisation and in date, e.g. a Faculty certificate, an Archdeacon's List B consent, a screenshot of Methodist Property Consent, authorisation from the URC Listed Building Advisory Committee, or a Trustee minute if the above or similar do not apply.* | Document upload |
| 6c | Is there a maintenance plan in place for the church?\* | Yes/No |
| 6d | Please upload a copy of the building maintenance plan (preferably as a PDF) | Document upload |
| 6e | How often is the maintenance plan reviewed and what is the procedure for this? E.g. does someone have primary responsibility, is it an item at every PCC meeting etc.? What else is in place to manage regular building maintenance? | Single line text |
| 6f | What is the average annual maintenance spend at the place of worship? Include preventative maintenance costs including building service checks, clearing gutters, downpipes, drains and other parts of the drainage system, testing electrics, boiler service, as well reactive minor repairs such as slipped tiles, broken glass repairs. Do not include any major repair projects or running costs.\* | Number |
| 6g | Briefly outline any repair or improvement works carried out within the last 5 years, including an idea of approximate costs. | Single line text |
| 6h | Briefly outline any further works needed or planned within the next 5 years, including an idea of approximate costs, excluding this project. | Single line text |
| 6i | What research has informed the project planning to this stage? | Single line text |
| **OUTCOMES: Now tell us how your project meets our aims and outcomes…** | | |
| We want to see churches open and in regular use, available to all. In order to ensure our funding is focused to achieve the greatest possible impact, we need you to tell us how your project meets our outcomes. | | |
| 7a | How does the project meet our outcome for churches being well maintained, adaptable and in good repair?\* | Max. 150 words |
| 7b | How does the project meet our outcome for church buildings being sustainable, open and welcoming?\* | Max. 150 words |
| 7c | Does the project contribute to the need for environmental sustainability or seek to reduce the building's carbon footprint, or are there other such initiatives already in place at the Place of Worship? | Max. 150 words |
| 7d | Does the project seek to improve any outcomes for the community or address any social issues in any way? | Max. 150 words |
| **And finally…** | | |
| We aim to provide an excellent service to Places of Worship through support, grants and publicity for churches. In order to do this, we would like to keep up to date with you. Please answer these final questions about your application and our services. | | |
| 8a | Is there any additional information to add to the application, not already included? | Max. 100 words |
| 8b | Please upload any additional supporting information (preferably as a PDF) that you think is relevant to the application | Document upload |
| 8c | On occasion we may be able to help secure additional funding from other funders - including the Wolfson Foundation. Please select 'Yes' if you consent for us to share details of the application form and the main contact details with other potential funders. | Yes/No |
| 8d | If you are eligible and would like to request a Wolfson Fabric Repair Fund grant, please state what size grant ranging between £2,000 to £10,000 you would like to be considered for. Please check for eligibility on our website and in our guidance note. | Number |
| 8e | Have you received any advice from anyone at the National Churches Trust in advance of submitting this application?\* | Yes/No |
| 8f | We would like to keep in touch about our work and news that is affecting our sector. Please select ''yes'' to agree that we can be in touch via E-MAIL periodically during the year, regardless of whether the application is successful or not. This is so that we can send details of relevant regional events and workshops, or awards and competitions. | Yes/No |
| 8g | How did you hear about our grants?\* | Dropdown list |
| 8h | We are interested in your feedback on our application form. Please tell us what you thought about the form or if there is anything we could do to help other applicants in the future | Max. 100 words |
| 8i | Before pressing submit, please read the following statements and confirm you believe the information is correct and that you are authorised to submit the application on behalf of the Place of Worship. |  |
|  | I am a representative of the Place of Worship and am authorised to make this application.\* | Yes/No |
|  | The project is described as accurately as possible with costs and income and supporting information to the best of our knowledge at this time.\* | Yes/No |
|  | I have uploaded all attachments as requested and will send under separate cover within 10 days of submission any missing information.\* | Yes/No |
|  | Having read the guidance note I understand the likely terms and conditions of a future grant offer which include the requirement for the project to be completed by a conservation accredited professional if the building is listed, to be open for at least 100 days beyond worship use, and to publicly acknowledge our grant offer where it is possible to do so. | Yes/No |

Useful links

* Sign up to the [National Churches Trust eNewsletter](https://nationalchurchestrust.us6.list-manage.com/subscribe?u=e7add85fe063063f93b18becb&id=8f464006d1) for relevant news.
* Find out about other sources of grant funding through the [Get Support](https://www.nationalchurchestrust.org/get-support) pages of our website such as on other [funders](https://www.nationalchurchestrust.org/get-support/buildings-maintenance/major-grant-funders)
* For outstanding questions please review the relevant [grant page](https://www.nationalchurchestrust.org/get-support/grants) on our website or contact [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org)

Appendix

**Appendix 1 – Project Cost**

*Please complete the project cost table by inserting a description for each of the cost categories, as well as completing the 'Cost', 'VAT' and 'Total' on each line. Enter whole figures with no punctuation.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project cost breakdown** | **Description** | **Cost** | **VAT** | **Total incl. VAT** |
| Professional fees |  |  |  |  |
| Repair and conservation work |  |  |  |  |
| Development work |  |  |  |  |
| Contingency |  |  |  |  |
| Inflation |  |  |  |  |
| Other |  |  |  |  |

**Appendix 2 – Project Income**

*Please complete the project income table with unsecured funds (i.e. pending) and secured funds. If the building is listed, include what you expect to apply for from the Listed Places of Worship grant scheme, what you are committing from reserves, what you have fundraised, all other grants, loans etc. Add as many income lines as required.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Income Stream** | **Description** | **Unsecured funds** | **Secured funds** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Please ensure you check our website regularly.**

Correct as of 31 March 2023.

Grant programme information may be tweaked over time, please check our website for latest details: <https://www.nationalchurchestrust.org/grants>

