

# cherish grant application questions

## Cherish Grant Application Form Questions

This document is designed to help applicants to our Cherish grant programme prepare their submissions ahead of filling out the live 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.

Please note there is not a separate Cherish application form – you will need to fill out a regular National Churches Trust Grant application form, as applicable to the amount that you are applying for. Under £5,000 is a small grant, and £5,000 - £10,000 is a medium grant. Grant applications for more than £10,000 need to come in via our regular large grants programme – details of which can be found here: [Large grants | National Churches Trust](#)

We will not be able to accept an application using this form, we expect all applicants to register onto our portal and complete an online application. However you will be able to cut and paste your draft answers across.

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 can be found on our website, you can access these and the application forms here: [nationalchurchestrust.org/get-support/grants](https://nationalchurchestrust.org/get-support/grants)

The Cherish Project is being delivered in partnership with the National Lottery Heritage Fund and thanks to National Lottery Players.



QUESTION	RESPONSE TYPE	
<b>Tell us about you</b>		
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 <a href="#">Privacy Policy</a> .		
1a	<b>Main Contact Details</b>	
	Title	Dropdown list
	First name*	Single line text
	Surname*	Single line text
	Email*	
	Telephone number*	Single line text
1b	<b>Postal Address</b>	
	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
<b>Tell us about your Place of Worship</b>		
2a	<b>Name or Dedication and Place name of the Place of Worship</b> <i>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.</i>	
2b	<b>Location of Place of Worship</b>	
	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?*	Dropdown list
	<i>Search online 'Find my MP' for assistance.</i>	
2i	Is there a current Safeguarding Policy in place?*	Yes/No
	<i>All applicants must have a current safeguarding policy in place to qualify for grant support.</i>	

#### 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](#), [Wales](#), [Scotland](#) or [Northern Ireland](#).

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...* <ul style="list-style-type: none"> <li>• <i>Dependent upon fundraising</i></li> <li>• <i>Fixed with contractor</i></li> <li>• <i>Fixed by other existing grant offers</i></li> <li>• <i>Fixed by existing permissions</i></li> <li>• <i>None of the above</i></li> </ul>	Dropdown list
<b>CASE FOR INVESTMENT: Tell us why we should fund the project right now - the context and the case...</b>		
<p>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.</p> <p>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?</p> <p>We place a strong emphasis on being open. Our <a href="#">website</a> has pages on how to make the most of your building including help on opening and <a href="#">security</a>.</p>		
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?*	Number
	<i>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.</i>	
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?*	Dropdown list
	<ul style="list-style-type: none"> <li>• <i>Estimates by lead professional</i></li> <li>• <i>Estimates by QS</i></li> <li>• <i>Estimates by volunteers</i></li> <li>• <i>Quotes</i></li> <li>• <i>Tenders</i></li> </ul>	
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?*	Number
	<i>Our grants for this programme range between £3,000 and £10,000</i>	
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](#)

6a	<p>Lead professional</p> <p><i>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.</i></p>	
	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	<p>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</p> <p><i>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.</i></p>	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
<b>OUTCOMES: Now tell us how your project meets our aims and outcomes...</b>		
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
<b>And finally...</b>		
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	Yes/No

	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.	
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

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## Useful links

- Sign up to the [National Churches Trust eNewsletter](#) for relevant news.
- Find out about other sources of grant funding through the [Get Support](#) pages of our website such as on other [funders](#)
- For outstanding questions please review the relevant [grant page](#) on our website or contact [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org)

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## 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.nationalchurcheTrust.org/grants>