**Large Grant Application Form Questions**

**Large** grant application questions

This document is designed to help applicants to our Large 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.

In our revised process there will be 2 stages. All applicants interested in applying will submit a Stage 1 application. Only applicants who satisfy the requirements of our programme will then be invited to Stage 2.

Stage 2 repeats questions from Stage 1. In the form these will auto-fill and be available for you to edit if you wish. In this preparatory document we have omitted the duplication – hence you may query some of the numbering in Stage 2.

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 and a new guidance note 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)

Stage 1

The application form will be divided into a number of sections. Each section will ask for different details which will help us to assess the eligibility and suitability of your project for our grant programme.

If we are satisfied that your application meets our requirements, we will invite you to submit a Stage 2 application.

|  |  |
| --- | --- |
| **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). If we are satisfied that your application meets our requirements, we will invite you to submit a Stage 2 application. |
| 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 |
| **Now tell us about your Place of Worship** |
| 2a | **Name or Dedication and the location 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 | Address of the Place of Worship including postcode |  |
|  | Address – line 1\* | Single line text |
|  | Address – line 2 | Single line text |
|  | Town\* | Single line text |
|  | County\* | Dropdown list |
|  | Postcode\* | Single line text |
|  | Select the country, or region of England, where the Place of Worship is located\* | Dropdown list |
|  | Website address (if available) | Single line text |
| 2c | Select the denomination for the Place of Worship, or select ‘other’\* | Dropdown list |
| 2d | Select the name of the relevant diocese, synod, presbytery, circuit, association etc. or select 'Other'\* | Dropdown list |
| 2e | Please enter the charity registration number for the Place of Worship, if applicable | Single line text |
| 2f | 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 |
| **Tell us about how you use your building…** |
| We would like to know more about how you use your building. We realise that different denominations use their buildings in different ways. We will ask more about this if your application progresses to Stage 2. |
| 3a | On average, how many communal acts of worship, e.g. services, are held inside the Place of Worship each month?\* | Number |
| 3b | Is the building open beyond worship more than 100 days a year?\*If no, are keyholder details clearly advertised?\**This is a requirement of our grant funding.* | Yes/NoYes/No |
| **Now tell us brief details about the history of your building…** |
| We need to know a little more about your building. If your application is progressed to Stage 2 we will ask you for some additional details then. We welcome applications from Places of Worship regardless of their listed heritage status. If you are unsure of the designation of your building, you can check the links for more details: for [England](https://historicengland.org.uk/listing/the-list/), [Wales](https://cadw.gov.wales/advice-support?lang=en), [Scotland](http://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/search-for-a-listed-building/) or [Northern Ireland](http://www.communities-ni.gov.uk/services/buildings-database). |
| 4a | Select the relevant listing designation of the Place of Worship, or select 'unlisted' if not, or 'Not known'\* | Dropdown list |
| 4b | What was the approximate date of construction?\* *Please just provide a summary date or the date of the earliest phase. We do not fund buildings less than 30 years old.* | Single line text |
| 4c | Was the building originally built as a Place of Worship?\* *We can only fund buildings that were originally constructed as a Place of Worship e.g. not those that were school buildings or cinemas.* | Yes/No |
| **Tell us about what you plan to do…** |
| This section gives you the opportunity to describe your plans, who is leading them and some details about fundraising, costs and permissions. Please refer to our guidance note (coming soon) when completing this section, particularly in relation to conservation accreditation and when completing the tables.  |
| 5a | Please summarise the work that will be undertaken by this project in 30 words or less\* *If you proceed to Stage 2 you will need to provide greater detail then.* | Max. 30 words |
| 5b | Select all of the elements that apply to this project\* | Dropdown list |
| 5c | Lead Professional *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. We may contact the named lead if your application progresses to Stage 2.* |  |
|  | Name\* | Single line text |
|  | Company name\* | Single line text |
|  | Profession, please select as relevant (if other, please specify)\* | Dropdown list |
|  | Conservation Accreditation, please select which level of accreditation the lead project professional has (if other, please specify)\* | Dropdown list |
| 5d | 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\*  | Document upload |
| 5e | If the project requires local planning permission and/or listed building consent please upload a copy (preferably as a PDF) of the local planning authority permission document for the project  | Document upload |
| 5f | 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 |
| 5g | Please complete the project cost table\* | TableSee appendix 1 |
|  | What are the costs currently based on?* *Estimates by lead professional*
* *Estimates by QS*
* *Estimates by volunteers*
* *Quotes*
* *Tenders*
 | Dropdown list |
| 5h | Please complete the project income table\* | TableSee appendix 2 |
| 5i | How much do you still need to raise?\*  | Number |
| 5j | What size grant is being sought from the National Churches Trust?\* *Our grants for this programme range between £10,000 and £50,000* | Number |

Stage 2

If you are successful in Stage 1, we will need to ask you for some more detailed information which will help us assess your application and understand the project for which you are seeking funding from us.

Some of the answers you gave in your initial application will be provided here for ease (we have excluded these in this version, hence the numbering may seem odd). You will be able to amend anything that has changed since the 1st application.

|  |  |
| --- | --- |
| **QUESTION** | **RESPONSE TYPE** |
| **Please ensure your details are correct** |
| 2c | Please select the country, or region of England, where the place of worship is located | Dropdown list |
| 2f | Website and social media details | Text |
|  | Facebook handle (if available) | Text |
|  | Twitter handle (if available) | Text |
|  | Instagram handle (if available) | Text |
| 2g | What is the MP constituency for the Place of Worship?\* *Search online 'Find my MP' for assistance.* | Dropdown list |
| **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.  |
| 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. These can be found here for [England](https://historicengland.org.uk/listing/the-list/), [Wales](https://cadw.gov.wales/advice-support?lang=en), [Scotland](http://www.historicenvironment.scot/advice-and-support/listing-scheduling-and-designations/listed-buildings/search-for-a-listed-building/) or [Northern Ireland](http://www.communities-ni.gov.uk/services/buildings-database) | Single line text |
| 3e | 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. 300 words |
| 3f | Please upload a recent general EXTERIOR view of the building. Please send a high resolution jpeg (at least 1000px across) 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 |
| 3g | Please upload a recent general INTERIOR view of the building. Please send a high resolution jpeg (at least 1000px across) 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: First tell us about the problem you are addressing…** |
| 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. If the project is phased, briefly outline the phases but concentrate on what this phase is about. You should only apply for one phase of works at a time. Please do not leave out aspects of the project that are ineligible for our funding as we like to know about the whole project. We will consider the existing condition of the part of the building to be repaired and whether the problem is due to lack of maintenance or life expired materials. |
| 4c | About the building project: problem, impact, solution *Please give details as follows. Firstly: how the issue that you are hoping to address occurred, how long it has been an issue and its severity. Secondly: please explain the impact of the issue and how this is affecting the use of the building. Thirdly: please explain how you have arrived at the solution and what the project will do to address the issues outlined above.* |  |
|  | Please detail the cause of the issue that this project will address, including location in the building, and how the issue was identified\* | Max. 150 words |
|  | Please detail the impact that this issue is causing\* | Max. 150 words |
|  | Please detail the solution to the issue including materials\* | Max. 150 words |
| 4d | Please upload a full specification of works (preferably costed) prepared by the eligible project lead (preferably as a PDF)\* | Document upload |
| 4e | Please upload an existing plan of the church (preferably as a PDF)\* | Document upload |
| 4f | Please upload the lead architects' plans for the works (preferably as a PDF)\* | Document upload |
| 4g | Please upload a copy of the most recent Quinquennial Inspection Report, or other building survey report (preferably as a PDF)\* | Document upload |
| 4h | Please upload additional images that identify the need for repair or the issue / the area that work will impact. Please send a high resolution jpegs (at least 1000px across) if possible. | Document upload |
|  | Confirm we have permission to use the images\* | Yes/No |
|  | Provide details of who we should credit for the images\* | Single line text |
| **NEED: Now tell us about your need for our funding…** |
| To support your project application, we need to understand more about your financial position and the opportunities open to you to find suitable funding for your work. |
| 5a | Please upload the most recent set of signed audited or independently examined annual accounts (preferably as a PDF)\* | Document upload |
| 5b | 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. | Max. 40 words |
| 5c | Is there a Friends' Group dedicated to supporting the Place of Worship?\* | Yes/No |
| 5d | Please upload a copy of the Friends Accounts (preferably as a PDF), if applicable | Document upload |
| 5e | Please outline why the project needs National Churches Trust funding *Please explain why you require funding from us. What other options do you have locally or nationally? How will our funding make a significant difference? How will this project meet the needs of the local community?* | Max. 250 words |
| **CASE FOR INVESTMENT: Tell us why we should fund the project right now - the context** |
| 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. Is the project ready to start with permissions in place and this is the final bit of funding required? Or is there a pending funding deadline or an existing grant about to expire? Is there the potential for the community to raise funds on the basis of its size and other funding needs in the area? Is the building identified as being at risk or are there opportunities to match with other significant projects in the area e.g. Heritage Action Zones, Levelling Up, City of Culture etc? Consider what difference the funding will make, and why it is necessary.We place a strong emphasis on being open. Our website has pages on how to make the most of your building including help on [opening](https://www.nationalchurchestrust.org/explore/welcome-visitors) and [security](https://www.nationalchurchestrust.org/get-support/buildings-maintenance/security). |
| 6a | Select one of the following options that best describes the area surrounding the Place of Worship\** *Rural*
* *Small town / suburb*
* *Urban*
 | Dropdown list |
| 6b | How many people are served by the building locally/what is the local population figure?\* | Number |
| 6e | On average, how many adults attend a main weekly service or equivalent?\* | Number |
| 6f | When is the building open to visitors outside of worship use?\* | Max. 100 words |
| 6g | When is the building used for other activities outside of worship, and what are they and by who?\* | Max. 100 words |
| 6h | If the building is not open and/or not used outside of worship, what are the barriers for being so? | Max. 100 words |
| 6i | 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? | Max. 100 words |
| **CASE FOR INVESTMENT: Tell us why we should fund the project right now - the case…** |
| We want to understand more about your readiness and how time critical this project is. Is the project ready to start with permissions in place and is this the final bit of funding required or is there a pending funding deadline or an existing grant about to expire? If there is a major grant offer in place, but there are additional urgent or desirable works being added to the project, please explain what they are. We will need to understand why they are necessary for our funding if they are not part of the main project.Consider what difference the funding will make, and why it is necessary. |
| 7a | 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 |
|  | If yes, please provide a link to the online at risk register entry, if applicable | Single line text |
| 7b | For places of worship outside of England that feature on a register, not available online, please upload a copy of the entry (preferably a PDF), if applicable | Document upload |
| 7c | Outline the case for receiving National Churches Trust funding now\* *Let us know why we need to consider funding your project in this round. Explain whether your project is ready to start and any time limited opportunities you need to take advantage e.g. you have a grant offer just about to expire or a partnership opportunity.* | Max. 250 words |
| 7d | What would happen if the project didn't get our funding for another 6, 12 or 18 months? | Max. 100 words |
| **RISK MANAGEMENT & PROJECT PLANNING: Tell us about the project lead and maintenance…** |
| It is important that 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.We strongly encourage good maintenance practice and encourage churches without maintenance plans to prepare one. For further information about maintenance, including plan templates, [see our website](https://www.nationalchurchestrust.org/get-support/buildings-maintenance/regular-maintenance). |
| 8a | Lead Professional Email Address  | Single line text |
| 8b | Is there a maintenance plan in place for the church?\* | Yes/No |
| 8c | Please upload a copy of the building maintenance plan (preferably as a PDF) | Document upload |
| 8d | 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? | Max. 100 words |
| 8e | 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 |
| 8f | Briefly outline any repair or improvement works carried out within the last 5 years, including an idea of approximate costs.\* | Max. 100 words |
| 8g | Briefly outline any further works needed or planned within the next 5 years, including an idea of approximate costs, excluding this project.\* | Max. 100 words |
| 8h | If there are repairs outstanding, why are they not being addressed as part of this project? | Max. 100 words |
| **RISK MANAGEMENT & PROJECT PLANNING: Now tell us about your planning and current fundraising** |
| Please help us to understand more about how you have planned for this project and the time you have already spent fundraising. We may choose to verify these details with the project lead, other grant funders, the governing body or local churches trust, for example. |
| 9a | What research has informed the project planning to this stage?\* *Please tell us about any consultation particularly beyond your regular congregation, business plans, project viability or development stages, options appraisals, feasibility studies etc.* | Max. 100 words |
| 9b | Please upload a development plan or business plan for the project (preferably as a PDF), if available | Document upload |
| 9c | Please upload a Statement of Need, or equivalent, if available (preferably as a PDF) | Document upload |
| 9d | Please upload any documents that demonstrate the consultation process (preferably as a PDF) | Document upload |
| 9h | If applicable, please upload a copy (preferably as a PDF) of any major grant offer letters e.g. from the National Lottery Heritage Fund, Big Lottery, or a UK Home Countries Heritage Body etc. | Document upload |
| 9k | If this application is successful, how will any remaining funds be raised?\* *List (separating by commas) any other grant giving organisations you are awaiting an outcome from and/or intend to apply to, as well as other funds that will be raised through the congregation and local community.*  | Max. 100 words |
| **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. |
| 10a | How does the project meet our outcome for churches being well maintained, adaptable and in good repair?\* *Please include improvements to condition and maintenance.* | Max. 200 words |
| 10b | How does the project meet our outcome for church buildings being sustainable, open and welcoming?\* *Please include any plans for opening up the building and welcoming visitors.* | Max. 200 words |
| 10c | 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? *Please tell us of any awards that you hold or plans that you have for environmental sustainability and carbon footprint reduction at your Place of Worship.* | Max. 200 words |
| 10d | Does the project seek to improve any outcomes for the community or address any social issues in any way? *Please tell us about any community initiatives underway or planned, and how these will be enhanced once the project is complete.* | Max. 200 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 |
| 11a | Is there any additional information to add to the application, not already included? | Max. 100 words |
| 11b | Please upload any additional supporting information (preferably as a PDF) that you think is relevant to the application | Document upload |
| 11c | 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 |
| 11d | 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. *Wolfson grants can be allocated to church fabric repair projects. They must be to buildings listed Grade I or II\* (Eng. and Wales), Grade A or B (Scot) or Grade A or B+ (NI). Repairs will usually be Cat A or B in the latest Quinquennial report, or as urgent repairs in condition surveys.* | Number |
| 11e | Have you received any advice from anyone at the National Churches Trust in advance of submitting this application?\* | Dropdown list |
| 11f | 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 |
| 11g | How did you hear about our grants?\* | Dropdown list |
| 11h | 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.*Please find the guidance note on the relevant* [*grant programme page*](https://www.nationalchurchestrust.org/get-support/grants) *of the* website*. The grant conditions are not limited to those listed here, please check the guidance note for a full list.* |  |
|  | 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

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 |   |   |   |   |
| Capital works incl. kitchen and toilets |   |   |   |   |
| 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 - include.*

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

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

Correct as of 21 February 2023.

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

