



# Partnership Grant Programme 2018

## Terms and Conditions – For Churches

*For people who love church buildings*

**Please ensure that any churches you (the local church Trust) are recommending to the National Churches Trust for a partnership grant are aware of the terms and conditions of our grant offers. This includes that they know that you are recommending them to us for an award and that they understand and permit you to share their contact details with us. This has renewed importance in light of the new data protection regulations coming into force in May 2018.**

**Please circulate this document to churches in advance of submitting a recommendation to us, or direct them to the document which is available on our website [here](#).**

If you have any additional questions please contact the Grants Team at [grants@nationalchurchestrust.org](mailto:grants@nationalchurchestrust.org) or via our office on 020 7222 0605.

In 2018 the deadlines for Partnership grant recommendations will be:

| <b>Meeting Date</b> | <b>Deadline</b>   |
|---------------------|-------------------|
| March 2018          | 10 January 2018   |
| July 2018           | 9 May 2018        |
| November 2018       | 12 September 2018 |

Recommendations must be made to us via the online recommendation form. Notification of a grant award will be sent to the parish contact within two weeks of a meeting date. We will also notify Trusts of the committee's final decisions.

We apologise in advance that, due to the volume of applications and recommendations we receive, we cannot accept late submissions and we are unable to provide pre-application advice or read submissions in advance.

## Grant Offers and Conditions

If the Trust's recommendation is agreed by the Grants Committee the parish contact will receive an offer of a grant (occasionally with conditions) which will be **valid for two years** from the committee decision date. Although the place of worship does not need to wait for our grant offer to start the work, we cannot guarantee a successful grant award. The contact at the place of worship will be asked to sign and return an **acceptance form** to the National Churches Trust within 30 days of an offer. Please note that successful grant applicants will be added to our database so that we can monitor the grant.

Grant offers are made subject to terms and conditions including the following (these may be subject to change):

- **Project led by a qualified professional** – A chartered architect (RIBA) or chartered building surveyor (RICS) or engineer with conservation accreditation (e.g. AABC) if working on a listed building.
- **Grant acknowledgement** - We want people to know that the National Churches Trust has supported your project. If you are awarded a grant, you must acknowledge our funding using a grantees' acknowledgement logo during the delivery of your project. We will give you guidance on this and will provide some acknowledgement materials to you free of charge. We may on occasion ask churches to partner an event with us.

- **Project reporting** - You will be required to complete a brief project report with your payment claim, and a completed project evaluation survey via SurveyMonkey a year after your project completion. Failure to complete the forms will be breach of contract.
- **Opening times** - Your place of worship should open to the public, beyond worship, for a minimum of 40 days a year, in line with other grant-giving bodies.
- **Closure** – The National Churches Trust must be notified immediately of any plans to end public worship in a building funded by us. If a building closes within five years of receiving a grant from us we can request the return of our grant.
- **Photographs** - We encourage all grantee churches to take photographs throughout their project to record the works which will be useful for this stage. We assume that we can use any images submitted to us for use on our website or in publicity. Therefore please gain any necessary permissions before sending us these and please provide credits where necessary.
- **Maintenance** - We ask that efforts will be made to ensure the ongoing maintenance of the building. We encourage churches to develop a maintenance plan if one does not already exist. Guidance on developing maintenance plans is available via our website [here](#).
- **Sharing information** – Sometimes we will contact your lead professional, and/or your denominational body to check details of a recommendation or to notify them of an award. We will also contact press if you are successful.
- **Annual donation** - After payment of a grant, we ask that the managing body of the building (e.g. PCC, DCC, Elders or Trustees) makes an annual donation to us for a period of 5 years. We will provide you with a Direct Debit form after the grant has been paid. Payment can also be made by cheque if that is preferable. The donation does not need to start until a year after you receive the grant and can be of any amount that you feel is affordable. Many churches give between £50 and £100 a year. The Trust is an independent organisation and receives no government funding. Our ability to support and continue to provide grants and other assistance for places of worship depends entirely on our income.
- **Friends** - We ask that you invite members of the congregation to join the [Friends of the National Churches Trust](#). The annual membership fee is currently £30 per person per year by Direct Debit. We are building a strong membership base and creating a national voice for Christian places of worship, and we also offer a range of Friends benefits and special events.
- **Explore churches** – If it is not already featured, we expect the church to be added to our website [www.explorechurches.org](http://www.explorechurches.org), a high quality resource for visitors and churches. We will not release payment of the grant until a submission is received. Details can be submitted online at any time here: [www.nationalchurchestrust.org/explore-churches/get-involved-churches](http://www.nationalchurchestrust.org/explore-churches/get-involved-churches).

## Grant Claims and Payments

When we make a grant offer we will send a letter to the parish contact with the terms and conditions (outlined above) and an explanation of how to claim the grant award. They will have two years from the committee date in which to claim the grant. If work does not start in time to claim the grant, it will not be possible to extend the offer period.

The grant can be claimed at any time once work has begun (until the offer expiry date) and once an amount equal to or more than the offered grant has been spent on the project.

The grantee will need to send us the following (these may be subject to change):

- 1) A copy of an **Architect's or Chartered Building Surveyor's Interim Certificate** or Certificate of Progress Payment or Practical Completion showing that work amounting to at least the value of the grant has been carried out.
- 2) A completed copy of the **grant claim form** (supplied with the offer letter),
- 3) To submit details to our ExploreChurches website,  
[www.nationalchurchestrust.org/explore-churches/get-involved-churches](http://www.nationalchurchestrust.org/explore-churches/get-involved-churches)

*If not supplied at the application stage, we will also need:*

- 4) A copy of the **permissions** given by the governing body for the works (e.g. Faculty) including the description of the approved works, or the reference number for your permission from the Methodist Property Office and details of the District officer, and planning permissions where relevant (usually for development work).
- 5) A **pay-in slip or bank statement** for the place of worship's account with bank account name, number and sort code,
- 6) A copy of the church **maintenance plan**,

Please allow up to 5 weeks for payment, which will be made by BACS.

## After payment has been made and project monitoring

Don't forget, if yours is a listed place of worship, you can reclaim the VAT charged on your professional fees and other project costs through the Listed Places of Worship Grant Scheme [www.lpwscheme.org.uk](http://www.lpwscheme.org.uk). Claims can be made once invoices total above £1,000 (excl. VAT), and must be made within 12 months of the invoice date. Visit their website for full details. Listed places of worship may also submit one claim in respect of works with a value of less than £1,000, but more than £500 (excluding the VAT paid) in any 12 month period.

We will use contact details supplied on the recommendation form to keep the place of worship, and the Trust, informed about the progress of a recommendation. Please notify us of any changes to the contact details. Please note that the contact details must of successful applicants are added to our database so that we can monitor the grant.

If a recommendation is successful and is awarded a grant by us, we will look to publicise the award made and may ask for quotes and additional photographs.

We are keen to stay in touch with the place of worship, and, in addition to the feedback form sent a year after project completion, we may from time to time contact grantees with brief questionnaires to find out how a place of worship is progressing and to help us assess the impact of our grant. These forms are helpful to us in terms of improving the support we can offer and can help us to attract new funding which in turn helps us to help more churches and communities. We appreciate your support and participation in advance.

In the meantime, to stay updated with our work and news that is affecting the sector, you can sign up for our monthly e-newsletter here:  
[www.nationalchurchestrust.org/news/sign-our-e-newsletter](http://www.nationalchurchestrust.org/news/sign-our-e-newsletter).

We can assure you that all of your information will be kept private and secure, we do not sell or share our information. If you wish to opt out of future contact, you can do so at any point by simply letting us know via post, e mail or phone.

If you have any further questions please be in touch.