

Application Form Preview - The key questions we ask you

We understand that applying for grants can feel overwhelming. That's why we've created this preview to help you prepare before you start your application. Use this guide to gather the information you'll need, consult with colleagues or experts, and approach your application with confidence. Having everything ready beforehand makes the process much smoother.

How our application form works

Our application has six sections, designed to be as simple and short as possible. You'll only see questions relevant to your programme, project size, and type – so your application will be tailored to what you need.

You can also view the full application form by registering on our [application portal](#).

1. Organisation details

This section asks you **high level details about your organisation such as the region you are based in, the type of organisation you are e.g. charity, church, cathedral etc.** If you are a church or cathedral, we will ask you your denomination/district and if you work in ecumenical harmony (i.e. you are willing to work with different denominations). It also asks you to provide a few details about your general objectives and activities as an organisation, how long it has been in operation, your total annual income and how many paid employees it has.

2. Contact Details

This section pulls through most of your registration details. However, we do ask for a couple of additional details such as your title, role and telephone number.

3. Project Details

1. This section asks you to provide details about your project such as: Project title
2. A brief overview of the relevant experience your organisation has to deliver this project (Community Impact Grants only)
3. Project description
4. Project dates
5. Key risks associated with the project
6. You will also need to upload at least one photograph of your church or project.
7. You may also be asked if your project is in line with Diocese / District or denominational plans (where applicable).
 - a. If you are applying for capital works, there will be additional questions related to your building, including:
 - Your legal interest in the building
 - The number of people who currently use your building
 - Whether your building is listed or on the at-risk register
 - Whether consents and permissions are in place (if required)

- b. If you are applying for energy efficiency measures, there will be additional questions, including:
- Have you carried out an Eco Audit Eco (This is not mandatory unless you are applying under our Methodist Grant programme)?
 - Whether you have an Eco Audit or not, if you re applying for energy efficiency measures, we will ask you to provide details on any research or advice that has informed your proposal.

4. Impact

In this section we will ask you to select the Benefact Trust objective(s) that best describe the aim(s) of your project e.g.

Community Impact	Building Improvements / Methodist Grants
Growing Christian congregations & communities	Accessibility
Addressing social challenges	Carbon reduction and net zero
	Community use and impact
	Congregational growth
	Essential building repair
	Heritage stewardship

- a. We will also ask you to tell us about the impact you expect your project to have. This may include telling us about specific outcomes (positive changes) that will result from your project. The application form will provide some guidance to help you do this.
- b. Depending on the programme/type of project you are applying for, you may also be asked to specify:
- Geographical scope of the project (Local, Regional or National)
 - Social issues you are addressing
 - The number of people that you expect will be impacted by the project, including the approximate number of new users you expect to reach.

5. Costs & Income

In this section you will provide all the financial information related to your project, including the total cost.

- There are three tables in the application form for **revenue costs**, **capital costs** and **funding**. You will only see the table(s) that are applicable to the programme you are applying to. *For example, if you are applying for a Building Improvement or Methodist Grant, you will not see the revenue table as you can only apply for capital costs under these programmes.*
- The tables auto calculate the totals for you as you add each line item to the tables. The tables will look similar to the ones below, and there is detailed guidance in the application form to help you complete this section.

Capital costs				
Cost type	Description	Amount (year 1)	Amount (year 2)	Amount (year 3)
Repairs	Renew roof slates/lead, stone replacement to bell tower	£100,000		
New work	Church extension for community use	£200,000		
Total capital		£300,000		

Revenue costs				
Cost type	Description	Amount (year 1)	Amount (year 2)	Amount (year 3)
Staff costs	Full-time volunteer coordinator (3 years)	£35,000	£35,000	£35,000
Volunteer expenses	Travel costs for volunteers	£2,000	£2,000	£2,000
Total revenue		£37,000	£37,000	£37,000

Funding			
Funding source	Funding type	Amount secured/pledged	Amount prospective
Worthington Trust	Grant	£100,000	
Buckingham Foundation	Grant	£100,000	
Church reserves	Reserves	£50,000	
Congregational appeal	Donations		£50,000
Church Action Trust			£50,000
Other Trusts and Foundations			£61,000
Total funding		£250,000	£161,000

6. Safeguarding & Declarations

- a. This section is mostly tick-box questions asking you to confirm you comply with your legal obligations relating to areas such as insurance and safeguarding.
- b. You will also be asked to agree to Benefact Trust's Grant Terms and Conditions, which can be viewed on our website.
- c. You can also provide optional feedback to us such as:
 - How you heard about Benefact Trust
 - How you found the application process
 - Whether you would you like to take part in occasional Benefact Trust surveys.