

Our Heritage help notes for places of worship

This guidance is designed to help applicants prepare applications for capital projects under the HLF's Our Heritage (OH) programme. The guidance follows the structure of the Our Heritage Application Guidance with additional information of particular use to places of worship applicants outlined in boxes.

Project summary

If your project includes any repairs to your place of worship (POW), please clearly state them in this section and why they are required.

Tell us what activities will take place as part of your project.

Section one: Your organisation

1a. Address of your organisation.

Include your full postcode. If the project is being delivered in partnership, please insert the address of the lead organisation. If you are a private individual, please provide your contact address.

This must be the name of the organisation that is responsible for the POW, for example the Parochial Church Council, or, Liverpool Old Hebrew Congregation. Give the name of the place of worship in the address field and include your full postcode.

1b. Is the address of your project the same as the address in 1a?

Fill in as appropriate.

If identifying the postcode is difficult, provide the address and postcode of the nearest building.

1c. Details of main contact person.

This person must have official permission from your organisation to be our main contact. We will send all correspondence about this application to this person, at the given email address.

1d. Describe your organisation's main purposes and regular activities.

Tell us about the day-to-day business of your organisation. If you are a private individual, you do not need to answer this question.

To aid our assessment teams it would be useful to provide details of the following:

- o The building's primary purpose including how many services are held at your POW and details of other religious celebrations.
- o How is your building currently used outside of worship? Do you facilitate local community groups or events?
- o What access does the public have to your POW outside of worship, how many days a year is your POW open?

1e. The legal status of your organisation.

Fill in as appropriate.

- If you are not a local authority, but report to the government (such as a state school or university), please tick 'other public sector organisation'.
- If your type of organisation is not listed, please tick 'other'. This might include a Community Interest Company or a social enterprise.

- If you are not a public sector organisation, you will also need to tell us about your organisation's capacity by providing information about your staff structure, your governing body and your financial situation.

- Select Organisation not in the public sector;
- Select Faith based or church organisation.

Describe the size and staff of your organisation, your governing body and your financial situation:

- Provide information about the religion or denomination of your POW.
- Tell us about the structure of your organisation; if relevant provide details of the governance structure. Are you an independent organisation or do you sit under a statutory body for example the Church of England or Baptist Union, if applicable please provide details of the Diocese you are based within.
- Provide details of the financial situation of your POW and how on-going costs are met. This is your opportunity to provide a narrative to your accounts; therefore it would be beneficial to explain the reasons for any restrictions.

1f. Will your project be delivered by a partnership?

Fill in as appropriate.

If you are applying as a partnership, there must be a lead applicant.

1g. Are you VAT-registered?

Fill in as appropriate.

Section two: The heritage

2a. What is the heritage your project focuses on?

- Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.
- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and the time period it covers.
- If your project is about physical heritage (such as a building, ship, or nature reserve), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important to your local area.
- Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a Site of Special Scientific Interest.
- Tell us who the heritage is important to. This could include the local community and/or experts.

- Is your place of worship registered on the Historic England Heritage at Risk Register or is it considered to be 'At Risk'? If yes, and there are levels of 'at risk' please tell us at what level and why.

2b. Does your project involve work to physical heritage such as buildings, collections, landscapes or habitats?

Fill in as appropriate. Please see Appendix 3: Property ownership for more information.

2c. Does your project involve the acquisition of a building, land or heritage items?

Fill in as appropriate. **See Appendix 3: Property ownership** for more information.

We cannot fund private individuals or for-profit organisations to buy buildings, land or heritage items.

Section three: Your project

3a. Project plan.

This is one of the most important parts of your application and we recommend that you use the template provided in

Appendix 1: Project plan template.

A word version of this is available at www.hlf.org.uk/ourheritage

Describe your project as fully as you can. We recommend that your project plan is in chronological order. This is where you tell us about the things that your project will do and produce. Tell us what your project outputs will be, and include numbers where you can.

When filled in, the table should give you and your colleagues a realistic plan for carrying out your project. However, we understand that the plan is likely to change and improve as your project develops.

- Please refer to our website (insert website address here) for an example of a completed project plan.

3b. Explain what need and opportunity your project will address.

- If your project is about heritage that is not physical, tell us about any problems there are relating to how it is recorded or understood, or if there are any opportunities to improve this.
- If your project is about physical heritage, tell us about any problems there are relating to how it is managed, or if there are any opportunities to improve this.
- Tell us about any problems there are relating to how people engage with the heritage now,

what barriers they face, or if there are opportunities to improve this.

- Explain why your project needs to go ahead now.
- Tell us what will happen if you do not receive a grant from HLF.
- If you are a private owner of heritage, tell us how you know there is public support for your project. Tell us why you are unable to meet the costs of this project through your own resources and why there is a need for lottery investment. If your project involves capital work, tell us how the project will achieve a step change in terms of public access and public engagement.
- You can attach letters of support to your application. These letters might help you show why your project is necessary, or that people are keen to take part.

- If your project includes repairs to your POW you can use this section to explain the impact the repairs are having on how you use the building day-to-day. You could, for example provide information of any potential hazards or cordoned off sections of the POW. This is your opportunity to clearly demonstrate the need your project will address.
- As a supporting document you will need to provide a letter of support from the person with overall responsibility or a supervisory role of your POW stating:

- Whether there are any plans for pastoral reorganisation or closure

In the Church of England, the Archdeacon should sign, in Church of Wales, the Representative Body of the Church in Wales should sign. In the Church of Ireland and the Church of Scotland, General Trustees should sign. In the Roman Catholic Church, the Financial Secretary of the Diocese should sign. Other denominations or faith groups should ask a suitable representative of the organisation.

For applications from charitable trusts, the letter of support should come from the Chief Executive or Chair of your organisation that explains your future plans for the building in question.

3c. What work and/or consultation have you undertaken to prepare for this project?

- Tell us about the options you have considered to deal with the problems or opportunities you told us about in 3b.
- Tell us about any consultation you have done and how this has shaped your project proposals.

- If you are planning to work with a local school or community group you may wish to ask them to provide a letter of support to demonstrate their commitment to the project.
- You can also use this section to tell us who you have spoken to within the local and wider community about your project, what consultation has taken place, for example open day events or meetings with local groups?
- You may wish to let us know if you have you spoken to statutory and voluntary bodies?

3d. What outcomes will your project achieve?

Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. In the notes on the next pages, we have provided descriptions of outcomes for heritage, people and communities to help you understand the difference we want to make with our funding. We describe the outcomes we value the most as 'weighted' outcomes.

Tell us which of these outcomes you think your project will achieve and what

changes will be brought about as a result of your project.

These outcomes are what you will evaluate the success of your project against, so it's important that they are clear and achievable. Tell us how you will know that your project has made a difference, showing how you will measure the outcomes you tell us about.

Remember that you do not need to contribute to all of the outcomes listed here. It's likely that many of them won't be relevant to your project. As a minimum, we expect projects to achieve one outcome for heritage and one outcome for people.

Outcomes for heritage

As a result of HLF investment:

Heritage will be better managed

There will be clear improvements in the way that you manage heritage. This could include the implementation of plans for future management and maintenance, securing additional staff, Trustees or other resources that you need, or the more effective use of existing resources.

How you will know what you have achieved:

As a result of these improvements, you will be able to show that the heritage you manage is in a stronger position for the long term including, if appropriate, a stronger financial position. These improvements to managing the heritage are likely to mean that you can meet national or sector quality standards.

Heritage will be in better condition

There will be improvements to the physical state of your heritage. The improvements might be the result of repair, renovation or work to prevent further deterioration, such as mending the roof of a historic building, conserving an archive, clearing field ditches or repairing a ship. Improvements might also result from new work, for example increasing the size of an existing habitat to benefit priority species, or constructing a new building to protect historic ruins, archaeology or vehicles.

How you will know what you have achieved:

The improvements will be recognised through standards used by professional and heritage specialists, and/or by people more generally, for example in surveys of visitors or local residents.

Heritage will be better interpreted and explained

There will be clearer explanations and/ or new or improved ways to help people make sense of heritage. This might include new displays in a museum; a smartphone app with information about the biodiversity and geodiversity of a landscape; talks or tours in a historic building; an accessible guide to a historic house; or online information about archives.

How you will know what you have achieved:

Visitors and users will tell you that the interpretation and information you provide are high quality, easy-to-use and appropriate for their needs and interests, that they enhance their understanding, and that they improve their experience of heritage.

Heritage will be identified/recorded

The heritage of a place, a person or a community will have been located/ uncovered and/or there will be a record of heritage available to people now and in the future. This might include identifying places or collections that are of relevance to a particular community and making information about them available; documenting languages or dialects; recording people's memories as oral history; surveying species or habitats and making the survey data available; cataloguing and digitising archives; making a record of a building or archaeological site; or recording the customs or traditions of a place or community.

How you will know what you have achieved:

Heritage that was previously hidden, not well known, or not accessible will now be available to the public; visitors or users will tell you that this is an important part of our heritage and that they value it.

Outcomes for people

As a result of HLF investment:

People will have developed skills

Weighted

Individuals will have gained skills relevant to ensuring heritage is better looked after, managed, understood or shared (including, among others, conservation, teaching/training, maintenance, digital and project management skills). Structured training activities could include an informal mentoring programme, on-the-job training or external short courses.

How you will know what you have achieved:

People involved in your project, including staff and volunteers, will be able to demonstrate competence in new, specific skills, and where appropriate, will have gained a formal qualification.

People will have learnt about heritage

Individuals will have developed their knowledge and understanding of heritage because you have given them opportunities to experience heritage in ways that meet their needs and interests.

How you will know what you have achieved:

Adults, children and young people who took part in the project, or who are visiting your site or engaging with your heritage in other ways e.g. through digital technology, will be able to tell you what they have learnt about heritage and what difference this makes to them and their lives. They will also be able to tell you what they are doing with that knowledge and understanding; for example, sharing it with other people, using it in their professional or social life, or undertaking further study.

People will have changed their attitudes and/or behaviour

Individuals will think differently about heritage or your community, will have changed what they do in their everyday lives, or will have been inspired to take some form of personal action.

How you will know what you have achieved:

You will be able to show that these changes have come about as a result of their experience in your project from the stories people tell you themselves. For example, some people may have a different perception of the importance of biodiversity or of the contribution made by young people in the community; others may have started doing conservation work or stopped vandalising a local memorial. They may have joined the management group of your Friends organisation, decided on a career in heritage or got involved in other community projects.

People will have had an enjoyable experience

People involved in your project will have found it fun, interesting and rewarding. You will provide an enjoyable experience through the welcome you offer, through good customer service, and by having the right resources and equipment for people to get involved with heritage.

How you will know what you have achieved:

People will tell you they enjoyed the opportunities for social interaction; they liked being part of a team achieving something; they enjoyed learning about heritage; and they were able to celebrate their achievements. Adults, children and young people engaging with your project will tell you that their visit met or exceeded their expectations; that they liked it enough to visit or take part again; or that they encouraged other people to get involved.

People will have volunteered time

Individuals will be contributing their time and talent and will find it a rewarding experience. They will give their time to activities at all different levels - from project leadership and management to helping at events or creating a website.

How you will know what you have achieved

Volunteers will be able to report personal benefits whatever their experience, background and level of engagement. These might include: new skills; increased

confidence; a sense of purpose; enhanced wellbeing; a feeling of making a contribution to heritage and society; or influencing the success of your project and the way it is regarded in the community.

Outcomes for communities

As a result of HLF investment:

Negative environmental impacts will be reduced

You will have minimised the negative environmental impacts of your heritage/site and, if possible, reduced them from a current or baseline position, in the key areas of: energy and water use, and visitor transport. If your project is site-based, you will have taken opportunities to enhance the biodiversity (habitats and species) of the site.

How you will know what you have achieved:

At the end of your project you will be able to report on the resources you used for any physical work you undertook and demonstrate that carbon emissions that will result from your ongoing operations at your site are as low as possible.

More people and a wider range of people will have engaged with heritage

More people and a wider range of people will have engaged with heritage

There will be more people engaging with heritage and this audience will be more diverse than before your project. Changes will have come about as a direct result of your project, and particularly your audience development work and community consultation, by collecting and analysing information about the people who engage with your heritage – and those who don't – before, during and after your project.

How you will know what you have achieved:

You will be able to show that your audience profile has changed; for example, it includes people from a wider range of ages, ethnicities and social backgrounds; more disabled people; or groups of people who have never engaged with your heritage before. You

will be able to show how more people, and different people, engage with heritage as visitors, participants in activities, or volunteers, both during your project and once it has finished.

Your local area/community will be a better place to live, work or visit

Local residents will have a better quality of life and overall the area will be more attractive. As a result of improving the appearance of heritage sites or of the opportunities you have provided for local people to visit, use, get involved with, and enjoy heritage, residents will report that they feel greater pride in the local area and/or have a stronger sense of belonging.

How you will know what you have achieved:

Community members will report a greater sense of shared understanding and a better sense of getting on with each other. Visitors to your heritage will also tell you that the area has improved as a direct result of your project and what they value about it.

Your local economy will be boosted

There will be additional income for existing local businesses and/or there will be new businesses in your local area. You will be able to show that local businesses have benefited from your project. This will be because you spent your grant locally, or because you encouraged more tourism visits to the local area, or because you provided new premises for businesses that moved into the area or expanded their operations within it.

How you will know what you have achieved:

You will be able to show that these changes have come about as a direct result of your project using information about the local economy before and after your project available from organisations such as the local authority or tourism organisation.

Your organisation will be more resilient

Your organisation will have greater capacity to withstand threats and to adapt to changing circumstances to give you a secure future. You will achieve this

greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources.

How you will know what you have achieved:

You might have new volunteers who increase your capacity and skills; or new sources of income through commercial activity, endowments or new fundraising programmes. You will be able to show that your organisation is stronger and in a better position for the future as a result of the changes you made as part of your project.

3e. What are the main groups of people that will benefit from your project?

Tell us about who will benefit from your project, either because they will be directly involved or because they will be able to enjoy the improvements that come about as a result.

This gives you the opportunity to:

- Tell us about the existing groups you engage with that will benefit from your project and how.
- Tell us about new groups that will benefit from your project and how.

3f. How many people will be trained as part of your project, if applicable?

Provide an estimate for the number of project staff, volunteers, people on work experience, apprentices and others you will train.

It may be helpful to consider how our grant can be used towards the training of staff and volunteers to benefit not just the delivery of your project but the future sustainability of your place of worship.

3g. How many volunteers do you expect will contribute personally to your project?

Estimate how many volunteers will give their time to lead, manage and carry out your project. This does not include people who will take part in your activities. For example, in an archaeology project, volunteers who will organise a public dig can be included, but not people learning to dig.

When planning your project you should consider how you will engage with new volunteers and include costs for volunteer recruitment if this is applicable.

3h. How many full-time equivalent posts will you create to deliver your project?

Provide an estimate; only include new posts that will be directly involved in delivering the project.

For example if you have identified a need for support in delivering your project new posts could include a paid Project Manager who will work with volunteers. Their role may also require them to liaise with professionals including a Building Surveyor or Architect. If you are unsure about this aspect please contact your local HLF office.

3i. How are you planning to promote and acknowledge National Lottery players' contribution to your project through HLF funding?

Tell us about what your project will do. Please read about acknowledgement and promotion in Part three: Receiving a grant.

Acknowledging your grant publicly means that our logo must be visible in public areas, both during and after your project is finished.

Section four: Managing your project

4a. How will your project be managed?

- Tell us about the skills and experience of your project team, including the person who will take overall responsibility.
- If you are recruiting someone to help manage your project, attach a job description.
- If you are moving an existing member of staff into a post created by this project, or extending the hours of an existing member of staff, tell us how they

are qualified for the role created by the project.

- If you are moving an existing member of staff into a post created by this project, tell us how you will manage the work they are currently doing, or if this is coming to an end.

- Please include details of the qualifications (including accreditation) of any professional involved in your project, for example a Conservation Accredited Architect or Surveyor.
- Tell us about the lead professional advisor, and confirm they have the relevant skills, experience and resources for your project and that they have been appointed in accordance with our procurement requirements. Please refer to part three: Receiving a grant which outlines our requirements for buying goods works and services.
- Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place.

4b. Tell us about any outside advice you have received or will receive to help you manage your project.

You might receive advice from experts in the heritage your project focuses on, or from organisations who will support you whilst you deliver your project. These could include:

- local museums, libraries and archives;
- your local conservation officer;
- a history group;
- a nature conservation group; or
- other heritage experts.

4c. When do you expect your project to start and finish?

Fill in the boxes.

You will not be able to start your project until we have given permission.

4d. How will you evaluate the success of your project?

Tell us about how you plan to evaluate your project and who will take overall responsibility for this. You can find out more about evaluation on our website.

There may be a cost implication associated with evaluating your project and you can use the grant for this, so do ensure you sufficiently cost this aspect.

4e. Tell us what will happen to the things that your project has produced after the funding ends.

Provide information about where things you produce will go after your project has finished. For example, you might store oral history recordings with an archive, or keep an exhibition safe so that it can be used again in the future. If you are producing 'digital outputs', please see **Appendix 4 for information**.

4f. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.

Tell us about how you will manage your heritage in the future, and tell us how you will meet any additional running costs. Under this programme, you do not need to produce a management and maintenance plan, but you may find it useful to read our *Management and maintenance plan guidance*, which is available on our website.

If you do intend to create a management and maintenance plan you may wish to include sufficient costs to create this document, for example professional fees.

Section five: Project costs

5a. Tell us how much it will cost to deliver your project.

Please read about our requirements for buying goods, works and services in **Part three: Receiving a grant**.

- The form will give you 20 words to describe each item.
- Each item should have a separate line.
- You can add extra lines.

You should ask HM Revenue & Customs (www.hmrc.gov.uk) to check how much value added tax (VAT) you will be able to claim back. If your VAT status changes so you can reclaim more than you expected, you will need to return this to us.

The following notes explain more about the information we are asking for in the cost table.

Please note that your grant request will be rounded down to the nearest £100. Your total project costs must match your project income.

You may be able to reclaim VAT on certain types of work if you are a Listed Place of Worship. The Listed Places of Worship Grant Scheme <http://www.lpwscheme.org.uk/> (LPW Grant Scheme) will give you a grant for the amount you spend on VAT on eligible repairs, maintenance and approved alterations, as well as professional fees directly relating to these works. Please note that LPW Grant Scheme payments are made retrospectively, therefore you will need to ensure your cash flow is sufficient to fund paying the VAT and reclaiming the costs through the appropriate mechanisms which may take a number of weeks to process. Therefore you will need to identify the cost of any eligible VAT in the project costs and include the LPW Grant Scheme as a partnership funder in the project income section.

New staff

Include costs of new fixed-term contracts, secondments (people who are temporarily transferred to your organisation) and the costs of freelance staff to help develop your project. Do not include the costs of paying trainees here.

All staff posts must be advertised, with the following exceptions:

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your HLF project. You will need to provide a job description for this post.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the project. In this case we will fund the cost of their additional hours spent on the project and you will need to tell us about the role they will undertake.
- If you are a voluntary organisation and are including a proportion of a staff member's time in your Full Cost Recovery calculation.
- If you are moving an existing member of staff into a post created by the project, then we can either pay for the cost of this member of staff, or for the cost of backfilling their post.

All salaries should be based on sector guidelines or similar posts elsewhere.

Professional fees

Any person who is appointed to work on your project for a fixed fee. Fees should be in line with professional guidelines.

Recruitment

This can include advertising and travel expenses. In the 'Description' column, tell us briefly how you will recruit staff (for example, an advertisement in your local newspaper or a specialist journal).

HLF-approved mentor

If you think that you may need support and guidance from an HLF-approved mentor to help you develop and carry out your project, include the cost of this here.

Read about mentors in **Part three: Receiving a grant.**

Purchase price of heritage items

If your project involves buying a heritage item, you must get an independent valuation to help show that this item can be bought for a realistic price. **See Appendices 5 and 6 for more information.** If you are a private individual or for-profit organisation do not include costs here.

Repair and conservation work

This includes costs of work to repair, restore or conserve a heritage item, building or site.

New build work

This only relates to new building work – for example, an extension to a building or work to install an exhibition. If you are a private individual or for-profit organisation do not include costs here.

Digital outputs

Any costs that you require to create 'digital outputs' – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials

This might include historic costumes, hard hats to give site access, art materials or leaflets and publications.

Training for staff and training for volunteers

It is common for existing and new staff and volunteers to need training when carrying out a new project.

Travel for staff and travel for volunteers

For example, to help staff and volunteers travel to sites. Travel costs by car should be based on 45p a mile.

Expenses for volunteers

You can include the costs of expenses for volunteers to make sure they are not out of pocket.

Cost of producing learning materials

For example, educational resources, publications or leaflets.

Other

Give a clear description of all other costs.

Publicity and promotion

You can include the costs of promotional materials that relate directly to your project.

You must make sure that you acknowledge the support of the Heritage Lottery Fund as set out in How to acknowledge your grant.

Evaluation

All projects must be evaluated. Most will be evaluated by staff in your own organisation. Depending on the scale of the project and how complicated it is, you may want to employ somebody to help evaluate your project and assess whether you are successfully achieving the outcomes you set out in your application. We can contribute between 1% and 3% of your costs towards evaluation.

Full Cost Recovery

Read about Full Cost Recovery in **Part one: Introduction.**

Contingency

A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure should not normally be more than 10% of the total costs of the project. Make sure that you only include your required contingency here and not included within the other cost headings in the application. The calculation of your required contingency should reflect the degree of certainty with which you have arrived at your project's cost estimates; the stage of design or development work completed; the project timetable and any restrictions such as immovable deadlines associated with it; and the risks in relation to the type of project you are carrying out.

Inflation

You should only include inflation if your project will last for more than one year. It is only used to pay for costs that have increased over the time of the project.

Total

The online form will generate your total project costs.

5b. Project income

Cash

If you can provide a cash contribution, however small, please do so.

- List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision.
- We accept cash funding from any public, charitable or private source.

- Although we can fund 100% of project costs we do encourage all applicants to explore other sources of funding in order to reduce their grant request to us. A good source of information online is the Heritage Alliance Heritage Funding Directory (<http://www.theheritagealliance.org.uk/fundingdirectory/main/fundinghome.php>) which outlines a number of sources that can support Places of Worship.

HLF grant request

Your request for a grant should be between £10,000 and £100,000, and should be rounded down to the nearest £100.

Total

The online form will generate a summary of your total project income.

5c. Financial summary

The form will generate a summary of your total project costs and your own contribution.

5d. Are there any in-kind contributions or volunteer time to help carry out the project?

We encourage and welcome in-kind contributions and volunteer time, whether or not you are able to offer a cash contribution. This helps to show your commitment to your project.

- In-kind contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local business for regular meetings or materials being donated by a local building firm.
- We also welcome time volunteers give to your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. You should use the following rates to work out the financial value of the time volunteers contribute
 - Professional labour (for example – accountancy or teaching) – £350 a day
 - Skilled labour (for example – administrative work, carpentry or leading a guided walk) – £150 a day
 - Unskilled labour (for example, clearing a site or working as a steward at an event) – £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project. We can provide a worked example of this table if you need one.

Section six: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application.

When you submit your online form, you are confirming that you have read, understood and agree with the statements set out in the declaration.

Section seven: Supporting documents

Please provide all of the documents listed here. When you fill in the online form, please note the following:

- There may be some documents listed on the online form which are not relevant to this grants programme. Mark these as 'not applicable'.
- There may be some documents which are listed here, but are not listed on the online form. Please submit these as 'additional documents'.
- If you attach more than 10 documents, or if the total size of the attachments exceeds 20 megabytes, you will not be able to save or submit your form. If you have more documents or very large documents, please email them to your local HLF office.

1. Copy of your organisation's governing document, unless you are a public organisation, a private individual or a for-profit organisation.

If you have sent a copy of your governing document with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

2. Copies of your agreements with project partners, if applicable, signed by everyone involved, setting out how the project will be managed.

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations, private individuals or for-profit organisations.

4. Project Plan (essential for all applications).

5. Calculation of Full Cost Recovery (if applicable).

6. Briefs for internally and externally commissioned work.

7. Job descriptions for new posts.

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk) and of high quality.

9. Letters of support (no more than six). You should provide a letter of support from the person with overall responsibility or a supervisory role of your POW stating:

- Whether there are any plans for pastoral reorganisation or closure
- In the Church of England, the Archdeacon should sign, in Church of Wales, the Representative Body of the Church in Wales should sign. In the Church of Ireland and the Church of Scotland, General Trustees should sign. Other denominations or faith groups should ask a suitable representative of the organisation.
- For applications from charitable trusts, the letter of support should come from the Chief Executive or Chair of your organisation that explains your future plans for the building in question.

10. Conservation/condition survey (if applicable). If your project relates to repairs or capital works to your place of worship please submit your most recent Condition Survey (often referred to as a Quinquennial Inspection Report) to support your application.