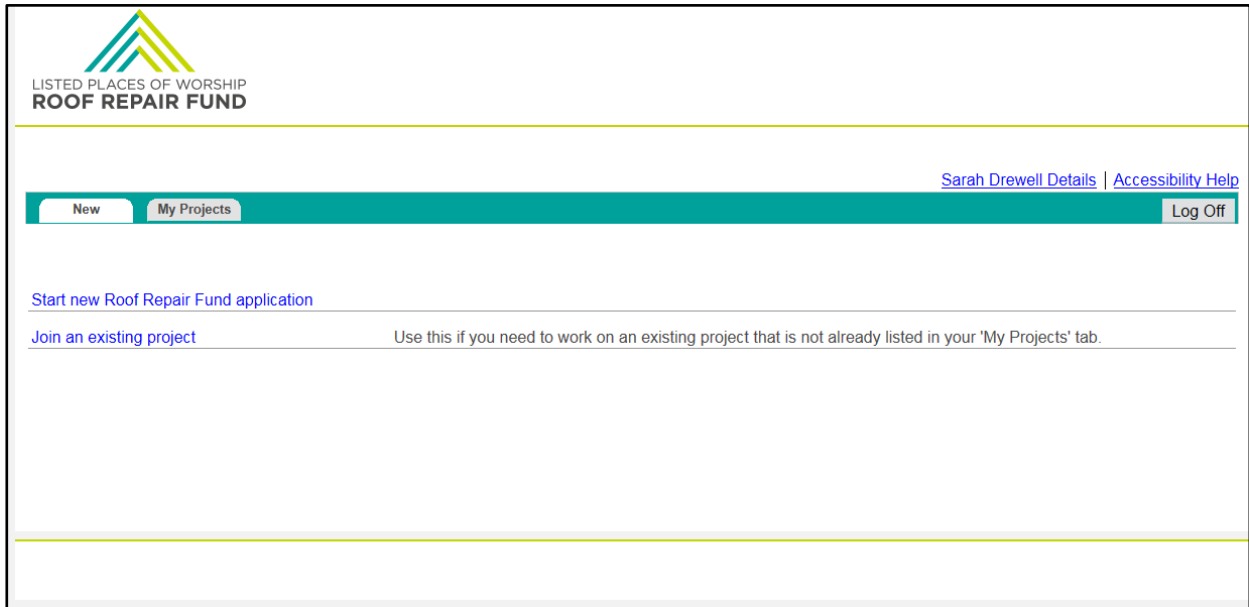


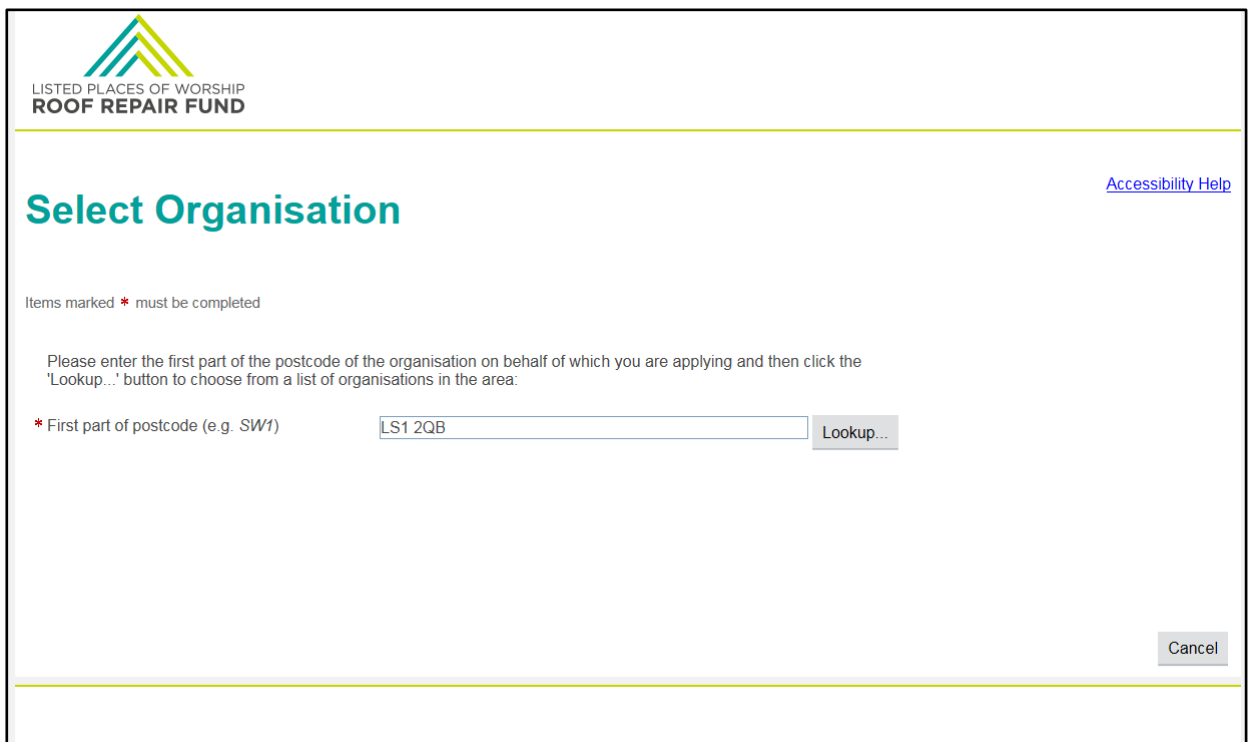
How to find your organisation address if it is not initially listed in the postcode finder

1. Log in to your portal at <https://forms.lpowroof.org.uk/>
2. Click 'Start new Roof Repair Fund application'.



The screenshot shows the home page of the Listed Places of Worship Roof Repair Fund portal. At the top left is the logo with the text "LISTED PLACES OF WORSHIP ROOF REPAIR FUND". On the right, there are links for "Sarah Drewell Details" and "Accessibility Help". Below this is a teal navigation bar with "New" and "My Projects" tabs, and a "Log Off" button. The main content area has two links: "Start new Roof Repair Fund application" and "Join an existing project". A note below the second link says "Use this if you need to work on an existing project that is not already listed in your 'My Projects' tab."

3. Enter the full postcode of your organisation. Click 'Lookup'.



The screenshot shows the "Select Organisation" page. It features the same logo and navigation as the previous page. The heading "Select Organisation" is in large teal text. Below it is a link for "Accessibility Help". A note says "Items marked * must be completed". The instructions read: "Please enter the first part of the postcode of the organisation on behalf of which you are applying and then click the 'Lookup...' button to choose from a list of organisations in the area:". There is a form field with the text "LS1 2QB" and a "Lookup..." button. A "Cancel" button is located at the bottom right.

A list of organisations will appear.

4. If your organisation is not there, please still select one of those on the list.

LISTED PLACES OF WORSHIP
ROOF REPAIR FUND

Select Organisation

Items marked *
Please enter 'Lookup...'
* First part of

[Accessibility Help](#)

Please choose your organisation from the pages below.

To make it easier to find, you can click the filter buttons to narrow down the search results. If you are sure your organisation is not listed, press Cancel.

Records 1 - 3 of 3

Organisation Name	Town	Postcode	Select
All Things Sparkly	LEEDS	LS1 2QB	▶
Heritage Lottery Fund Leeds	Leeds	LS1 2QB	▶
Test Application for Leeds	LEEDS	LS1 2QB	▶

Cancel

Cancel

The organisation and address you have chosen will now display.

5. Where it says 'Is this the correct organisation?' please select 'No, my organisation is not listed'. Click ok.

LISTED PLACES OF WORSHIP
ROOF REPAIR FUND

Select

Items marked *
Please enter 'Lookup...'
* First part of

[Accessibility Help](#)

Confirm Organisation

Items marked * must be completed

You have selected:

Test Application for Leeds
Heritage Lottery Fund, Carlton Tower
34 St Pauls Street
LEEDS
LS1 2QB

* Is this the correct organisation?
 Yes
 No, I want to select another organisation
 No, my organisation is not listed

<< Back

OK Cancel

6. Enter the name of your organisation. Then enter the full postcode of your organisation.

**LISTED PLACES OF WORSHIP
ROOF REPAIR FUND**

[Accessibility Help](#)

Select Organisation

Items marked * must be completed

Organisation you are applying on behalf of
Please enter details of the organisation.

* Name of your organisation

Organisation Address
* Search for address by full postcode: [?](#)
(e.g. SW1A 1AA)

7. Further addresses will be listed, choose one that has the same address as your organisation. The first line of the address can be edited in the next step. Click ok.

**LISTED PLACES OF WORSHIP
ROOF REPAIR FUND**

[Accessibility Help](#)

Choose address


Items marked * must be completed

Please choose the correct address from the list below.

* Possible addresses:

- Bagel Nash, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Carter Jonas, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Fox Lloyd Jones Ltd, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Gent Visick Ltd, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Heritage Lottery Fund, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Principal Resourcing, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Ryden Llp, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB
- Storeys, Carlton Tower, 34 St. Pauls Street, LEEDS, LS1 2QB

If no suitable address is shown on the list, put the address of the minister of your place of worship, or (if a Church of England Church) the address of the chair of the PCC. 8. You can now edit the first line of the address so that it is correct for your organisation. Then click 'This is the correct organisation'.



LISTED PLACES OF WORSHIP
ROOF REPAIR FUND

[Accessibility Help](#)

Select Organisation

Items marked * must be completed

Organisation you are applying on behalf of
Please enter details of the organisation.

* Name of your organisation

Organisation Address

* Search for address by full postcode:
(e.g. SW1A 1AA) ?

* Address line 1

Address line 2

Address line 3


Town/City

County

Postcode

If this is not the correct organisation, please search again.

9. You can now edit the application form. Please read the Introduction before you start any of the sections. Make sure you press 'Save' as you go along.



LISTED PLACES OF WORSHIP
ROOF REPAIR FUND

[Accessibility help](#) [General Help](#) [Telephone Assistance](#)

Application for Listed Places of Worship: Roof Repair Fund

Introduction

Introduction

Your project reference:
Please quote the above if you contact the NHMF so that we can locate your application.

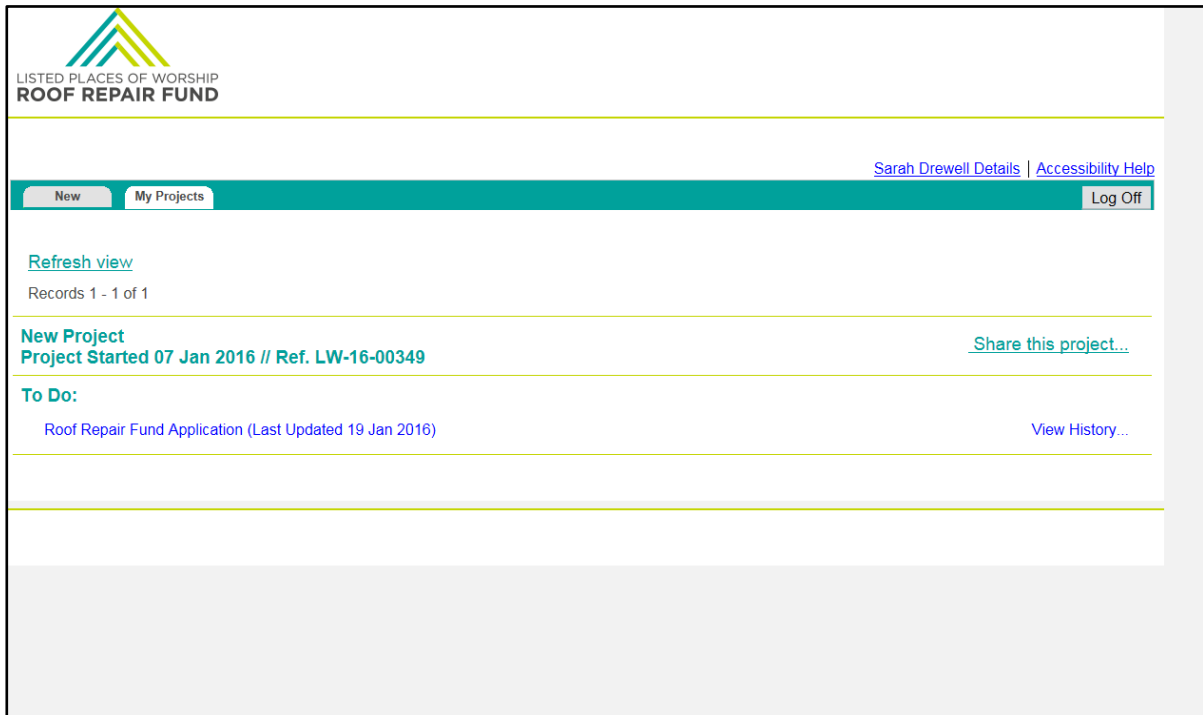
About the fund

The Listed Places of Worship: Roof Repair Fund is for urgent repairs to public places of worship across the UK that are formally designated as listed buildings.

Under this programme, you can apply for a grant from £10,000 to £100,000 to help meet the costs of urgent repairs to roofs (e.g. coverings, timbers, ceiling vaultings) including tower roofs, cupolas and spire coverings such as shingles or tiles and rainwater disposal systems (e.g. gutters, valleys, hoppers, downpipes, gullies, drains and soakaways). You may also apply for some funding towards the repointing of high level masonry, but only where part of a wider project to repair a roof and where the additional works are necessary to prevent water ingress into the building.

You will need to read the application guidance found under 'Application material' on the [LPOW website](#) before filling in this form. In particular, you should check that you meet the eligibility criteria for the programme.

10. When you log back in to your portal, click on the My Projects tab to continue with your application.



The screenshot displays the user interface of the 'Listed Places of Worship Roof Repair Fund' portal. At the top left is the logo, which consists of three stylized, overlapping mountain-like shapes in shades of green and yellow, with the text 'LISTED PLACES OF WORSHIP' and 'ROOF REPAIR FUND' below it. A horizontal line separates the header from the main content area. On the right side of this area, there are two links: 'Sarah Drewell Details' and 'Accessibility Help'. Below this is a teal navigation bar with two tabs: 'New' and 'My Projects', where 'My Projects' is the active tab. To the right of the tabs is a 'Log Off' button. Underneath the navigation bar, there is a 'Refresh view' link and the text 'Records 1 - 1 of 1'. The main content area features a 'New Project' section with the text 'Project Started 07 Jan 2016 // Ref. LW-16-00349' and a 'Share this project...' link. Below this is a 'To Do:' section with a single item: 'Roof Repair Fund Application (Last Updated 19 Jan 2016)' and a 'View History...' link. The bottom of the page is a solid grey bar.

If you need further technical support please phone our enquiry line on 01392 223 979.