
Application Form

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 before filling in this form. In particular, you should check that you meet the eligibility criteria for the programme.

Notes on completing the form

This application form has eight sections, following your project summary below:

- Section one > Contact details
- Section two > Your place of worship
- Section three > Your project
- Section four > Project management
- Section five > Maintenance
- Section six > The cost of your project
- Section seven > Supporting documents
- Section eight > Additional information and declaration

Throughout the form you will see that some questions have word limits. Please ensure that you do not go over these.

We will confirm we have received your application when we have received your application form. If you are sending any supporting material in hard copy, this must arrive within five working days, and by the programme deadline.

We will not assess your application if you miss the programme deadline and have not provided the correct supporting documents (please do not send more than we ask for) or have not answered all the questions. See our website for details of the programme deadline.

Summary

Name/dedication of your listed place of worship

Please provide the full name and location of the listed place of worship to which the application relates, for example: St Peter's Church, Tamworth. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

Description of your place of worship

In no more than 200 words, please give a brief description of your place of worship including any information about the history of the building, when it was built and how it has changed over time, as well as any elements of particular interest, community uses etc.

Repair needs summary

In no more than 200 words, please summarise your repair project and explain how it meets the priorities of the grant scheme. We will use this text to tell people about your repair project, including our decision takers who may see your description as part of the assessment process.

Section one: Contact details

1a) Name and address of your organisation

Name of your organisation	<input type="text"/>
Name of Place of Worship	<input type="text"/>
Address line one	<input type="text"/>
Address line two	<input type="text"/>
Address line three	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>

1b) Religion or denomination of place of worship

1c) For Church of England, Church in Wales, The Scottish Episcopal Church, Church of Ireland, and Roman Catholic Dioceses, please give the name of your diocese.

1d) Details of main contact person

Title	<input type="text"/>
Name	<input type="text"/>
Position	<input type="text"/>

Is the address of the main contact person the same as the address in 1a?

Yes No

If no, enter the address of the main contact person

Address line one	<input type="text"/>
Address line two	<input type="text"/>
Address line three	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>

Daytime phone number, including area code	<input type="text"/>
Alternative phone number	<input type="text"/>

Email	<input type="text"/>
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1e) How much did your organisation spend in the last financial year?

1f) In the boxes below, please tell us what levels of restricted and unrestricted funds there are in your organisation's reserves. Please give the figures, and explain the reasons for any restrictions.

What level of restricted funds are there in your organisation's reserves?

What level of unrestricted funds are there in your organisation's reserves?

What are the reasons for the restrictions? (max 200 words)

1g) If your organisation is any of the following, please provide the information shown.

Company – give registration number

Registered Charity in England, Scotland or Wales – give registration number

Charity recognised by HM Revenue and Customs in Northern Ireland – give reference number

1h) Are you VAT registered?

Yes No

If yes, please provide your VAT number

1i) For places of worship other than the Church of England, the Church in Wales, Church of Scotland, or the Church of Ireland, do you own the building outright?

Yes No N/A

If no, do you have a leasehold on the building?

Yes No

If yes, how many years are left to run on the leasehold?

If you answered no, this means you do not currently meet our ownership requirements. Please tell us the date by when you expect to do so?

Do you have a mortgage or other loans secured on the property or item, or any plans to take one out?

1j) Have you or anyone else representing your place of worship applied to Cadw, Historic England, Historic Environment Scotland, the Northern Ireland Environment Agency, the Heritage Lottery Fund and/or any other lottery distributor for a building repair grant within the last 10 years?

Yes No

If 'Yes', please give details.

You do not need to include grants for projects that do not involve an element of building repair work (for example, the restoration of an organ or the preparation of a guidebook and other heritage activities).

Reference number	Outcome	Year of application	Grant amount if successful	Is the grant-aided project completed?

1k) Have you previously applied to the LPOW Roof Repair Fund?

Yes No

Outcome

Section two: Your place of worship

2a) Is your place of worship used solely or mainly as a public place of worship?

Yes No

If “no”, is your place of worship vested in or owned by a charitable trust whose principal or primary purpose is to conserve, repair and maintain redundant listed places of worship which are not in private ownership?

Yes No

Grants under this programme are only available to places of worship that are used solely or mainly as a public place of worship or which are vested in or owned by specified charitable organisations.

2b) Does your project involve works to the roof or rainwater disposal systems of a public place of worship?

Yes No

Grants under this programme are only available for repairs to roofs and rainwater disposal systems of places of worship.

2c) Is your building listed?

Yes No

Grants under this programme are only available for public places of worship that are listed.

If you answered yes, please choose from the options below:

For projects in England and Wales:	For projects in Northern Ireland:	For projects in Scotland:
Grade I <input type="checkbox"/>	Grade A <input type="checkbox"/>	Category A <input type="checkbox"/>
Grade II* <input type="checkbox"/>	Grade B+ <input type="checkbox"/>	Category B <input type="checkbox"/>
Grade II <input type="checkbox"/>	Grade B <input type="checkbox"/>	Category C(s) <input type="checkbox"/>
	Grade B1 <input type="checkbox"/>	
	Grade B2 <input type="checkbox"/>	

Please give the listed building ID number for your place of worship.

2d) How many days a year is your building open to the public outside of the regular hours of worship?

2e) Public access can be provided in a variety of ways, through open days, special events such as concerts or community events, or school visits.

Use the box below to describe public access at your place of worship. Tell us if there are any reasons that make providing public access difficult or if you have special arrangements in place (such as key holders). (Maximum 200 words.)

Section three: Your project

Our priority for this programme is to support the repairs to roofs and rainwater disposal systems that are urgently required **within the next two years** and which have been clearly identified and defined in a condition survey such as a Quinquennial Inspection.

3a) Do the repair needs of your roof and/or rainwater disposal system meet the urgency criterion?

Yes No

If you answered yes, within how many years does the survey state that the works must be carried out?

Within the next 12 months Within 2 years

3b) Is your building registered on the Heritage at Risk register?

Yes No

If 'Yes', at what level?

Very Bad Poor Fair Good

Section four: Project management

In this section, tell us how you will deliver your repair project.

4a) Who are the main people responsible for the work during the delivery of your project?

200 words

4b) When do you expect your project to start and finish?

Project start date (month and year)

Project finish date (month and year)

4c) Complete a summary timetable for your project. Please add as many rows as required. If your application is successful, you will need to provide a more detailed timetable before we give you permission to start your project.

Activity	Start Date	End Date	Who will lead this activity?

4d) Tell us about the risks to the delivery of your project and how they will be managed. Please add as many rows as required.

Risk	Likelihood High/Medium/Low	Impact High/Medium/Low	Mitigation	Who will lead this?

Section five: Maintenance

5a) Will you maintain the repaired roof and/or rainwater disposal system for at least 10 years after project completion?

Yes No

You will need to submit a 10-year Maintenance Plan before you can receive the last 10% of your grant.

Section six: The cost of your project

6a) Under this programme the maximum amount that you can include towards professional fees is 15% of the grant request. Use the boxes below to let us know if you will be able to keep within these limits:

Yes No

If you answered no, please note that under this scheme we are unable to fund professional fees over the 15% limit.

6b) In this section, tell us how much it will cost to deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables below. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation.

Cost heading	Description	How much (£)	VAT (£)	Total (£)
Professional Fees				
Repair and conservation work				
Equipment and materials				
Other				
Contingency				
Inflation				
Total				

6c Project income

Please note that all grant requests are rounded down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of project costs. You can add as many "Cash" rows as required under "Source of funding".

Source of funding	Description	Secured? Yes/No	Value (£)
Cash			
LPW (VAT) Grant Scheme			
Grant request (rounded down to the nearest £100)			
Total			

6d) Financial summary

Please fill in the table below based on the information you provide above.

Total project costs (£)	
Total project income (£)	
Grant request (£)	
Grant percentage (to calculate this amount, divide the grant request by the total project costs and multiply by 100. Please round this figure up).	

6e) If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

200 words

Section seven: Supporting documents

When submitting your application, please remember to submit the documents listed. Please indicate how you will be submitting these under each item. Hard copy supporting documents should be sent to: LPOW Roof Repairs Fund, c/o National Heritage Memorial Fund, 7 Holbein Place, London SW1W 8NR. With the name, location and project reference number on the front of the envelope.

1. Copy of your organisation's constitution (formal rules) if applicable.
Hard Copy Electronic Not applicable
2. Copy of your organisation's accounts for the last financial year.
Hard Copy Electronic
3. A recent condition survey of the building (for Church of England, the Church in Wales, Church of Scotland, Church of Ireland, Episcopal Church, Roman Catholic and Methodist congregations this will be the current Quinquennial (five-yearly) Inspection report). The reports should be in digital format where possible.
Hard Copy Electronic
4. If your condition survey is older than three years you will need to provide a supplementary report from your lead professional advisor (e.g. architect or building surveyor) to demonstrate that the repairs for which grant is sought meet the criteria of this grant programme (e.g. that the works are intended to make the building watertight and are urgently required within the next two years).
Hard Copy Electronic Not applicable
5. A letter of support from the person with overall responsibility for your place of worship.
Hard Copy Electronic
6. Copies of briefs for any consultants.
Hard Copy Electronic Not applicable
7. A spreadsheet giving a detailed breakdown of the costs you are asking us to fund as set out in Section six of your application form: The costs of your project.
Hard Copy Electronic
8. No more than eight good-quality images of the outside of your building, showing each elevation and images of the specific repair problems. These should be provided in digital format (either as an attachment or on disk). We will use these images to present your project to decision makers.
Hard Copy Electronic
9. Cash flow forecast for the project.
Hard Copy Electronic
10. Where appropriate, copies of deeds, leases, mortgages, or proof of ownership.
Hard Copy Electronic Not applicable

Section eight:

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. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only and proceed to the Declaration section.

Age

People aged:

Under 16 16 to 25 26 to 49 50 to 64 65 and over

Disability

Disabled people; under the Equality Act (2010) a disabled person is defined as having a physical and mental impairment which has a substantial and adverse effect in carrying out day to day activity.

Please use the range of disability categories below to record the people who are represented in delivering your project and who will benefit from this project.

Physical disability Sensory impairment (e.g. Blind/ partially sighted, D/deaf)

Mental health condition Learning disability Other

If you answered 'other', please give details in the box provided below.

NHMF recognises the social model of disability. We expect all grantees to use the social model of disability in undertaking all aspects of project work.

Ethnic group

Asian	Black	Chinese	Mixed	White
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian British	Black British	Chinese British	White and Black Caribbean	White British
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian English	Black English	Chinese English	White and Black African	White English
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian Irish	Black Irish	Chinese Irish	White and Asian	White Irish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian Northern Irish	Black Northern Irish	Chinese Northern Irish	Other	White Northern Irish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian Scottish	Black Scottish	Chinese Scottish		White Scottish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Asian Welsh	Black Welsh	Chinese Welsh		White Welsh
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Bangladeshi	Caribbean	Other		Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Indian	African		Arab	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Pakistani	Other			
<input type="checkbox"/>	<input type="checkbox"/>			
Other				
<input type="checkbox"/>				

Irish travellers (Northern Ireland only)

Marital or civil partnership status

- Single people (never married or in a civil partnership)
- Married people (and living with their husband or wife)
- In a civil partnership
- Married people (and separated from their husband or wife)
- Separated but still legally in a civil partnership
- Divorced people
- Formerly in a civil partnership which is now legally dissolved
- Widowed people
- Surviving partner from a civil partnership

People with dependants

People with dependants (for example, children or elderly relatives)

People in lower socio-economic groups

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland

Community background (Northern Ireland only)

Mainly Protestant (more than 60%) <input type="checkbox"/>	Mainly Catholic (more than 60%) <input type="checkbox"/>	Both Catholic and Protestant <input type="checkbox"/>	Neither Catholic nor Protestant <input type="checkbox"/>
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Religious belief

Protestant <input type="checkbox"/>	Muslim <input type="checkbox"/>	Catholic <input type="checkbox"/>	Jewish <input type="checkbox"/>	Other Christian <input type="checkbox"/>
Sikh <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>	Other <input type="checkbox"/>	No religious belief <input type="checkbox"/>

Gender

Males <input type="checkbox"/>	Females <input type="checkbox"/>	Transgender people <input type="checkbox"/>
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Sexual orientation

Gay and lesbian people <input type="checkbox"/>	Heterosexual people <input type="checkbox"/>	Bisexual people <input type="checkbox"/>
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Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand NHMF's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2 and 3 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. NHMF will not be responsible for any loss or damage you suffer as a result of NHMF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- To decide whether to give you a grant
- To provide copies to other individuals or organisations who are helping us to assess and monitor grant
- To hold in a database and use for statistical purposes
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for

We may contact you from time to time to keep you informed about the work of the National Heritage Memorial Fund.

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the above statements

Name

Organisation

Position

Date
