



LISTED PLACES OF WORSHIP  
**ROOF REPAIR FUND**

# Application guidance

# Contents

<b>Part 1: Introduction</b>	<b>3</b>	<b>Part 3: Receiving a grant</b>	<b>8</b>
Welcome	3	Terms of grant	8
Is this the right fund for you?	3	Acknowledgement	8
Who we fund	4	Images	8
What we fund	4	Permission to start	8
Costs we can cover	5	Grant payment	8
Direct project costs	5	Buying goods, works and services	9
Your contribution	5	Insuring works and property	9
Chancel Repair Liability	5	Evaluation	9
VAT	5	<b>Part 4: Application form help notes</b>	<b>10</b>
Other sources of funding	6	Section one: Contact details	10
Other information about your application	6	Section two: Your place of worship	10
Freedom of information and Data Protection	6	Section three: Your project	11
Complaints	6	Section four: Managing your project	11
<b>Part 2: Application process</b>	<b>7</b>	Section five: Maintenance	12
Making an application	7	Section six: The cost of your project	12
What we need to know about your project	7	Section seven: Supporting documents	13
How we assess applications	7	Section eight: Additional information and declaration	14
		<b>Appendix 1: Property ownership</b>	<b>15</b>
		<b>Appendix 2: Letter of support</b>	<b>16</b>
		<b>Appendix 3: Bats</b>	<b>17</b>
		<b>Glossary</b>	<b>18</b>

# Part 1: Introduction

## Welcome

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. It is designed to provide financial support to congregations to help them undertake urgent repairs to stop water entering the building where it causes damage to the building and its contents. It is intended to ensure historic places of worship can remain open for commemoration, services or other community functions and events.

Under this fund, 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, ceilings and vaults) including tower roofs, cupolas and spire coverings such as shingles and 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, including spires, but only where it forms part of the roof repair project and where the additional works are necessary to prevent rainwater coming into the building.

This is a government-sponsored fund set up to help make the UK's listed places of worship weathertight, safe and open for use. The fund is administered by the National Heritage Memorial Fund on behalf of the Department for Culture, Media and Sport.

**See our website for details of the closing date for applications.**

## Is this the right fund for you?

This guidance will help you decide whether this is the right fund for you, as well as providing you with the information you'll need to complete your application.

Read **Part one: Introduction** and **Part two: Application process** to find out about what we fund and how to apply.

**Part three: Receiving a grant** tells you about how we will work with you if you receive a grant.

**Part four: Application form help notes** provide information to help you answer each of the questions on the application form.

The **appendices** expand on our requirements for property ownership, letters of support and help for bat surveys and mitigation measures. We have defined some of the terms we use in a **glossary** at the back.

We have designed this flowchart to help you work out whether or not your project is likely to qualify for a repair grant under this scheme.



If you have any questions that cannot be answered by reading the guidance, you can contact us by email: [enquiries@lpowroof.org.uk](mailto:enquiries@lpowroof.org.uk). Please only use this service if you cannot proceed with your application without some additional advice. An enquiry line will also be available; please see our website for details.

## Who we fund

Under this programme, we fund applications from organisations and congregations of all faiths and denominations across the UK that are responsible for maintaining and repairing listed places of worship. In order to apply, you must be a formally constituted organisation (governed by a set of rules, known as a constitution), such as a Parochial Church Council.

## What we fund

Under this scheme, we fund projects to repair listed places of worship that are currently used for worship at least six times a year. Our priority for this scheme is to support urgent repairs to roofs and rainwater disposal systems that are needed **within the next two years** that have been clearly identified and defined in a condition survey such as a Quinquennial Inspection.

When we say a project, we mean work or activity that:

- is defined at the outset;
- has not yet started;
- will take no more than two years to complete.

We expect the repair work to be carried out in a single contract.

This is a heritage building conservation-led scheme, designed to halt rainwater ingress into listed public places of worship whilst ensuring the heritage significance of the building is preserved. We are only likely to give you a grant if your project involves like-for-like repairs, retaining as much of the original material as possible and only replacing original material where it has reached the end of its useful life and/or where it cannot reasonably be economically repaired. In exceptional circumstances we may consider the use of an alternative repair material if a strong case can be made for its use and where you can demonstrate the support of the relevant ecclesiastical or statutory permission body.

**Repairs should only be carried out in a way that respects and preserves the historic character of the building and the features that give it its heritage or architectural significance.**

You will need to ensure that the repair work you plan to do follows good practice and that your plans are supported by an appropriate ecclesiastical or statutory body.

**You do not need to obtain the relevant statutory and ecclesiastical permissions for your project before you submit your application, but these will be required before you receive your permission to start if your application is successful.**

Please include your timetable for obtaining any permissions in section 4c) of your application form.

Under this scheme, NHMF expects to fund well-planned projects, led by a suitably qualified professional adviser (or team), where repair needs are properly identified and repair proposals are appropriately specified and realistically costed. To help you establish exactly what repairs your place of worship will need and/or if your place of worship is a breeding site or resting place (roost) for bats, we can provide some limited funding for additional investigative work such as:

- Structural investigation, including access and opening-up work
- Specialist reports (e.g. dendrochronology)
- Bat surveys (see **Appendix 3: Bats**)

You should include the costs for these additional works in your projects costs table 6b.

NHMF strongly encourages good practice in professional adviser appointments which, in many areas, is best achieved through the following recognised accreditation schemes.

- Architects listed on the Register of Architects Accredited in Building Conservation (AABC) at Category 'A' or the RIBA Conservation Register at Specialist Conservation Architect or Conservation Architect levels;
- Chartered Architectural Technologists who have Conservation Accreditation from the Chartered Institute of Architectural Technologist;
- Chartered Building Surveyors listed on the RICS Building Conservation Accreditation Register; and
- Architects listed on the directory of the Royal Incorporation of Architects in Scotland (RIAS) under Advanced Accreditation or 'Accredited'.

To help us prioritise our funding, we will ask for a letter of support from the person with overall responsibility for your place of worship. For more information, see **Appendix 2: Letter of support**.

The assessment process is competitive and we cannot fund all of the good-quality applications that we receive. As a guide, the following projects will not be supported under this fund (see flowchart on previous page):

Projects that involve works to:

- faith buildings that are no longer used for worship, unless vested in or owned by:
  - The Historic Chapels Trust
  - Friends of Friendless Churches
  - Scottish Redundant Churches Trust
  - Churches Conservation Trust
  - Welsh Religious Buildings Trust
  - Norfolk Churches Trust
  - Or other religious or charitable groups caring for redundant places of worship. These groups would need to demonstrate that their principle or primary purpose is to conserve, repair and maintain redundant listed places of worship which are not in private ownership;
- unlisted places of worship;
- privately owned places of worship;
- chapels in schools, hospitals or other institutions;
- nunneries or monasteries that are not open to the public;
- buildings used by a minister of religion totally or mainly as their home;
- work to church halls or other premises used by the place of worship;
- Anglican or Roman Catholic Cathedrals in England.

## Costs we can cover

### Direct project costs

Your application should include all costs that will be directly incurred as a result of the project.

Direct project costs include:

- professional fees;
- capital repair work, including under-roof insulation;
- specialist reports and further investigations;
- bat surveys and mitigation measures (see **Appendix 3: Bats**).

Direct project costs do not include:

- internal decoration;
- the cost of existing staff time, (unless you are transferring an existing member of staff into a new post to deliver the project); or
- existing organisational costs.

Please read about our requirements for **buying goods, works and services** in **Part three: Receiving a grant**. In particular, you will need to take account of our requirements for procuring your lead architect or building surveyor.

## Your contribution

You may wish to make a contribution towards your project. We describe this as 'partnership funding'. This is not a mandatory requirement, but we will assess the contribution you make in the context of your available resources when we undertake our value-for-money assessment.

## Chancel Repair Liability

For some Church of England or Church in Wales buildings, a lay rector may be responsible for work to the chancel. This is known as Chancel Repair Liability (CRL).

When we assess your need for a grant, we will look at the value for money your application offers and your financial needs in developing plans for the long-term sustainable use of the building. We will also be realistic about your ability to fundraise, and therefore we will not encourage you to pursue CRL as partnership funding on occasions where it is evidently unreasonable for you to do so.

For more information on CRL and your responsibilities, see [www.churchofengland.org](http://www.churchofengland.org) and [www.churchinwales.org.uk](http://www.churchinwales.org.uk)

## VAT

The Listed Places of Worship Grant Scheme (LPW Grant Scheme) will give you a grant for the actual amount you spend on VAT on eligible repairs, maintenance and approved alterations to listed places of worship, as well as professional fees directly relating to these works. **We will expect you to make a claim to this scheme, and we will calculate our grant to reflect this.**

You can get more details about the scheme from:

[www.lpwscheme.org.uk](http://www.lpwscheme.org.uk)

Tel: 0845 013 6601

## Other sources of funding

You cannot apply for this fund if you are already in receipt of a repair grant from Cadw, Historic England, Historic Environment Scotland, the Northern Ireland Environment Agency, the Heritage Lottery Fund and or any other Lottery distributor and where the project for which grant-aid was previously provided has not yet been completed.

You might still be eligible for a grant from this fund if any grant-aided work has been finished and the final payment of the grant has been made. You should contact the enquiry line if in any doubt.

If you need advice on other sources of funding, we recommend the following publications:

- [The Directory of Grant-Making Trusts](#)

Published by the Directory of Social Change

Phone: 08450 77 77 07

Website: [www.dsc.org.uk/publications](http://www.dsc.org.uk/publications)

Also available online at: [www.trustfunding.org.uk](http://www.trustfunding.org.uk)

- [Funds for Historic Buildings: A Directory of Sources](#)

Published by the Architectural Heritage Fund.

Website: [www.ffhb.org.uk](http://www.ffhb.org.uk)

- [Fundraising for your Church Building](#)

Website: [www.churchcare.co.uk](http://www.churchcare.co.uk)

(Although this is aimed at Church of England congregations, it has useful information that applies widely.)

- [The UK Church Fundraising Handbook, by Maggie Durran](#)

Published by Canterbury Press

Website: [www.scm-canterburypress.co.uk](http://www.scm-canterburypress.co.uk)

The Historic Religious Buildings Alliance also provides a useful resource of guidance and advice.

Website: [www.hrballiance.org.uk](http://www.hrballiance.org.uk)

## Other information about your application

### Freedom of information and Data Protection

We are committed to being open about the way we will use any information you give us as part of your application. When you submit your declaration with your application form you are confirming that you understand our obligation to comply with our freedom of information responsibilities and the Data Protection Act 1998.

### Complaints

If you want to make a complaint about NHMF, we have a procedure for you to use. This is explained in Making a complaint, a document available on our website. Making a complaint will not affect, in any way, the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant from us in the future.

# Part 2: Application process

## Making an application

When you send in your application, we will let you know that we have received it. If we have any points of clarification, then we may contact you. Otherwise, you are unlikely to hear from us until our Trustees have made a decision in 2016.

## What we need to know about your project

When you apply, you will need to know enough detail about your project to be able to provide us with realistic costs.

The table below shows you the level of information we need to be able to make a judgement about the repairs that your project will achieve.

## How we assess applications

When we assess your application, we will consider the following:

- How urgent are the identified repair needs?
- Why is public money required?
- Is the project well planned?
- Is the project financially realistic?

Information about	Level of information
Repair work	<p><b>Details of the repair work to at least the equivalent of RIBA work stage 2</b> to demonstrate that you have an understanding of the repair needs of your building and the likely costs that may be incurred.</p> <p><b>Some photographs showing what difference the capital work will make</b>, such as photographs of how the place of worship looks now and which show the specific repair problems.</p> <p><b>A recent condition survey</b>, such as a Quinquennial Inspection report. If the report is more than three years old, you should provide a supplementary professional report to demonstrate the work is needed within two years.</p> <p><b>Details of any further investigation work you need to undertake to inform your repair project</b>, such as structural investigation, specialist reports or bat surveys.</p>
Project management	<p><b>Detailed information about how you will manage your project</b>, including a project timetable and cash flow forecast.</p> <p><b>If you receive a grant, proof of the relevant statutory and ecclesiastical permissions will be required before you receive your permission to start.</b></p>
Project costs	<p><b>A spreadsheet giving a detailed breakdown of the costs you are asking us to fund</b> as set out in Section six of your application form: The costs of your project.</p> <p><b>Possible sources of partnership funding</b> (including the VAT you will claim through the LPW (VAT) Grant Scheme) and/or a fundraising strategy if making a contribution to the project.</p>

# Part 3: Receiving a grant

## Terms of grant

If you are awarded a grant, you will need to comply with our terms of grant, which you can see on our website.

The terms of the grant will last from the start of the project until 10 years after project completion.

## Acknowledgement

We want people to know that the government has supported your project through NHMF. If you are awarded a grant, you must acknowledge our funding using a grantees' acknowledgement logo, both during the delivery of your project and after its completion. We will give you guidance on this and can provide some acknowledgement materials free of charge.

## Images

If you are awarded a grant, you will also need to send us images of your project. We would prefer to receive these as high-resolution digital images.

You give us the right to use any images you provide us with. You must get all the permissions required before you use them or send them to us.

## Permission to start

If you are awarded a grant, you will need to have our written permission before you start any work. In order to grant you permission to start, you will need to provide us with:

- proof of partnership funding if applicable. We may exceptionally consider a realistic fundraising plan instead;
- information about ownership (see **Appendix 1: Property ownership**);
- a detailed timetable or work programme;
- cost breakdown and cash flow;
- project management structure and your method of buying goods, works and services;
- your bank details, authorised signatories, and a signed hard copy of the declaration and permission to start request form;
- proof of any necessary statutory or ecclesiastical permissions (e.g. faculty or listed building consent) you might need for the repair works.

This additional information will need to be submitted within a maximum of **SIX** months from the date of the grant offer letter.

## Grant payment

We will pay your grant in three instalments.

We will give you 50% of the grant up-front.

Once you have spent the first instalment of your grant, we will give you the next 40%.

We will pay the final 10% of your grant when you have finished your project and sent us a final completion report, including a 10-year Maintenance Plan.

We will ask to see evidence that you have spent your grant, in the form of receipts and invoices.

## Payment percentage

We can fund up to 100% of the total project costs **excluding** VAT that can be reclaimed from the Listed Places of Worship Grant Scheme. If you or another organisation is contributing cash to the project, then we will be granting you less than 100% of the project costs. We describe this percentage as the 'payment percentage.'

Here's an example, where the payment percentage is 90%.

Total project costs	£50,000
Your cash contribution	£5,000
Your NHMF grant	£45,000
Payment percentage	90%

We will pay you the 'payment percentage' of the total amount you spend on the project.

If you spend less on the project than you were expecting, then we will use the payment percentage to calculate the grant due. This means that we will not pay you the full grant.

If you spend more on the project than you were expecting, then we will be unable to give you more than the grant we awarded you.

Here's an example, where the total amount spent on the project was less than expected.

Total project costs in the application form	£50,000
Payment percentage	90%
Total amount spent on the project	£45,000
Total amount we pay	40,500 (90% of £45,000)

### Buying goods, works and services

Procedures to recruit consultants and contractors must be fair and open and keep to the relevant equality legislation. In all applications regardless of level of funding we will ask you to give us details of the procurement (buying), tendering and selection process for all parts of your project.

If you are unsure about your obligations, we advise you to take professional or legal advice. If you have already procured goods, works or services, you will need to tell us how you did it. We cannot pay your grant if you have not followed the correct procedure.

You must get at least three competitive tenders or quotes for all goods, work and services worth £10,000 or more (excluding VAT) that we have agreed to fund.

For all goods, works and services worth more than £50,000 (excluding VAT), you must provide proof of competitive tendering procedures. Your proof should be a report on the tenders you have received, together with your decision on which to accept. You must give full reasons if you do not select the lowest tender.

Your project may be covered by European Union (EU) procurement rules if it exceeds the relevant published EU thresholds. This will require that all services for both fees and construction will need to be tendered through Tenders Direct, previously known as Official Journal of the European Union (OJEU).

If you are a non-public body, and your NHMF grant exceeds 50% of the estimated cost of a contract, or the NHMF grant together with other public funding exceeds 50% (e.g. ERDF, local authority, or other lottery distributors), and exceeds the published thresholds, you must adhere to EU Procurement Regulations.

The applicable thresholds can be found on the Cabinet Office website. Thresholds are reviewed annually in January. If you are a public body, different thresholds apply, and you will have to comply with those that are already relevant to you.

The thresholds apply to all individual consultant appointments (or to the aggregate fee as a single appointment) and to construction works.

### Insuring works and property

We need to protect NHMF investment and so we ask you, with your contractors, to take out insurance for any property, works, materials and goods involved. All of these must be covered for their full reinstatement value against loss or damage, including inflation and professional fees. If your project is affected by fire, lightning, storm or flood to the extent that you cannot achieve the outcomes set out in your application, we may have to consider claiming back all or part of grant payments.

### Evaluation

We carry out our own programme evaluation research and may ask you for additional information on your project as part of your work.

# Part 4: Application form help notes

There are word limits to some of the answers you may give; these are shown on the form.

## Section one: Contact details

### 1a) Name and address of your organisation.

This must be the name of the organisation that is responsible for the building, 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) Religion or denomination of place of worship

Fill in as appropriate. Write "not applicable" if your organisation is a charitable trust not affiliated with any particular religion or denomination.

**1c) For projects in a Church of England, Church in Wales, Church of Ireland, Episcopal Church in Scotland or a Roman Catholic church, please give the name of your diocese.**

### 1d) 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.

### 1e) How much did your organisation spend in the last financial year?

Fill in as appropriate.

**1f) 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?**

Fill in as appropriate (include funds in a friends' account, fabric fund and so on). In less than 200 words, explain the reasons for any restrictions.

### 1g) The legal status of your organisation.

Fill in as appropriate.

### 1h) Are you VAT-registered?

Fill in as appropriate.

### 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?

Please tell us whether you own the freehold of the building, or whether you have a leasehold and, if so, how many years are left to run.

You will also need to tell us if you have a mortgage or other loans secured on the property, or have any plans to take one out.

See **Appendix 1: Property ownership** for more information.

### 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?

It is important you tell us whether you have applied for a building repair grant from Cadw, Historic England, Historic Environment Scotland, the Northern Ireland Environment Agency, the Heritage Lottery Fund and/or any other Lottery distributor for repair work to your place of worship. In the table provided, please enter the grant reference number, the outcome, year of application, the grant amount if successful and whether the grant-aided project has been completed. Use a separate line for each grant award if you have received more than one. 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).

Please also tell us whether you have a repair grant application to Cadw, Historic England, Historic Environment Scotland, the Northern Ireland Environment Agency, the Heritage Lottery Fund and/or any other Lottery distributor currently under assessment.

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

Fill in as appropriate. If yes, what was the outcome?

## Section two: Your place of worship

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

Tick Yes or No. The building's sole or main use must be as a public place of worship, unless it is vested in or owned by a charitable trust where their principal or primary purpose is to conserve, repair and maintain redundant listed places of worship that are not in private ownership. In most cases church halls do not meet the criterion of solely or mainly being in use for public religious worship. You will need to provide evidence – for example, in your letter of support – that use for public religious worship outweighs the total of all other uses. In order to be eligible, a hall must also be a listed building in its own right.

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

Tick Yes or 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?

Tick Yes or No. In order to be eligible to apply, your place of worship must be listed with the relevant statutory listing agency (Historic England, Cadw, Historic Environment Scotland or Northern Ireland Environment Agency), and your claim must relate to works undertaken while the listing has been in force. Select the right grade of listing. You will need to provide the listed building reference or ID number. You can find this information through your DAC, local authority or statutory agency.

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

Enter a number between 1 and 365.

### 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 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).

## Section three: Your project

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

Tick Yes or No, and tick one subsequent box only that indicates how soon the works need to be undertaken. You should tick the box that accurately reflects the most urgent of the works. For example, if the roof needs to be repaired in two years, but the rainwater goods do not need to be replaced for four years, tick the two years box. Take into account the date of your

professional report; for example, if the report states that the work is needed within three years, but the report is three years old you will state the urgency as within one year.

### 3b) Is your place of worship registered on the Heritage at Risk Register?

Yes or no. If yes, at what level?

We will cross-reference your answer to these questions with the information provided in your condition survey or other professional report.

## Section four: Managing your project

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

In less than 200 words, tell us about the skills, qualifications (including accreditation) and experience of your project team, including the person who will take overall responsibility. 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.

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) 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 you formal permission to start the project.

### 4c) Complete a summary timetable for your project.

Please add as many rows as required.

Include time for us to grant you permission to start (Please read about permission to start in **Part three: Receiving a grant**).

### 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.

Use the table to tell us what the main risks are.

We want you to be realistic about these so that you are in a good position to manage them. These risks could be:

- technical – for example, discovering unexpected structural problems;
- financial – for example, a reduced contribution from another funding source;
- organisational – for example, a shortage of people with the skills you need;

- economic – for example, an unexpected rise in the cost of materials;
- management – for example, a significant change in the project team;
- legal – for example, changes in law that make the project impractical; or
- environmental – for example, difficulties in finding sources of timber from well-managed forests; a colony of bats in the roof space that will require you to obtain a bat licence.

The risks you identify will affect the amount you allocate to contingency in **Section six: The cost of your project**. We strongly recommend you include an allowance for contingency and inflation in your costs. You may need to do more investigation than you thought, such as establishing the extent of damage to roof timbers or undertaking bat surveys. Thinking about these risks now will help you manage them should they arise.

## Section five: Maintenance

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

Tick the relevant box. We expect you to tell us how you will look after the work we have funded for at least 10 years after project completion. You will need to submit a 10-year Maintenance Plan before you can receive the last 10% of your grant.

Further guidance on maintenance plans and a maintenance plan template can be found on our website at [www.lpowroof.org.uk/howtoapply](http://www.lpowroof.org.uk/howtoapply).

## 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.

Tick the relevant box to indicate whether you will be able to keep within these limits.

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

Here you should provide a summary of your project costs, using a single line per cost heading.

**Please note that your grant request will be rounded down to the nearest £100.**

Your total project costs must match your project income.

We expect you to provide your best estimates for the costs of your repair project. These costs may change as a result of detailed planning and survey work completed after a grant award is made but before we give you permission to start your project.

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

### Columns

#### Cost heading

The costs in this column are summary headings that we ask you to follow.

#### Description

Add a general description and include more detail in your separate spreadsheet. Please use no more than 20 words per description.

#### How much

Please insert the relevant costs – without VAT and contingency (money to be used only for unexpected extra costs).

#### VAT (Value Added Tax)

- Make sure that you only include VAT in this column and not in the costs presented in the third column.
- You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) to check how much VAT you will need to pay.
- We cannot authorise the transfer of any part of the project costs to or from VAT. This means that if you underestimate VAT, you will have to pay the extra costs.
- You should make sure that all quotes you get clearly show whether VAT is included or not.
- Please read about VAT and the Listed Places of Worship Scheme in **Part One: Introduction**.

### Cost headings

#### Professional fees

Fees should be capped at no more than 15% of project costs and should be in line with professional guidelines – for example, those of RIBA – and based on a clear written brief.

#### Repair and conservation work

Includes the costs of work to repair the roof and improve the rainwater disposal systems of the place of worship, including labour.

#### Equipment and materials

This includes all equipment and materials relating to repairs and building work.

## Other

Include all other costs you know about at this stage.

## Contingency

Make sure that you only include contingency here and not in the costs under each heading. Not all cost items will need a contingency.

Your calculation for contingency should reflect:

- the degree of certainty with which you have arrived at your cost estimates;
- the stage of design work proposed;
- the project timetable; and
- the risk in relation to the type of project you are carrying out.

We will only agree to you using the contingency if you can show an unexpected need within your project.

## Inflation

You should include an allowance for inflation for any items that may increase in cost over the period of your project.

The calculation must be as realistic as possible and relate to your project timetable.

## 6c) Project income

**Please note that all grant requests are rounded down to the nearest £100.**

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".

- We accept cash funding from any public, charitable or private source, including European programmes.
- You cannot use funding from Cadw, Historic England, Historic Environment Scotland, Northern Ireland Environment Agency and/or a Lottery distributor to contribute towards your project as partnership funding.
- We will include your LPW (VAT) Grant Scheme contribution in our calculation of the grant you need from us.

## 6d) Financial summary

You will need to fill in the table based on the information you provide in tables 6b (project costs) and 6c (project income). Your grant request should equal the sum of project costs minus project income. You will need to work out the grant percentage by dividing the grant request by the total project costs and multiply by 100. Please round this figure up to the nearest whole number.

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

Tell us in less than 200 words how you intend to secure your identified cash contribution. You do not have to have all the contributions in place when you apply to us. However, you must have them by the time you are ready to apply for permission to start.

We will assess whether your partnership funding expectations are realistic.

## Section seven: Supporting documents

Please provide all of the documents listed here, where relevant. When you fill in the online application form, please note that if you attach more than 10 documents, or if the total size of the attachments exceeds 20mb, you will not be able to save or submit your form. If you have more documents or very large documents, please email them to [applications@lpowroof.org.uk](mailto:applications@lpowroof.org.uk), with the name and location of the place of worship in the subject field.

1. Copy of your organisation's constitution, if appropriate.
2. Copy of your organisation's accounts for the last financial year, along with any other accounts you hold specifically to support the place of worship (for example, a fabric fund). These must be either audited accounts or accounts accompanied by an independent examiner's report which include all the money for which your congregation is responsible. Please explain any restriction of the funds set out in the accounts.
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.
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) that confirms 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).
5. A letter of support from the person with overall responsibility for your place of worship. See **Appendix 2: Letter of Support**.
6. Copy of briefs for any consultants.
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.

8. No more than eight good-quality, medium resolution images of the outside of your building, showing each elevation, and images of the specific repair problems. These should be provided in digital format (preferably as an email attachment).
9. Cash flow forecast for the project. (see the Glossary and our worked example on the website.)
10. Where appropriate, copies of deeds, leases, mortgages, or proof of ownership.

### **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 in Northern Ireland. We will not use this information to assess your application. You do not need to complete this section if you are outside Northern Ireland, but you will need to sign the declaration.

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

# Appendix 1: Property ownership

If you are successful with your Listed Places of Worship: Roof Repair Fund application, we expect you to own the property on which you spend the grant.

We expect you or your central authority to own the freehold or have a lease, of sufficient length for you to fulfil our standard terms of grant. If you do not meet our ownership requirements, we will need you to improve your rights (for example, by changing or extending a lease) or include the owner as a partner in your application.

- If your organisation does not own the freehold, you will need a lease which will run for as long as the terms of grant (10 years from project completion).
- We do not accept leases with break clauses (these give one or more of the people or organisations involved the right to end the lease in certain circumstances).
- We do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent).

## The information we need about ownership

You will need to provide proof that you own or lease your place of worship. A letter from your central authority will suffice in most cases, but we may ask for further information if the nature of ownership is not clear.

If your organisation is independent and does not have a relationship with a central authority, you will need to provide proof of your ownership or your right to use the property, as referred to in **Section nine: Supporting documents**.

# Appendix 2: Letter of support

Demand for this fund is likely to be higher than the money that is available. Because of this, there is a need to prioritise funds very carefully. In these circumstances, it is extremely helpful to have a fair assessment of the application and also to understand how it fits into the wider strategy of your organisation.

We ask you to send us a letter of support from the person with overall responsibility or a supervisory role for your place of worship. In the Church of England, the Archdeacon should sign. In the Church in Wales, the Representative Body of the Church in Wales should sign. In the Church of Ireland and the Church of Scotland, the General Trustees should sign. Other denominations or faith groups should ask a suitable representative of the organisation shown in question 1b.

The letter should cover the following areas:

- Whether there is a financial need for support.
  - We encourage everyone applying to cover part of the costs themselves by organising their own fundraising initiatives and by applying for grants from other sources.
- Whether there is support for the congregation's continued use of the building.
  - This programme is designed for places of worship in public use and it is important to confirm that there are no plans for the building to stop being used regularly as a place of worship.
- Whether there are any plans for pastoral reorganisation in the area which might affect the place of worship.
  - For example, if boundaries are likely to be changed, or congregations merged, this may make it more difficult for a particular building to maintain a congregation. It may be that plans for reorganisation would give this building a more central focus and so be a better prospect for staying in use.

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

# Appendix 3: Bats

All species of bat and their breeding sites or resting places (roosts) are protected by law. When you are planning your project, you will need to be aware of their existence and needs by researching your site well and undertaking or commissioning specialist ecological surveys. You will require special licences or consents to undertake any building repair works if there are bats present.

If your project includes a bat survey, you should log your data with the National Biodiversity Network (NBN), which has data migration and backup procedures in place. You can include the costs for this service in your application.

As well as funding bat surveys to help you develop your project, you can apply for funding to support measures to encourage bats to change their routine or roosting habits where the presence of bats is impeding the public use of a place of worship and/or adversely affecting historic fabric or fittings, for example: the creation of bespoke roosting features at the place of worship and the use of specially designed deterrents followed by a programme of monitoring. Discuss with your chosen ecological consultant whether this approach is available in your situation. We will expect the management and maintenance of any equipment to be integrated into your 10-year Management and Maintenance Plan.

# Glossary

**Cash flow:** Cash flow is the movement of money into and out of your project, illustrating when income is received and when payments are made. It is important to ensure you have sufficient funds to pay your bills when you need to. See our worked example on the website.

**Direct project costs:** All the costs that are directly incurred as a result of your project.

**Maintenance plan:** This document sets out what maintenance and management you need to do, when you will do it, and who will do it. It also tells us how much it will cost and how you will monitor the work. You can see an example on our website.

**Partnership funding:** This is how we describe your contribution to your project.

**Project completion:** This is the date that we make our final payment and are satisfied that the approved purposes of the grant have been met.

**Quinquennial Inspection report:** A report that is written every five years by an architect or building surveyor about the condition of your church, if your place of worship is a Church of England, Church of Ireland, Church in Wales, Church of Scotland, Episcopal Church, or Roman Catholic church.

**RIBA work stage:** A numerical outline plan from 1 to 7 which organises the process of managing and designing building projects and administering building contracts into a number of work stages, as defined by RIBA (Royal Institute of British Architects). An alphabetical plan was previously used (from A to L).