

# Repair Grants for Places of Worship in Scotland



## Application form

### Closing dates for applications are as follows:

31 August

28 February

### Please show which deadline applies.

*Please contact the Heritage Lottery Fund Scotland office or Historic Scotland for advice on making an application. The deadlines may change in the future.*

You must read the guidance notes before filling in this application form. Keep your answers as brief as possible. We do not have a word limit. However, as a guide, we would not expect your answers to any of the sections to be more than 1000 words (about two sides of typed A4).

If you are filling in this application form on our website, please 'send' this application once it is complete. You should then print out the declaration and the countersignature form, ask the appropriate people to sign them, and send them, along with two hard copies of any supporting documents you cannot send electronically, to the Heritage Lottery Fund (HLF) Scotland office. You must do this within five working days of sending us your application electronically. We must receive your complete application before the application deadline.

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after you send your fully filled-in application form through our website.

Please note, this application form can also be completed on paper. For printed copies, please contact either the HLF or Historic Scotland (HS).

If you are filling in this application form on paper, make sure that the appropriate people have signed the declaration and

countersignature form before sending it to the HLF Scotland office.

We will not assess your application if you have not filled it in fully. We will return your application form to you if you do not:

- answer all the questions,
- provide the correct supporting documents (do not send more than we ask for);
- include the correct signatures on the declaration and the countersignature form. The person (or authorised member) of the denomination or faith group who has overall responsibility for your place of worship will need to fill in and sign the 'countersignature' section of the form.

### Please submit the filled-in form online or send two copies of the filled in application form and two copies of the checklist information we ask for to:

Heritage Lottery Fund  
28 Thistle Street  
Edinburgh  
EH2 1EN  
Phone: 0131 225 9450  
Fax: 0131 225 9454

Both the HLF and HS will hold the information you have provided on computer and use it to process applications, offer grants and produce statistics.

Section one	Your organisation	3
Section two	Your place of worship	6
Section three	Your project	7
Section four	Project outcomes	9
Section five	Developing your project	12
Section six	The costs of your project	13
Section seven	Management and maintenance	18
Declaration		19
Countersignature		20
Supporting documents you must send with your application form		22
Other information about your organisation		23

**Project title**

Name and location of your place of worship

**Section one Your organisation**

**1.a Name and address of your organisation.**

This must be the name of the organisation which has the legal responsibility for repairs to your place of worship.

Full postcode

**1.b Full name and address of your place of worship if different from 1a**

Full postcode

**1.c Name of your local authority in which your place of worship is based**

**1.d Your incumbent, priest or minister (or equivalent)**

Their details and the position they hold in your place of worship

Name

Position

Address (if different from 1.a)

Full postcode

Please tell us their preferred contact number.  
Daytime phone number (include the area code)

Mobile number (optional)

E-mail address

1.e **Main contact**

The details of the person in your congregation who will act as the main contact for us  
(if different from 1c)

Name

Position

Address (if different from 1.a)

Full postcode

Please tell us their preferred contact number.  
Daytime phone number (include the area code)

Mobile number (optional)

E-mail address

1.f **Does the organisation with legal responsibility for the work to your place of worship have charitable status?**

Yes  No

If you cannot answer yes to the above, please enclose a copy of your constitution.

1.g **Do you hold the title for the place of worship for which you are applying?**

Yes  No

If no, please give:

- the nature of your interest (for example, leasehold);
- the date when you gained this interest; and
- the length of the lease term, and enclose or attach a copy of the lease (number 7 in the list of supporting documents)

1.h **Bank account details**

You must have a bank or building society account to be eligible for a grant.

Account name

Name and address of bank or building society

Sort code

Account number or roll number

## Section two Your place of worship

### 2.a Is your place of worship listed?

Yes  No

If yes, give the category

If no, your project is not eligible for HLF funding, but you may be eligible for HS funding.

### 2.b Is the site of your place of worship or any structure nearby totally or partly scheduled as an ancient monument?

Yes  No

If yes, give details of the site name and the scheduled monument number

### 2.c Is your place of worship in a conservation area?

Yes  No

If yes, give the name. If you are not sure about the answer to this question, contact your local authority for more advice.

### 2.d Faith or denomination of the place of worship

### 2.e Diocese or equivalent

If your place of worship is not Church of Scotland, give the name of your congregation's regional or national authority with overall responsibility for your place of worship. Or tell us if your congregation is fully independent.

### Section three Your project

#### 3.a Describe your repair project in detail.

Include your estimate of the overall timetable for delivering the project. Remember to take account of the time needed for our assessment and for the development phase (see question 5c).

#### 3.b Details of your main professional adviser (for example, architect or building surveyor)

This is the professional who will oversee all technical aspects of the repairs, co-ordinate the work of other professionals and craftsmen involved in your project, prepare the specification for the repairs and get tenders for the work. **Your adviser must be suitably qualified in building conservation.**

If you receive a grant from us and you are looking for goods, work or services worth more than £10,000, you must get at least three competitive tenders or quotes and show that you have selected the one which provides best value for money. You must provide proof of competitive tendering procedures for all goods, work and service contracts worth more than £50,000. If we ask, you must also provide proof of similar competitive procedures for other goods, work or services worth between £10,000 and £50,000.

Name

Position

Address (if different from 1.a)

Full postcode

Please tell us their preferred contact number.  
Daytime phone number (include the area code)

Mobile number (optional)

E-mail address

Please tell us how they are suitably qualified in building conservation

**3.c Has the proposed work been identified as being necessary within the next two years in a condition survey of the building such as a current quinquennial (five-yearly) inspection report or other professional report?**

Yes  No

**3.d Do you plan to carry out any other work in association with this project for which you are not applying for a grant?**

Yes  No

If yes, give a brief description and approximate cost of any other work proposed. Remember that we encourage single repair projects, normally to be carried out in a single contract.

**3.e Give details of other repairs or building work you propose in relation to your place of worship within the next five years.**

#### Section four Project outcomes

We want to know what difference your project will make to your place of worship and the people who worship there, visit it or use it for other events.

4.a **Is your place of worship only or mainly used for public religious services?**

Yes  No

4.b **How many services do you hold each week?**

4.c **On average, how many people come on the main day of worship?**

4.d **Give the number of members in your congregation and what you have based this figure on (for example, the electoral roll or other equivalent membership list)**

4.e **List any community groups other than the immediate faith group that use the building regularly**

4.f **List any other activities (such as educational visits and concerts) that take place in the building**

4.g **Tell us what information on the place of worship you give to visitors, such as guidebooks, leaflets or other material.**

**4.h What are the arrangements for members of the public who want to gain access to your place of worship outside the usual hours of worship?**

If a grant to repair your place of worship is offered, you will have to provide regular advertised public access to the building outside the usual hours of worship for 40 days a year (see section 3 of the guidance).

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**4.i Give an estimate of the number of visitors to the building**

How many visitors have you had in the last 12 months?	
How many visitors do you expect you will have in the 12 months after your project finishes?	

**4.j Tell us about any new ways you will help people learn about the heritage of your place of worship following your repair project**

Including for example: additional information for visitors, events you will hold or new uses by community groups.

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### **Freedom of information**

HLF has a duty to keep to the Freedom of Information Act 2000 and HS to keep to the Freedom of Information (Scotland) Act 2002. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing sections 2 to 4 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 2 to 4 of the form that you don't want made publicly available, please say this in the space provided and explain your reasons. We will take these into account when we respond to any request for access to those sections. Otherwise, we will release sections 2 to 4 to the public if asked. 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 the Freedom of Information Act (Scotland) 2002 and Data Protection Act 1998. In those cases, we will always consult you first.

## Section five Developing your project

Only fill in this section if you are requesting HLF support in developing your project. Please note HS do not support development funding.

### 5.a Describe briefly what development work you want to carry out.

### 5.b Explain why the development work is essential to the quality of the future project and cannot be funded from other sources

### 5.c Set out the timetable for developing your project

If your application is successful, you will have a *maximum* of 12 months from the date of your offer letter to complete the project development work and send us your second-round submission.

**Section six The costs of your project**

**6.a Briefly describe any work carried out to your place of worship within the last five years, and give details of the cost and how you funded this.**

6.b **Estimate of development costs**

Cost heading	Description	VAT (full rate) £	Total cost £
Architectural work			
Quantity surveyor			
Access audit			
10-year management and maintenance plan			
Other (please specify)			
<b>Total costs</b>			

6.c **How will you contribute to these costs?**

Enter the amounts and tick the boxes if you have already raised these amounts

**Cash from your organisation**

Amount	Secured (Y/N)
£	

**Other grants or donations**

Amount	Secured	Source
£		

**Total contribution**

**6.d How much development funding are you applying for?**

Only fill in this section if you want to apply for a development grant from the HLF.

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**6.e Estimate of repair costs**

Provide a full breakdown showing the main repair items. Section 10 of the guidance notes sets out the type of work which we can consider for a grant.

Cost heading	Description	Cost (A) £	VAT £	Contingency (C) £	Total cost (A+B+C) £
<b>Total</b>					

**6.f Give details of all professional advisers you propose to employ on the project**

For example, architect, building surveyor, quantity surveyor, archaeologist, building analyst, structural engineer or planning supervisor.

Professional services	Proposed fee rate	VAT (full rate) £	Total cost £
<b>Total</b>			

**6.g Total project costs**

This will be the total amount of the figures provided for questions 6e and 6f.

£
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**6.h What funds do you have that are specifically available for the work?**

For example, fabric fund, bequests, donations. If your fabric fund is ring-fenced, please provide evidence of this (supporting documents item 6).

Amount	Source
£	

**6.i What other funds do you have?**

For example, restricted funds or bequests. If you cannot make available all the funds in your accounts, please explain why.

Amount	Source
£	

**6.j What other funds do you plan to raise through your congregation and local community for this project?**

Amount	Source
£	

**6.k Provide details of grants that you have asked for or got from other organisations for this project.**

Grant distributor	Application reference number	Year	Outcome of application	Grant amount if successful

6.l Please give details of any other grants that you plan to apply for towards this project.

Grant distributor	Date of application	Outcome if known	Amount applied for or grant if known

6.m Have you or anyone else connected to your place of worship applied to HS or the HLF within the last 10 years?

Yes  No

If yes, please give details.

HLF or HS	Application reference number	Year	Outcome of application	Grant amount if successful

6.n How much grant are you asking HLF and HS for?

This must be an amount, not a percentage or a form of words like 'as much as possible', and must be no more than £250,000.

£

**6.o Please note that HLF and HS make independent decisions on whether or not to award grants to RPOW projects and that their grant offers are also separate.**

If you would like to apply for Historic Scotland funds only and do not want to be considered for Lottery Funding, show this by ticking one of the boxes below.

- I confirm that we do not want this application to be considered for HLF grant aid. I enclose a copy of the resolution as set out in the minutes of the meeting where the decision was taken.
- I confirm that our denomination has decided centrally that no member may apply for Lottery Funding.

**6.p Briefly describe your fundraising plans.**

**6.q Briefly describe anything which may affect your fundraising potential**

For example, high unemployment or other fundraising schemes in the area.

**6.r How much is your place of worship expected to contribute towards central funds?**

For example, diocesan quota or denominational equivalent) for the current financial year. If your contribution to central funds has gone up or down significantly in recent years, please let us know.

£

**Section seven Management and maintenance**

**7.a How much do you spend on maintenance for your place of worship in a typical year?**

£

**7.b Is there a management and maintenance plan for the place of worship?**

Yes  No

If yes, please enclose a copy as list of supporting documents item 9.

## Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

- I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations.
- The project, and my organisation's role in it, falls within my organisation's powers and purposes.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- The project has not yet started and will not do so until my organisation receives permission from you.
- I accept that you may make the information contained in this form available to members of the public who ask to see it under the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002. I understand that you will treat this information in line with the Data Protection Act 1998 and the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 and that, unless I have said otherwise, you will make sections 2 to 4 of this form available to the public if you are asked to. I understand that you will take account of any objection we make to you releasing the information contained in sections 2 to 4 or elsewhere in the form. I accept that you have responsibilities under the Data Protection 1998 and the Freedom of Information Act 2000 and the Freedom of Information Act 2002 (which may mean you have a duty to make the information available even if I have objected to this) and I agree that you will not be held responsible for

any loss or damage we may suffer as a result of you meeting those responsibilities in line with the law.

- I am authorised to put forward this application on behalf of my organisation and to sign this declaration.

We will take your signature on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002; and
- accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

**The declaration must be signed by two people or authorised members of your congregation with day-to-day responsibility for the relevant work to your place of worship. For example:**

- in the Church of Scotland this means the incumbent and an authorised member of the Kirk Session;
- in the Episcopal Church this usually means the incumbent and an authorised member of the Vestry;
- in the Roman Catholic Church this is usually the parish priest; and
- amongst other denominations and faiths it usually means members of the congregation's managing council.

Signature:

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Name (please print):

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Position held (please print):

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Date:

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## Countersignature

The filled-in form should also be countersigned by the person with overall responsibility for your place of worship.

This will vary with different denominations and faith groups. **In the Church of Scotland, the General Trustees should sign. In the Episcopal Church, the Diocesan Secretary 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 shown in question 2.e.** Fully independent congregations should ask the chair of the managing council or trustees. If in doubt, please contact the HLF.

Demand for this grant is likely to be higher than the money that is available for the foreseeable future. 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 your organisation's strategies. The statements by the person countersigning this form are a vital part of the working arrangements which we aim to create with you and your representatives.

The person countersigning should use the space under each of the questions to add extra information and comments. If it is not enough, attach a separate letter.

### Is there a financial need for our support for the project?

The pressures for funding are so great that grants must be targeted carefully. If you have a large congregation in a wealthy area, you will be less likely to attract a grant. We expect everyone applying to cover part of the costs themselves from their own resources, by organising their own fundraising initiatives and by applying for grants from other sources. Only where these efforts still leave a substantial shortfall will we offer a grant.

Yes  No

### Do you fully support the congregation's continued use of the building?

The grants are 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 as a place of worship. Religious buildings no longer used for public worship may be eligible under other grant schemes.

Yes  No

**Are there current plans for pastoral reorganisation in the area which may affect this congregation or building?**

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.

Yes  No

**Is the information provided true and complete?**

We will reject applications that are not completed and supported by the other information we have asked for in the checklist.

If you want to make any other comments, please attach a letter to this form.

Name: \_\_\_\_\_

Position held: \_\_\_\_\_

Signature Date: \_\_\_\_\_

## Supporting documents you must send with your application form

Attach all the supporting documents listed below. Send two copies of each with your signed declaration and number them as shown below. Please tell us in the right-hand column how you will send the supporting documents.

		Hard copy (H) Electronic (E) Does not apply (N/A)
1	Photographs of the outside of your building showing each elevation and general views of the inside. You should indicate the name of the building and the date on which the photographs were taken.	
2	Photographs of the repair problems. You should include (as a separate attachment if sending electronic copies) a brief description of what each photo represents and the date on which it was taken.	
3	Location plan.	
4	A recent condition survey of the building (for Church of Scotland, Roman Catholic, Methodist and Episcopal congregations, this will be the current quinquennial (five-yearly) inspection report). This should be no more than two years old.	
5	Copies of any professional reports or written advice you have about the proposed work.	
6	Copies of your organisation's accounts, along with any other accounts you hold specifically to support the place of worship building (for example, Friends' accounts or fabric fund), for the last two complete financial years. 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, not just a fabric or restoration fund. Please explain any restrictions on the funds set out in the accounts.	
7	A copy of your lease if you do not own the title to your building	
8	Evidence of a ring-fenced fabric fund (only if applicable)	
9	Management and maintenance plan (only if you have one already)	
10	Access audit (only if you have one already)	
11	A signed copy of the declaration	
12	A signed copy of the countersignature form and any accompanying letter	
13	Breakdown of project costs	
	<b>If your organisation does not have charitable status, please enclose the following.</b>	
14	A copy of your organisation's constitution (Memorandum and Articles of Association).	

## Other information about your organisation

This part of the application form aims to collect the information that HLF need in order to report on their funding. **This information is not used to assess your application.**

If your organisation specifically represents a particular group or groups of people, tell us which by ticking all relevant boxes below.

### Religion

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

### Ethnic group

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

Irish travellers (Northern Ireland only)

### Disability

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

### Age

People aged:

under 13 <input type="checkbox"/>	13 to 25 <input type="checkbox"/>	26 to 49 <input type="checkbox"/>	50 to 64 <input type="checkbox"/>	65 and over <input type="checkbox"/>
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### Sex

Males <input type="checkbox"/>	Females <input type="checkbox"/>
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### People in lower socio-economic groups

You should tick this box if you know that your project particularly aims to benefit 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.

### People with dependants

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

### Sexuality

Gay and lesbian people

Heterosexual people

Bisexual people

### Marital or civil partnership status

Single people (never married or in a civil partnership) <input type="checkbox"/>	Married people (and living with their husband or wife) <input type="checkbox"/>	Married people (and separated from their husband or wife) <input type="checkbox"/>	Divorced people <input type="checkbox"/>	Widowed people <input type="checkbox"/>
	In a civil partnership <input type="checkbox"/>	Separated but still legally in a civil partnership <input type="checkbox"/>	Formerly in a civil partnership which is now legally dissolved <input type="checkbox"/>	Surviving partner from a civil partnership <input type="checkbox"/>