



# Parks for People

## Application form

*(We fill in this section)*

**Date we received your full application and supporting documents:**

**Application reference number:**

This is a reference-only version of the Parks for People online application form. It is intended to guide you through the questions you will be asked by the online form but does not reflect the presentation or functionality you will see and use when completing the online form.

Before you complete an online form, please read the relevant programme guidance.

Please note that 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); or
- include the correct signature on the declaration.

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.

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**Name of your park**

**Postcode of your park**

**Section one About your organisation**

1a Name and address of your organisation.

Full postcode

1b Details of main contact person

Name

Position

Address (if different from 1a)

Full postcode

Daytime phone number (include the area code) – this should not be a mobile number

Mobile number (optional) – please tell us if this is the number you prefer us to contact you on.

E-mail address

1c The legal status of your organisation.  
Please tick one of the following.

- Local authority
- Other public-sector organisation
- Organisation not in the public sector

If your organisation is not in the public sector, please tick one of the following.

- Church organisation or other faith-based group
- Community or voluntary group
- Other (please say which)

If your organisation is any of the following, please provide the details shown.

- Company – give the registration number

- Registered charity in England, Wales or Scotland – give the registration number

- Charity recognised by HM Revenue & Customs in Northern Ireland  
– give the reference number

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

1e Describe the size and staff structure of your organisation.

1f Bank account details

Account name

Name and address of bank or building society

Sort code

Account number or roll number

1g Are you VAT registered?

Yes  No

If yes, give the registration number.

1h Do you own the whole park outright? If not, who does ?

1i Does your park or project involve leasehold land or buildings?

1j What leases, licences or informal agreements have you or others given in the park to occupy land and buildings or use facilities (for example, residential tenants, fishing, sports clubs, one o'clock club, Sons of Rest).

1k Have you received advice from us, or anyone else, before making your application?

**Section two Your Park – Our Priorities**

2a Describe your park, and where it is located.

Reference only

2b What is the heritage value of the park?

Reference only

2c How is your park managed today?

Reference only

2d What are the wider values of your park, and who are these important to?

Reference only

2e How do people get involved in the management of your park?

Reference only

**Section three Your project**

3a What is your project? (200 word limit)

Reference only

3b What are the main aims of your project?

Reference only

Continue overpage if necessary

Reference only

3c How have you arrived at this project?

Reference only

**Section four Project outcomes**

4a1 Outcome 1: How will you increase the range of audiences using and enjoying the park?

Reference only

4a2 What type of people visit the park now, what do they mostly visit for, what are their concerns about the park, and how many visits were there in the last 12 months?

Reference only

**Second round only**

4a3 What are the main groups of people who will benefit from your project?

**Our project is meant to benefit a wide range of people and is not specifically targeted at any particular group.**

**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"/>

**Sex**

Males  Females

**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"/>

**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.	<input type="checkbox"/>
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**People with dependants**

People with dependants (for example, children or elderly relatives)	<input type="checkbox"/>
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**Sexuality**

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

4b Outcome 2: How will you conserve and enhance the heritage value of the park?

4c Outcome 3: How will you increase the range of volunteers involved in the park?

Reference only

4d1 Outcome 4: How will you improve skills and knowledge about parks through learning and training?

Reference only

**Second Round Only**

4d2 How many people will receive training through your project?

What skills will they be trained in? Tick all boxes that apply.

Construction <input type="checkbox"/>	Conservation - collections (including botanic collections, oral history) <input type="checkbox"/>	Managing heritage sites, including customer care, marketing, and presentations <input type="checkbox"/>
Conservation - horticulture, land, habitats <input type="checkbox"/>	Delivering learning and interpretation <input type="checkbox"/>	Technical skills, including building websites and making films <input type="checkbox"/>
Conservation - buildings and built structures and features <input type="checkbox"/>	Getting people to take part, including consulting communities and managing volunteers <input type="checkbox"/>	Archaeology <input type="checkbox"/>

4e Outcome 5 How will you improve management and maintenance?

4f How will your project affect the environment?

### **Freedom of information**

We have a duty to keep to the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. 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, Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 in Scotland. In those cases, we will always consult you first.

Reference

**Section five Developing and delivering your project**

5a Who are the main people responsible for developing and delivering your project?

Reference only

5b Describe in detail the development work needed for your project.

Reference only

5c What are the main risks to developing **and** delivering your project and how will you manage those risks?

Risk	How likely is the event? High, medium or low	How serious would the effect be? High, medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Reference only					

5d Provide a timetable.

Reference only

**Section six – The costs of your project**

**A Development costs: expenditure to second round**

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
A1 Managing the project							
A2 Professional fees							
A3 Staff costs							
A4 Recruitment							
A5 Other							
A6 Non-cash contributions							
A7 Volunteer time							
A8 Overheads							
<b>Total costs</b>							

**B Development funding: income**

Income	Description	Total
B1 Cash	Is this secured? Yes/No	
B2 Non-cash contributions		
B3 Volunteer time (as A7)		
B4 Our grant (%)		
<b>Total income</b>		

Breakdown of volunteer contributions

Description of volunteer tasks	Number of days	Cost each day	Estimated value
		£	
		£	
		£	<b>Total (= A7 and B3 above)</b>

**C Second round – Delivery costs**

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
<b>Further development (to RIBA stage E/F) and other costs to apply for permission to start</b>							
C1	Managing the project						
C2	Professional fees						
C3	Staff costs						
C4	Recruitment						
C5	Other						
<b>Costs to deliver capital work</b>							
C6	Purchase price of items or property						
C7	Repair and conservation work						
C8	New building work and features*						
C9	Other physical work						
C10	Equipment and materials						
C11	Other						
C12	Professional fees relating to the above						
<b>Costs to deliver activities</b>							
C13	Staff costs						

**C Second round - Delivery costs** cont.

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
C14 Training for staff							
C15 Training for volunteers							
C16 Travel for staff							
C17 Travel for volunteers							
C18 Expenses for volunteers							
C19 Equipment and materials							
C20 Producing printed materials							
C21 Other							
C22 Professional fees relating to the above							
<b>Other costs to deliver the project</b>							
C23 Managing the project							
C24 Recruitment							
C25 Publicity and promotion							
C26 Evaluation							
C27 Overheads							
C28 Inflation							

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
C29 Non-cash contributions							
C30 Volunteer time							
C31 Increased management and maintenance (maximum five years)							
<b>Total costs</b>							

**D Delivery funding: income**

Income	Description	Total
D1 Cash	Is this secured? Yes/No	
D2 Non-cash contributions		
D3 Volunteer time (as C30)		
D4 Increased management and maintenance funding (as C31)		
D5 Our grant (%)		
<b>Total income</b>		

Breakdown of volunteer contributions

Description of volunteer tasks	Number of days	Cost each day	Estimated value
		£	
		£	
		£	<b>Total (= C30 above)</b>

6b If the contribution from other sources (income or volunteer values) has not yet been confirmed, when do you expect them to be confirmed?

6c How have you worked out the share of your organisation's overheads (C27) that relate to your project (if this applies)?

**Section seven After your project ends**

7a What are the main risks facing the project after it has been completed and how will you manage those risks?

Risk	How likely is the event? High, medium or low	How serious would the effect be? High, medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?

7b How will you evaluate the five outcomes of your project (as set out in section four)?

## Other information about your organisation

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

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

If your organisation represents the interests of a wide range of people and does not specifically represent any particular group, tick this box only.

### 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 and Black African	<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 and Asian	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>
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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  Females

### 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"/>

### 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. <input type="checkbox"/>
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### People with dependants

People with dependants (for example, children or elderly relatives) <input type="checkbox"/>
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### Sexuality

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

## Terms of the grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. By signing the declaration below, you are confirming, on behalf of the organisation that you represent, that you accept these terms, unless we choose to draft a contract which is specific for your project.

## 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 (including the standard terms of the grant) 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 in Scotland. I understand that you will treat this information in line with the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland, 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 Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act

2002 in Scotland (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 agree that any personal data supplied on this form (or otherwise) by my organisation will be used in accordance with the Data Protection Act 1998, and the Data Protection statement in the Introduction and Help Notes.

- I am authorised to put forward this application on behalf of my organisation and to sign this declaration.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter. The only exception to this will be if you decide to draft a contract specifically adapted for our project, in which case you will tell us about this in the grant notification letter.

We (the Heritage Lottery Fund) will take your signature (or signatures) on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland; 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 person signing this declaration must be different from the person named as the contact under question 1b and must have the authority to do so (for example, the chief executive, director, chairperson, vice-chairperson, secretary or treasurer of your organisation).**

If your project involves a partnership, the lead partner's authorised person should sign this on behalf of the partnership. If your project involves work to a building, piece of land or heritage item, the owner must also sign this Declaration if they are not the lead partner.

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

Name (please print): \_\_\_\_\_

Job title: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

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

## Supporting documents you must send with your application form

Attach all the supporting documents listed below. If you need to send them to us as a hard copy (for example, documents larger than A3 which may be difficult for us to print out), 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.

### First-round application

		Hard copy (H) Electronic (E) Does not apply (N/A)
1	<p>Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include:</p> <ul style="list-style-type: none"> <li>a the name and aims of your organisation;</li> <li>b a statement which prevents your organisation from distributing income or property to its members during its lifetime;</li> <li>c a statement which confirms that if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members;</li> <li>d the date when the constitution was adopted; and</li> <li>e the signature of your chairperson (or other suitable person).</li> </ul> <p>If you have sent a copy of your constitution with a previous grant application (not before April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous grant application.</p>	
2	For joint applications – a copy of your agreement signed by everyone involved which sets out how the project will be managed.	
3	A copy of your organisation's accounts for the last financial year. This does not apply to public organisations.	
4	Copies of deeds, leases, mortgages or other proof of ownership of your park.	
5	Copy of a survey plan of park (as it is now), labelling all the main features facilities and access points.	
6	Copy of the local authority Green Space Strategy.	
7	A small selection of visual aids that you consider will help illustrate your project, for example, drawings and photographs.	
8	A signed copy of the declaration.	
<b>AND</b> To show what development work you want to do, to prepare the second-round application:		
9	Detailed programme timetable for the development period.	
10	Briefs for development work.	
11	Job descriptions for new posts to be filled during the project development period.	

	<p><b>AND</b> For parks that:</p> <ul style="list-style-type: none"> <li>• are recognised of national heritage value, for example included on the English Heritage <i>Register of parks and gardens of special historic interest</i>; or</li> <li>• are within or adjoining a Conservation Area; or</li> <li>• include, or form the setting for, any Grade I or II* Listed Buildings, or a Scheduled Ancient Monument; or</li> <li>• include a Site of Special Scientific Interest, or habitats for protected species, or other recognised site of high nature conservation or geological value.</li> </ul>	
12	A conservation statement (see our guidance <i>Conservation Management Planning</i> ).	

### Second-round application

		Hard copy (H) Electronic (E) Does not apply (N/A)
1	An activity plan.	
2	A small selection of visual aids that you consider will help illustrate your project.	
3	Detailed project cost plan.	
4	Cash flow for the project.	
5	A timetable.	
6	The project management structure.	
7	Income and spending forecasts for commercial activities.	
8	Calculation for full-cost recovery (if this applies).	
9	Master Plan of whole park showing all the works proposed, identifying which are included within the project. Project items must be identified on the plan using the same heading and code as in the project cost plan.	
10	Designs (plans, elevations, drawings and photographs) for all individual capital (physical) works to RIBA work stage D within the project.	
11	Detailed 10-year management and maintenance plan (see our guidance on <i>Management and maintenance planning</i> ).	
12	Job descriptions for any new posts to be filled to deliver the project.	

	<p><b>AND</b> For parks that:</p> <ul style="list-style-type: none"> <li>• are recognised of national heritage value, for example included on the English Heritage Register of parks and gardens of special historic interest; or</li> <li>• are within or adjoining a Conservation Area;</li> <li>• include, or form the setting for, any Grade I or II* Listed Buildings, or a Scheduled Ancient Monument; or</li> <li>• include a Site of Special Scientific Interest, or habitats for protected species, or other recognised site of high nature conservation or geological value.</li> </ul>	
13	Full conservation management plan (see our guidance <i>Conservation Management Planning</i> ).	

Your grants officer may ask for more documents that relate to your project. But if not, do not attach any other documents.

## Our Offices

### East of England

Terrington House  
13-15 Hills Road  
Cambridge  
CB2 1NL  
Phone: 01223 224870  
Fax: 01223 224871

### North West

9th Floor  
82 King Street  
Manchester  
M2 2WQ  
Phone: 0161 831 0850  
Fax: 0161 831 0851

### South West

Trinity Court  
Southernhay East  
Exeter  
EX1 1PG  
Phone: 01392 223950  
Fax: 01392 223951

### East Midlands

Chiltern House  
St Nicholas Court  
25-27 Castle Gate  
Nottingham  
NG1 7AR  
Phone: 0115 934 9050  
Fax: 0115 934 9051

### Northern Ireland

3rd Floor  
51-53 Adelaide Street  
Belfast  
BT2 8FE  
Phone: 028 9031 0120  
Fax: 028 9031 0121

### Wales

Hodge House  
Guildhall Place  
Cardiff  
CF10 1DY  
Phone: 029 2034 3413  
Fax: 029 2034 3427

### London

7 Holbein Place  
London  
SW1W 8NR  
Phone: 020 7591 6000  
Fax: 020 7591 6001

### Scotland

38 Thistle Street  
Edinburgh  
EH2 1EN  
Phone: 0131 225 9450  
Fax: 0131 225 9454

### West Midlands

Bank House  
8 Cherry Street  
Birmingham  
B2 5AL  
Phone: 0121 616 6870  
Fax: 0121 616 6871

### North East

St Nicholas Building  
St Nicholas Street  
Newcastle upon Tyne  
NE1 1TH  
Phone: 0191 255 7570  
Fax: 0191 255 7571

### South East England

7 Holbein Place  
London  
SW1W 8NR  
Phone: 020 7591 6000  
Fax: 020 7591 6001

### Yorkshire and the Humber

Carlton Tower  
34 St Paul's Street  
Leeds  
LS1 2QB  
Phone: 0113 388 8030  
Fax: 0113 388 8031



Awarding funds from

**The National Lottery**<sup>®</sup>