

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

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

1.5 Describe your organisation's main purpose and regular activities.

1.6 Describe the size and staff structure of your organisation.

1.7 Bank account details

Account name

Name and address of bank or building society

Sort code

Account number or roll number

1.8 Are you VAT registered?

Yes No

If yes, give the registration number.

1.9 Have you received advice from us before making your application?

Section two The project team and partnership

2.1 Who are the key people in your project team, what are their responsibilities for developing and delivering the scheme, and what are the reporting structures?

Reference only

2.2 Describe the other proposed partners and their commitment to the scheme.

Reference only

2.3 What is your proposed partnership structure?

Reference only

2.4 Describe the relevant skills of the project team and proposed partnership, and identify any likely skills gaps.

Reference only

2.5 Briefly describe the project team's track record in delivering conservation-led regeneration schemes.

Reference only

Section three The conservation area

3.1 Which area and wards will your scheme focus on?

Reference only

3.2 How is the conservation area affected by deprivation (include statistics)?

Reference only

3.3 Name the conservation area and briefly describe the THI area.

Reference only

3.4 Describe the character of the conservation area.

Reference only

3.5 Describe the heritage need in the conservation area.

Reference only

3.6 What other means of protection, for example listing, are in place in the conservation area?

Reference only

3.7 Does the community value the special character of the conservation area?

Reference only

Section four Scheme details

4.1 What is the overall vision for the conservation area and the wider area/town/city?

Reference only

4.2 Tell us about the demand for your scheme and why it needs to go ahead now.

Reference only

4.3 What other regeneration strategies, projects or schemes impacting on the conservation area are, or will be, in place?

Reference only

4.5 What are the proposed critical, priority and reserve (capital) projects in your scheme?

Project	Project description	Critical (C) Priority (P) Reserve (R)	Public/private ownership	Estimate of cost
Reference only				

4.5 What capital works do you propose to carry out?

Reference only

4.6 What community activities do you propose to provide?

Reference only

4.7 What training activities do you propose to provide?

Reference only

Section five Scheme outcomes

5.1 What benefits will your scheme bring to the conservation area?

Reference only

5.2 How will the conservation area be maintained, and what planning policies will be put in place during the lifetime of the scheme?

Reference only

5.3 What benefits will your scheme bring to the community?

Reference only

5.4 What are the main groups of people who will benefit from your scheme?

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

If your scheme is specifically aimed at a particular group or groups of people, tell us who you are aiming to involve by ticking all relevant boxes below.

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 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.

People with dependants

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

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"/>

5.5 How will your scheme 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 3 to 5 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 3 to 5 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 3 to 5 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 six Scheme development and costs

6.1 How much development grant are you applying for from us?

Reference only

6.2 Describe how you will develop your scheme.

Reference only

6.3 Provide a detailed timetable for the development phase of your scheme.

Reference only

Section six Scheme development and costs

6.4 Detail the costs for the development phase of your scheme, including costs for overheads

Cost heading	Description	Cost £	Contingency £	VAT you cannot claim back £	Total £
Professional fees					
Staff costs					
Recruitment					
Information materials					
Other					
Total costs					

Income	Description	Total £
Cash		
Our grant %		
Total income		

6.5 Who will provide match funding for the development phase of your scheme?

6.6 What are the anticipated risks for the development phase of your scheme and how do you propose to manage those risks?

Risk	What is the likelihood? High (H) / Medium (M) / Low (L)	How serious would the effect be? (H/M/L)	Consequence	Action you will take to help reduce the risk	Who is responsible for dealing with the risk?
Reference only					

Section seven Scheme delivery and costs

7.1 What grant are you applying for from us?

Reference only

7.2 Describe the delivery of your scheme, including a timetable.

Reference only

7.3 How do you propose to split the estimated costs and the common fund between the categories of work?

A: Categories of work	B: Total estimated eligible costs (£)	C: Proposed common fund (£)	D: Proposed grant rate (£)	E: Funding you would like from us (£)	F: Proposed split of common fund across categories (%)
Building repairs					
Restoring architectural features					
Bringing vacant historic floor space back into use					
Public realm works (up to 25% of the common fund)					
New buildings for gap sites (up to 25% of the common fund)					
Complementary initiatives (training, evaluation, community consultation)					
Staff costs and overheads					
Total					100%

7.4 Describe the basis for calculating third-party grant rates.

Reference only

7.5 Who will provide partnership funding for your scheme?

Reference only

7.6 How have you calculated the share of your organisation's overheads attributable to your scheme (if applicable)?

7.7 What are the anticipated risks to the delivery of your scheme and how do you propose to manage those risks?

Risk	What is the likelihood? High (H) / Medium (M) / Low (L)	How serious would the effect be? (H/M/L)	Consequence	Action you will take to help reduce the risk	Who is responsible for dealing with the risk?
Reference only					

Section eight Exit strategy and success measures

8.1 What is your exit strategy?

Reference only

8.2 How will you measure the success of your scheme?

Reference only

Other information about your organisation

This part of the application form aims to collect the information we need in order to report on our 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"/>
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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 Black African	<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 13 to 25 26 to 49 50 to 64 65 and over

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"/>
--

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"/>

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 scan in), 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.

If you are sending these supporting documents as hard-copies in the post please number them in the same order as listed below.		Hard copy (H) Electronic (E) Does not apply (N/A)
1	If you are a local authority, supply a copy of the annual report. If you are not a local authority, provide a copy of your organisation's constitution (not applicable for public bodies). This must include: a) the name and aims of your organisation; b) a statement which prevents your organisation from distributing income or property to its members during its lifetime; c) a statement which confirms that, on winding up or dissolution, the organisation's assets shall be distributed to another charitable or not-for-profit organisation and not to the organisation's members; d) the date when the constitution was adopted; and e) the signature of your Chair or equivalent.	
2	A copy of your organisation's accounts for the last financial year (not applicable to local authorities).	
3	Most recent and relevant documents that describe the special character of the area (including the streetscape), for example a conservation area appraisal, character appraisal, etc.	
4	Most recent and relevant documents that describe the vision and strategy for the area, for example documents from the local development framework, area action plan, master plan, regeneration strategy, tourism strategy, etc.	
5	A small selection of visual aids that you consider will help illustrate your scheme, for example drawings, photographs, etc.	
6	Include a map with the conservation area boundary, the THI scheme boundary (if different) and potential eligible projects clearly marked on. The map must be colour-coded, with a key.	
7	CVs for all key team members.	
8	Job description and person specification for the THI project-officer post.	
9	Letters of support from your partners, stating why and how they are going to support the scheme. Letters of support confirming demand for the scheme, for example from the local chamber of commerce.	
10	Provide evidence of a combined approach to scheme delivery by all departments concerned through letters of support from relevant directors/team leaders.	
11	In Northern Ireland, provide a statement of support from the Department of the Environment's Planning Service. In England, Scotland and Wales, provide a statement of support from the local planning authority's chief executive, setting out the high-level commitment to the scheme and to the use of statutory powers such as Article 4 directions, Compulsory Purchase Order and enforcement.	
12	Finalised briefs for those elements of the development works/activities costing more than £10,000.	
13	A signed copy of the Declaration.	

Terms of the grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. These can be read on our website, www.hlf.org.uk. 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 scheme.

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 scheme, 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 scheme 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 3 to 5 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 3 to 5 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.

- 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 scheme, 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 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 1.3 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.

Signature: _____

Name (please print): _____

Job title: _____

Name of organisation: _____

Date: _____

Our Offices

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Fax: 020 7591 6001

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Fax: 01392 223951

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Fax: 029 2034 3427

West Midlands

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Birmingham
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Fax: 0121 616 6871

Yorkshire and the Humber

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



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