



Application Form

You will find it helpful to read the accompanying guidance notes in full prior to submitting your Application. These notes are available to view or download from www.lpwscheme.org.uk.

Please e-mail the completed application form and supporting documentation to: **grants@lpwscheme.org.uk**
Alternatively, post the completed application form and supporting documentation to: **The Listed Places of Worship Grant Scheme, East Midlands Business Ltd, 5 Merus Court, Meridian Business Park, Leicester, LE19 1RJ**

In order to prevent delays when processing your application, please ensure that all sections of the form have been completed.

If you have any queries or doubts regarding the eligibility of works or require assistance in completing the form, please contact the Listed Places of Worship Grants Team prior to sending the form on **0800 500 3009**.

Alternatively, please contact us by e-mail at: **grants@lpwscheme.org.uk**

IF COMPLETED BY HAND, PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED IN CAPITALS

SECTION 1: CONTACT DETAILS

1. Name / dedication of listed place of worship:

2. Address of listed place of worship:

Town / City:

County:

Country (please select from list):

Post code:

3. Name of local authority in whose areas the place of worship is located:

4. Religion or denomination of the place of worship:

5. Name of the person / organisation with legal responsibility for the works to the place of worship for which this application is being made:



Please provide details below of the main point of contact for the application. Please note that we will not correspond with anyone regarding resolution of the claim other than the individual specified below.

Should we need to contact you, we will attempt to contact you twice by phone or email. If unsuccessful, we will return your application for further completion. Please note that we are not able to correspond with a third party acting on your behalf.

6. Title: Mr / Mrs / Miss / Revd / Other

7. Name:

8. Responsible position:

9. Address:

Town / City:

Post code:

10. Daytime telephone number (incl STD code):

11. Email address:

SECTION 2: STEP 1 – THE PLACE OF WORSHIP

12. Is the place of worship solely or mainly used as a public place of worship? Yes No

13. Are public religious services held in the place of worship at least six times per year? Yes No
(If No, please go to question 14)

14. If No, is it owned by or vested in (please select)

The Churches Conservation Trust

Friends of Friendless Churches

Scottish Redundant Churches Trust

Historic Chapels Trust

Welsh Religious Buildings Trust

Other, authorised by DCMS – please specify

- A monastery? Yes No
- A convent? Yes No
- A similar religious establishment (please give brief details below) Yes No

15. Please indicate if your organisation, or the organisation with legal responsibility for the works to the place of worship:

Has charitable status, or is recognised as a charity by HMRC? Yes No

Is covered by a PCC? Yes No

If you cannot answer Yes to any of the above, please attach a copy of your Constitution.

SECTION 3: STEP 2 – LISTED BUILDING

16. Listed Grade / Category (if known):

17. Listed Building List Entry Number / ID (if known – please note that if this information is not provided at this stage, it may cause delay in your application being processed):

SECTION 4: STEP 3 – ELIGIBLE EXPENDITURE

18. When were the works for which you are applying for this grant carried out?

Start Date

End Date

Ongoing Yes No

19. Please give a brief description of the work. Please see the guidance notes to check on eligibility

VAT Treatment

VAT costs should be recovered through the VAT system where possible. Claimants are expected to ensure that all other eligible VAT reliefs are sought **before** seeking a grant under the Listed Places of Worship scheme. Examples of other VAT reliefs that may be available to listed places of worship are provided in Note 3.5 of the Guidance.

20. Has the organisation with legal responsibility for the works agreed a business / non-business apportionment method for the VAT? (see **Guidance note 3.5**) Yes No
(If Yes, please go to question 21, if No, please go to question 24).

21. If yes, please give the VAT registration number (if no, proceed to question 24).

22. What proportion of your VAT are you unable to recover from HMRC? Please provide as a percentage (%)

23. Has this been agreed with HM Revenue and Customs? Yes No

If Yes, please provide evidence of this agreement with your application. This needs to only be provided once as long as there is no change in the rate applicable for the works

24. Have you been awarded a grant to cover any elements of the works to which this application relates to by:

| | | |
|-------------------------------------|--------------------------|----------------|
| Heritage Lottery Fund | <input type="checkbox"/> | Not applicable |
| Historic Scotland | <input type="checkbox"/> | |
| Cadw | <input type="checkbox"/> | |
| Northern Ireland Environment Agency | <input type="checkbox"/> | |
| English Heritage | <input type="checkbox"/> | |
| Other (please specify below): | <input type="checkbox"/> | |

If you have ticked any of the boxes above, this information will be passed to the relevant grant awarding agency. In completing this application, you are giving an undertaking that the place of worship will reimburse the relevant amount of grant received via this scheme to the grant awarding agency, if the grant given by that agency already covers the VAT costs for which you are submitting a claim.

25. Have previous claims been made for this building under the Listed Places of Worship Grant scheme?

Yes No Don't Know

26. How many original / photocopied / scanned VAT invoices are attached to this application?

27. Does the work include alterations? Yes No
 (If No, please proceed to question 30).

28. Was planning consent given by the appropriate authority prior to undertaking the alteration works?
 Yes No Not Applicable

29. Are you able to provide documentary evidence of this approval if selected for post payment audit?
 Yes No

SECTION 5: YOUR CLAIM

30. Please complete the following for each invoice. Section 5 of the Guidance Notes gives an example of how to complete this part of the form. If you are enclosing more than 5 invoices, please attach an additional sheet and tick here.

| Date of invoice | Invoice Reference Number | Name of Supplier | Net Amount | VAT Rate (e.g. 20%) | % Eligible Works Reclaimable | Total Amount of Grant claimed for this Invoice |
|-----------------|--------------------------|------------------|------------|---------------------|------------------------------|--|
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |
| | | | £ | % | % | £ |

Total from additional sheet: £

Total amount of grant claimed: £

SECTION 6: YOUR PAYMENT DETAILS

31. Bank / Building Society Account Name:

32. Bank / Building Society Name:

33. Bank / Building Society Sort Code:

34. Bank / Building Society Account Number:

35. Do these details relate to a bank / building society account authorised for official expenditure in connection with the listed place of worship to which the application relates? Yes No

SECTION 7: DECLARATION

Please ensure that all the below declarations are ticked. Incomplete applications will be rejected. Please ensure when emailing the application that you copy in the counter signatory.

36. I certify that:

- This application form has been completed in accordance with the regulations set out in the Guidance to the Listed Places of Worship Grant Scheme and that we have carried out the appropriate checks and found all the above information to be correct.
- Other eligible VAT reliefs have been sought before seeking a grant under the Listed Places of Worship Grant Scheme [Examples of VAT reliefs that may be available to listed places of worship are provided in Note 3.5 of the Guidance.
- I have received any relevant consent required from the appropriate planning authorities or denominational bodies before undertaking the works included in this application. [Information on planning consent is included in the Summary section of the Guidance].
- All invoices are either original or are true copies and I undertake to produce the original invoices for examination if the claim is selected for audit.
- I understand that the person countersigning may be contacted to verify the claim, if selected for audit.
- I understand that audits on claims may be carried out to check that these conditions have been met and I may be asked to provide written evidence of planning consent.
- I understand that if it is found that the terms and conditions of the Listed Places of Worship Grant Scheme have not been met, the grant received may be re-payable to DCMS.
- I agree that, where relevant, the information provided can be shared with HMRC, English Heritage, Historic Scotland, Cadw, The Northern Ireland Environment Agency, Heritage Lottery Fund and other relevant Lottery distributors.
- I understand that if some, or all of, the grant made is recovered from elsewhere (e.g. a VAT refund), then that amount must be refunded back to the Listed Places of Worship Grant Scheme.
- I have not received a grant from the Government's Cultural Recovery Fund to cover 100% of our project costs.

SECTION 8: CHECKLIST

In order to prevent any delays when processing application forms, please ensure that the following are included within the claim:

- A copy of your organisation's constitution if you answered 'no' to question 15.
- A clearly defined split on either the invoice or application where costs cover both eligible and ineligible works or building areas

Have you checked that:

- The form is signed and counter signed?
- You have included invoices for all claimed works?
- The invoices are dated within the last 12 months?



- Where applicable, a Schedule of Works or contract document has been included?
- Where invoices don't specify the works carried out, you have included additional documentation to demonstrate the value claimed?
- You have included evidence of a business / non-business VAT apportionment method agreed with HMRC (if applicable)?

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It is recommended that you obtain proof of posting for all submissions to the scheme.

Signature:

Name:

Post held:

Date:

Counter signatory:

Name:

Post held:

Date:

Counter signatory email:

Counter signatory daytime telephone number:

Appendix A: Privacy Notice

This Privacy Notice sets out:

- who we are;
- why we need to collect your personal data;
- the general categories of personal data that we may process;
- the purposes for which we may process your personal data;
- the legal bases of the processing;
- who has access to your data and who the data may be shared with;
- how we will protect your data;
- how long we will retain your data;
- your rights as a data subject;
- consequences of failure to provide personal data.

Who we are

The Listed Places of Worship Grant Scheme is administered by East Midlands Business Limited (EMB) on behalf of the Department for Digital, Culture, Media and Sport (DCMS). DCMS helps to drive growth, enrich lives and promote Britain abroad. DCMS protects and promotes our cultural and artistic heritage and helps businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit. DCMS helps to give the UK a unique advantage on the global stage, striving for economic success.

More information about EMB can be found at: <http://www.emb-group.co.uk/about-us/>

DCMS is the controller and EMB is the processor of the information that we collect about you.

Contact Details

The contact details for DCMS's Data Protection Officer (DPO) are:

Data Protection Officer
The Department for Digital, Culture, Media and Sport
100 Parliament Square
London
SW1A 2BQ

DCMS's Data Protection Officer can be contacted at: dpo@dcms.gov.uk

EMB's Data Protection Officer can be contacted at: dataprotectionenquiries@embltd.co.uk

DCMS and EMB are committed to being transparent about how they collect and use personal data and to meeting their data protection obligations.

Your information

The information which we are required to collect and process includes:

- name, job title, address and contact details, including email address and telephone number.
- Information relating to the Place of Worship that you represent to allow us to process your application.

Why we collect information about you

Processing of your data is necessary for compliance with a legal obligation to which DCMS and EMB are subject. The Listed Places of Worship Grant Scheme is government funded, which requires DCMS and EMB to collect and process a range of details about the applicants.

Who we might share your information with?

Your information may be shared internally, including with project staff and managers and IT staff if access to the data is necessary for performance of their roles.

DCMS and EMB may also share your data with third parties that process data on their behalf and which provide services to the Government and applicants as part of the Listed Places of Worship Grant scheme. DCMS and EMB do not permit third parties to use the data for any other purpose.

Information may also be shared with other government bodies and funding organisations in order to detect and prevent fraud.

How long do we hold your information for?

DCMS and EMB will retain the data pertaining to the Listed Places of Worship Grant applicants until at least seven years after your last application or claim is closed.

How we protect your information

DCMS and EMB take security of your data seriously. The organisations have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by employees in the performance of their duties. EMB holds Cyber Essentials Plus and ISO27001 accreditation.

Where DCMS or EMB engages third parties to process personal data on their behalf, they do so on the basis of written instructions, and under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

.Your information rights

You have several rights in relation to the information that we hold about you:

- Access – you have the right to ask us for copies of your personal information;
- Rectification – you have the right to ask us to rectify information which you believe to be inaccurate. You also have the right to ask us to complete information which you think is incomplete;
- Erasure – you have the right to ask us to erase your personal information in certain circumstances;
- Restriction of Processing – you have the right to ask us to restrict the processing of your information in certain circumstances;
- Object to Processing – you have the right to object to the processing of your personal data in certain circumstances;
- Data portability – you have the right to ask that we transfer the information you gave us to another

organisation, or to you, in certain circumstances;

- Automated decisions and profiling – you have the right to prevent your information being processed and decisions made about you solely by automated means (without any human involvement).

DCMS and EMB do not use automated decision-making in the delivery of the administration of the Listed Places of Worship Grant Scheme.

Information Commissioner's Office

You have the right to complain to the Information Commissioner's Office (ICO) if you are not satisfied with the way that either DCMS or EMB has handled your information.

The ICO is an independent body set up to uphold information rights in the United Kingdom. They can also provide advice and guidance and can be contacted through the Information Commissioner's website (www.ico.org.uk), via the helpline on 0303 123 1113, or in writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5A