

# Starting your HLF Application

## How to Prepare?

### **Do your homework:**

- Familiarise yourself with the Heritage Lottery Fund
- Visit their website, look at case studies and read about the organisation
- Tune in to their idea of the public nature of heritage

### **Equip Yourself:**

- Make sure you keep a copy of all your important documents and correspondence. A computer file will be useful, and a sturdy lever-arch hard copy will be a life saver.
- Download and print out a copy of the Guidance Notes and the Application Form, both available on the HLF website.
- You will need to be able to talk positively in your application about the history of your church: Do you have a Statement of Significance? A guidebook? A history of your church? Find them, use them, file them away with your documentation.

### **Seek help!**

- Nobody wants to do a project like this on their own. Set up a small team that will be able get on with the applications, the management of the project, and act as a point of contact for HLF and the various professionals involved.
- These don't have to be PCC members, but they do have to be accountable to the PCC. They don't even have to be church members!
- Useful skills to have on your team include: familiarity with buildings, a knowledge of your church building and its management over time, happy to use computers and manage an online application form, experience with budgets, belief in the project!

### **Submit a Project Enquiry**

- This allows you to start talking to the HLF before you submit your application – they can give you specific advice, and answer questions about your budget or other concerns you may have.
- Head to the HLF website, you'll find the option to submit a project enquiry in the information on your preferred grant programme.
- This is **not part of your application** so don't agonise over it for too long.
- You'll need a rough idea of your church's history, your total budget, what works you are going to carry out, and how long it will take.

## **Check what Supporting Documents you are going to need:**

- Your accounts for the last financial year
- Photographs: good quality images, at least 20, properly labelled. Include exterior views North, South, East and West of the church building, interior views looking East and West, and specific photographs of the areas which will be affected by your project. Include a file name which explains the image, date taken, and the photographer's name.
- Location plan
- Your quinquennial inspection - if it's over 3 years old ask your QI for an interim report restating the urgency.
- Your budget - make sure you have a detailed budget well in advance of applying. It will help complete the form, and the HLF provide really helpful advice if you send it to them in advance of submission.
- Letters of Support: You will need one of these from your Archdeacon so make sure you let them know in good time. Letters from community groups, stakeholders and regular users of your church building are not essential but will look good.

## **Before filling in any paperwork: How will your project engage others with heritage?**

- If you can't deliver this, you won't qualify for Heritage Lottery Funding
- Embrace this objective, it is good practice and an excellent way to extend the value of what could otherwise be seen as yet another repair project.
- It doesn't have to be huge...
- ... But it should be something you believe in, something that meets a need
  
- Ideas - any one of these could work, but there's plenty more beyond this list:

o Guide book

o Website

o App

o Lecture series

o Interpretation boards

o Dressing up boxes

o Touch Screens

o Floor Puzzles

o History Society

o Resources for Schools

o Display cabinets

o Tour guide training for volunteers

o Audio Guides