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12 January 2015

DY / OH-12-12290

Steve Baber- Chair of the Trustees and Management Committee
East Worlington Parish Hall
Pheasants Walk, West Worlington
Crediton
Devon
EX17 4TT

Dear Steve

Conserve and Research East Worlington Parish Hall, a Converted C17th Cob and Thatched Tithe Barn

Thank you for your signed Permission to start and first payment request form for 50% of your grant, which was received in hard copy by the Heritage Lottery Fund on 7 January 2015.

I enclose a copy of the completed form, countersigned by NHMF, which formally confirms that you have our permission to start your project.

We have authorised our Finance Department to forward £32,600.00 to you within the next seven working days.

May I take this opportunity to offer our best wishes for your project.

Please do not hesitate to contact me if you have any queries arising from this letter.

P.P. Amy Yates

Debby Yates
Grants Officer
Direct Line: 01392 223 960
Fax: 01392 223 951
Email: debbyy@hlf.org.uk

Enc



Permission to Start

Project Details

Project title:

Conserve and Research East Worlington Parish Hall, a Converted C17th Cob and Thatched Tithe Barn

Reference Number:

OH-12-12290

Name of organisation:

East Worlington Parish Hall

Please read the Receiving a Grant guidance before you fill in this form.

You must not start any work on your project until you have our permission to do so.

In this form we ask you to provide copies of documents and to set out the details of how your project will progress. When you have completed this form online please print, sign and date the declaration at the end and send a hard copy to your case officer.

Once we have approved all of these documents we will return it to you. You can then start work.

The documents we have used to define your project are your application and the terms and conditions that you accepted when applying and our grant notification letter with its enclosures.

Approved Purposes

Listed below are the approved purposes which we will monitor your project against.

Approved Purposes

Conserve, improve, and better utilise the East Worlington Parish Hall.

Provide opportunities for members of the community to learn about their heritage and contribute to the project.

Develop further knowledge and understanding of the Hall and create a record of the community's heritage.

Create a heritage learning hub, including an exhibition, access to learning resources, and heritage events.

Agreed Costs

The table below sets out the costs we will monitor against. Please make sure they tally with your cost breakdown.

Cost heading (£)	Agreed costs (£)	Agreed VAT (£)	Total of agreed costs (£)
Professional Fees	3,350	350	3,700
Repair and conservation work	101,873	19,775	121,648
Digital outputs	8,306	1,661	9,967
Equipment and materials	2,350	420	2,770
Other	2,000	400	2,400
Publicity and promotion	2,000	400	2,400
Total	119,879	23,006	142,885

Summary of allowances:

Total VAT allocation 23,006

Total Contingency allocation

Partnership Funding

Cash Contribution

Description of Funding	Amount expected (£)	We are attaching written proof of partnership funding we have already secured
East Worlington Parish Hall Fund - Own fund-raising over years	29,800	Yes
Grant from The Pilgrim Trust	15,000	No
Grant from Garfield Weston	10,000	Yes
Grant from Awards for All	8,785	Yes
Grant from Devon County Council	7,300	Yes
Grant from Community Council of Devon	5,000	Yes
Grant from Friends of West Worlington Church	1,000	Yes
Grant from East Worlington Parish Council	500	Yes
Grant from North Devon District Council	300	Yes
Total	77,685	

Summary of changes

Please use the box below to let us know if you are proposing to make any changes to the project timetable or project team as set out within your application form since you were awarded your grant.

Proof of ownership

I confirm that I am attaching appropriate proof of who owns any property that forms a part of our project and any restrictions or other claims on it

Please tick this box if this is not applicable to your project

Statutory permissions and licenses

Please list the statutory permissions and licences you need to complete the project:

Statutory Licence or Permission Type	Anticipated date	Complete date
Grade 11 Listed Building Consent	04/03/2013	04/03/2016
Building Control Consent	24/06/2014	23/06/2017

Bank account and VAT details

VAT Registration Number (If you are not registered or exempt, please say so in this box):

Please tick this box to confirm that you have attached a copy of your bank statement or cheque or paying-in slip

Please provide the following information:

Account name

East Worlington Parish Hall Fund

Account number

1503038

Sort Code

30-90-49

Building society roll number

Please provide the names and signatures of at least two people (and a maximum of three) who can sign documents for your organisation.

Name Steve Baber

Signature

Steve Baber 05 January 2015

Name Miya Bond

Signature

Miya Bond 05/01/15

Name

Signature

.....

Payment request - first advance payment of 50%

a) We have secured all our partnership funding and are ready to start:

Yes

b) We will advertise (outside our organisation) all new jobs and gain at least three quotations for any goods, works or services work more than £10,000, paid for by the HLF grant:

Yes

c) We have all statutory permissions required:

Yes

Payment request one (50% of the grant award)

32,600

Declaration

HLF is committed to being as open as possible. This includes being clear about how HLF will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you completed the Declaration at the end of the application form, you confirmed that you understood HLF's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and had no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asked to see them. If there was any information in these sections of the form that you did not want made publicly available, you had an opportunity to explain your reasons.

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and in monitoring documentation you submit. We will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you completed the Declaration you also agreed that we would use your application form and the other information you gave us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- **To provide copies to other individuals or organisations who are helping us to assess and monitor your grant**
- **To hold in a database and use for statistical purposes**
- **To publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.**
- **To support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.**

HLF may use your photographs in publicity material. If your photographs include people, you must gain their permission (or that of parents or guardians for children under 16) before you submit them to us. You agree to ensure that you have the written consent of the copyright owner of the images you send to us so that HLF may use any of them to represent the project.

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

×

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

×

I confirm that the organisation has the power to accept and pay back the grant.

×

I confirm that we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

×

I confirm that, as far as I know, the information I have supplied is true and correct and that anything I supply in future will be true and correct.

X

I confirm that I agree with the above statements.

X

Name	Steve Baber
Organisation	East Worlinton Parish Hall
Position	Chair of Trustees / Management Committee
Date	05/01/2015

Are you applying on behalf of a partnership?

No

Please submit this form online, then print off, sign and date a hard copy of it and return it to your case officer. If you applied on behalf of a partnership make sure that all partners have signed the form.

Please now attach any supporting documents required by your application.

Please print and sign this document

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.

Please sign below

Signed:

S. C. Baber

Date:

05th January 2015

(Section below for HLF use only)

We have reviewed your request and give our permission for you to start the project

Signed for NHMF:

D. M. Old

Date:

12/1/15