



## Application Form - Your HeritageFor grants between £3,000 and £50,000

### Notes on Completion

#### Notes

(We fill in this section)

Date we received your full application and supporting appendices:

Application reference number

**You should read the accompanying help-notes when completing this application form.** We ask you to keep your answers as brief as possible. As a guide, your answer to each question should not be more than 200 words.

Please 'submit' this application once it is complete. You should then print out the declaration, ensure it is signed by the appropriate person and send it, along with hard copies of any supporting documents you are unable to attach electronically, to your country or regional office within five working days of submitting your application.

If you are completing this application form on paper, you should ensure the declaration is signed by the appropriate person before sending it to your country or regional office.

We will not assess incomplete applications. We will return your application form to you if you do not:

- answer all the questions,
- provide the correct supporting documentation (please do not send more than we ask for), and
- include the correct signature on the Declaration.

**Section one - Your organisation****Project Title****Title of the project***Conservation of listed Tombs and Memorials at St James's Church, West Littleton***Your Organisation****1a. Name of your organisation***St James's Church, West Littleton***Address of your organisation:**

Address line 1 *St James's Grange*  
 Address line 2 *West Littleton*  
 Address line 3  
 Town / city *Chippenham*  
 County *Wiltshire*  
 Postcode *SN14 8JE*

If this is a joint application, give the name of the partnership (if you have one) and the names and addresses of the other partners

**1b** Is the address of your project different from 1a? *No*

**Important:** For our records we need an exact address for your project, including postcode. Please enter the postcode if you know it, otherwise supply as much of the address as possible. If you are not able to give an address, give the postcode of the nearest building. Then click 'Search'

Address line 1  
 Address line 2  
 Address line 3  
 Town / city  
 County  
 Postcode

Name *David Adams*  
 Position *Church Warden/Project Coordinator*

Address if different from 1a:

Address line 1  
 Address line 2  
 Address line 3  
 Town / city  
 County  
 Postcode

Daytime phone number (include the area code) - this should not be a mobile number  
 01225 891100

Mobile number (optional)

Please tell us if this is the number you prefer us to contact you on by ticking this box

Email address

*dandcadams@stjamesgrange.com*

*We will send all correspondence to the email address. If you would prefer to receive correspondence by post, tick this box.*

**1d. The legal status of your organisation.** Please select one of the following

*Organisation not in the public sector*

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

*Church organisation or other faith-based group*

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

Reg / Ref no: *XN 51179*

## **Section one - About your organisation**

### **Your Organisation - continued**

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

Describe the purpose and aims of your organisation or partnership

*The PCC aims to maintain the church and its surroundings to the highest possible standard to:*

- 1. Maintain it as a viable centre of worship.*
- 2. Protect and preserve it as an important part of our heritage.*
- 3. Foster a sense of belonging and community spirit within this small rural village.*
- 4. Provide an attractive setting for the many visitors and walkers who pass through the churchyard to spend a few moments of peace and contemplation.*
- 5. Develop and maintain an interest in the history and heritage of the church through displays, leaflets and the village website.*
- 6. Offer the church and its surroundings as an opportunity for learning and interpretation.*

Tell us how many paid staff and volunteers work for your organisation. (If you do not know the exact number, give an estimate.)

*There are no paid staff other than a builder who is engaged to carry out routine maintenance as required.*

*Out of a population of c70 the following volunteers support the church:*

*The PCC has 8 members including a secretary and treasurer*

*The flower and cleaning rota has 15 members.*

*The mowing and grounds maintenance team has 4 members.*

*There are 3 who maintain the dry stone walls.*

*An archivist who researches church records (although there are several others who contribute to this work on an ad hoc basis including the provision of photography).*

*A display and publications coordinator.*

*A website designer (responsible for the village website which includes information about the church)*

Describe your organisation's regular activities and explain how they are funded

*Regular activities:*

*Maintenance of buildings and grounds.*

*Organisation of services of worship (two per month plus major festivals), baptisms, weddings and funerals.*

*Day to day management including administration, accounts, insurance and security.*

*Fundraising to help pay basic running costs and to provide for future maintenance.*

*These costs (including the quota of £ 2904 (2009) ) are funded through:*

- 1. A Madrigal Concert by the University of Bristol Madrigal Society held in the church in March each year, followed by a supper, which attracts a wide audience from the local area.*
- 2. A Gardens Open event in June each year when many of the gardens in the village are opened to the public which attracts up to 500 visitors over two days. Plants are sold, teas and homemade cakes are served and the Sunday concludes with a choral evensong in the church.*
- 3. A Harvest Supper is held each year following the Harvest Festival in the church - an important event for this farming community.*
- 4. An open door policy which attracts many visitors into the church, a number of whom make donations.*
- 5. Church collections and private donations.*
- 6. A charity clay shoot organised by the village farmers which gives a proportion of funds raised to the church.*

*In a typical year these events and activities raise £4500 to meet costs of £4000, allowing a small surplus to be added to the Fabric Fund.*

#### **1f. Details of your bank account**

Account name *West Littleton PCC*

Bank / building society name *Lloyds TSB*

Address line 1 *47 Milsom Street*  
 Address line 2  
 Address line 3  
 Town / city *Bath*  
 County  
 Postcode *BA1 1DN*

Sort code (please use the format 11-11-11) *30-90-54*  
 Account or roll number *00253796*

**1g. Are you VAT registered?** *No*

**1h. If your project involves buildings, land or objects, do you own these outright?** Refer to Ownership requirements in the Introduction. Tell us if your organisation has a mortgage or other loan secured against the land or building that is part of your project.

If you do not own the land, building or item, tell us who does.

*St James's Church is in the Benefice of Marshfield in the Diocese of Bristol*

**1i. If your project involves land or buildings with a lease, say how many years are left before the lease runs out.**

Refer to Ownership requirements in the Introduction.

**1j. Have you received advice from us before making your application?**

Tell us the name of the person you have discussed your project with.

*Philippa Davies*

### **Our aims**

We support projects that relate to the national, regional or local heritage of the UK.

To receive a grant, your project must:

help people to learn about their own and other people's heritage (learning);

conserve the UK's diverse heritage for present and future generations to experience and enjoy (conservation); and/ or

help more people, and a wider range of people, to take an active part in and make decisions about heritage (participation).

## Section two - Your Project

### Your Project

#### 2a. What is the heritage that your project focuses on?

If your project is about heritage that is not physical (such as language or cultural traditions), tell us tell us about the subject and the time period it covers.

If your project is about physical heritage (such as a building or a park), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important in your local area.

Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a site of special scientific interest.

*The Grade 2 listed church, with its 13th century bellcote and chancel arch, is a fine example of a small country church. The bellcote is of stone and a typical Cotswold design of which there are few remaining examples. The one at West Littleton is considered to be one of the finest in the region. The bell is from the mid 13th century and is of local and national importance. The church suffered a serious fire in 1855. The bellcote, tower and chancel arch survived. The rebuilding was supervised by Thomas Henry Wyatt, the architect of the Salisbury Diocese.*

*The church is steeped in history and has an impressive collection of 18th and 19th century wall memorials in the nave and listed chest tombs in the churchyard.*

*The project will focus on the heritage of this very special collection of memorials and tombs which are key to the history and heritage of the church, the village and the local area.*

*A Statement of Significance is included in Supporting Letter 1 from the Gloucestershire Historic Churches Trust and in the Conservation Report (Appendix 1) .*

#### 2b. What is your project?

Please give a short factual description of your project. We may use this on our website or for other publicity purposes.

*The conservation of the important collection of memorials and listed chest tombs using recognised and approved conservation techniques.*

*An opportunity through training to preserve a range of important heritage skills.*

*The provision of a historical and archival record to be displayed in the church.*

*The development of learning and interpretation opportunities.*

*Improvements in access for those who do not normally visit such sites through contact with local schools, groups and through the development of the village website.*

**2c. What are the aims of your project?**

Tell us about the specific aims of your project. Your aims should relate to your heritage but also to the people involved

Remember to make sure that they also relate to our 'learning' aim and either one or both of our other aims of 'conservation' and 'participation'.

Refer to examples of projects we have funded for ideas to help you.

| <b>Aims</b>  |
|--|
| <i>1. To ensure that this important collection of memorials and tombs is preserved for the future and made safely accessible to the local community and visitors to the church.</i>  |
| <i>2. To provide an opportunity for education and training to preserve a range of important heritage skills.</i>   |
| <i>3. To provide opportunities to those who wish to learn about the history of a small village community through study, interpretation and participation.</i>  |
| <i>4. To extend these opportunities to those who do not normally have the chance to visit and learn about such sites.</i>  |
| <i>5. To increase public awareness and knowledge by providing a well documented site, including displays and leaflets together with website access, as a basis for learning about these important aspects of our heritage.</i> |
| <i>6. To research the family history of those commemorated on the memorials and those commemorated on and buried in the tombs and to enable others to learn about such history</i>   |
| <i>7. To evaluate the project.</i>   |

If we award you a grant, before we pay the final 10% of the grant we will ask you to fully evaluate (assess) how well your project has met its aims.

## **2d. Provide a detailed project plan.**

Describe your project as fully as you can.

- We suggest you work through a draft version of the project plan table and share it with colleagues and partners before you fill in the detailed project plan.
- When filled in, the table should give you and your colleagues a realistic project plan. However, we understand that the plan is likely to change and improve as your project develops.
- Remember that the activities within your project should help you to meet our aims relating to 'learning', 'conservation' and/or 'participation'. We have a selection of guidance notes on heritage topics and activities to help you and have identified the relevant ones below.  
All projects must meet our 'learning' aim.

- Opportunities to learn about the heritage could include:

- providing information through displays, leaflets or a website;
- encouraging people to be trained in new skills; and
- holding open days, tours or practical sessions.
- You will find it useful to read 'First steps in learning'.

For projects meeting our 'conservation' aim.

- Opportunities to preserve and protect the heritage could include:
- surveys and research to help people understand the heritage better;
- repairing a building or monument;
- carrying out conservation work to a heritage item, archive or collection; and
- providing training in conservation skills as part of the project.
- You will find it useful to read 'First steps in conservation'.

For projects meeting our 'participation' aim.

- Opportunities for people to take part in your project could include:
- developing a volunteer programme;
- holding activities for specific audiences that are not currently involved with your heritage; and
- setting up a new group to allow a wider range of people to make decisions about your heritage (for example, a community advisory group or a youth forum).
- You will find it useful to read 'First steps in participation'.

See example project plans for ideas on how to fill in this table. These show roughly how much information you need to provide, in proportion to the size of the grant you are asking for.

| Plan   |
|--|
| <p><i>What: Conservation of a fine collection (4) of 18th and 19th century wall memorials in the church representing classic works of commemorative art. The conservation will be carried out using recognised and approved conservation techniques. Please see Appendix 1 for full description of work programme.</i></p> <p><i>When: March to July 2010</i></p> <p><i>Where: St James's Church</i></p> <p><i>Who will carry out the activity: Appointed conservators to be selected after a formal tender (minimum 3) process supervised by the architect</i></p> <p><i>Who is the activity for: For the local community, for the many visitors, for local schools and groups, and for future generations.</i></p> <p><i>What will you achieve: The preservation of a significant collection of memorials, securing their future as an important aspect of social history and ensuring that they will be safely accessible to the local community and visitors to the church.</i></p>  |
| <p><i>What: The conservation of a significant collection of intricate and stylish 18th and 19th century listed chest tombs in the churchyard. The work will be carried out using recognised and approved conservation techniques. Please see Appendix 1 for full details of the conservation work.</i></p> <p><i>When: March to July 2010</i></p> <p><i>Where: St James's Church</i></p> <p><i>Who will carry out the activity: Appointed conservators to be selected after a formal tender (minimum 3) process supervised by the architect</i></p> <p><i>Who is the activity for: For the local community, for the many visitors, for local schools and groups, and for future generations.</i></p> <p><i>What will you achieve: The preservation of a important collection of listed tombs, securing their future as an important aspect of social history and ensuring that they will be safely accessible to the local community and visitors to the church.</i></p>   |
| <p><i>What: The conservation work will provide a framework in which to make heritage skills, history, social history , archaeology, architecture and art history relevant to a wide range of ages and interest levels, and allow for the development of a specific training programme to preserve a range of important heritage skills. Please see Appendix 2 (letter from Sally Strachey Historic Conservation) for full details of training opportunities.</i></p> <p><i>When: March to July 2010</i></p> <p><i>Where: St James's Church</i></p> <p><i>Who will carry out the activity: Appointed conservators who will be required to build a training programme into their formal proposal.</i></p> <p><i>Who is the activity for: For the local community, groups, local schools and colleges.</i></p> <p><i>What will you achieve: Formal training for students in a range of specialist heritage skills such as masonry, cleaning, plastering, archaeological recording and conservation.</i></p>   |
| <p><i>The development of broader practical skills under full supervision for non-professionals with an interest in conservation.</i></p> <p><i>Increased awareness amongst young people of the opportunities for apprenticeships and vocational training.</i></p> <p><i>Masons and Conservators working on the project will provide ongoing briefing for casual visitors and passers-by but also a formal programme of site-based talks, demonstrations and open days. The site-based talks and demonstrations will cover a range of important heritage skills including masonry, archaeological recording and conservation. A realistic target for the duration of the project work will be for one site-based talk (probably in association with the local History Society), two demonstrations (one for the work on the memorials and one for the tombs), and one open day. The aim will be to attract up to 50 for the talk, 15-20 for each of the demonstrations and 100 for the open day. We may decide to incorporate the open day with our 2010 Gardens Open event which would provide a potential audience of 500 over 2 days. There will also be specialist sessions linked to the Marshfield School project. Once the work is complete, we will discuss with the Conservators the most effective way of using the preserved heritage to provide continuing opportunities for training and learning.</i></p> |
| <p><i>What: Advertise and encourage participation in the project</i></p> <p><i>When: January 2009 - ongoing</i></p> <p><i>Where: N/A</i></p> <p><i>Who will carry out the activity: Publicity and Display Coordinator and volunteers</i></p> <p><i>Who is the activity for: Members of the public and the local community, particularly those who are unaware of the the history and heritage of a small rural community and its church. and its significance</i></p> <p><i>What will you achieve: Greater awareness through articles in the local press and newsletters, new pages on the village website (with suitable links), displays and leaflets, talks and lectures to local groups.</i></p>   |

**Plan**

*What: Madrigals Concert (annual event since 1987) with a short introductory talk about the project. Encourage the audience to register willingness to participate further. This event targets around 50 people from the local area some of whom have not considered previously the importance of the heritage and the opportunities it offers for learning and interpretation. The social gathering after the concert allows the Project Team to explain the project in more detail and to attract volunteers.*

*When: March 2009 and annually thereafter*

*Where: St James's Church*

*Who will carry out the activity: Project Team. The concert itself is given by the University of Bristol Madrigal Singers*

*Who is the activity for: The c50 who attend from the local area*

*What will you achieve: Increased awareness of the history and heritage of the church, its memorials and tombs, and the opportunities offered by the project for learning and participation. New volunteers to help with the project.*

*The 2009 event held on 13 March generated considerable interest in the project.*

### Plan

*What: Develop projects for the pupils of Marshfield Primary School (130). Please see Supporting Letter 2 and attachment for the programme of activities.*

*When: March 2009 -*

*Where: Marshfield, West Littleton and St James's Church*

*Who will carry out the activity: Head Teacher, school staff and members of the Project Team*

*Who is the activity for: The pupils of Marshfield Primary School*

*What will you achieve: The development of a cross curricular enrichment programme and the enhancement of the Creative Curriculum through a challenging key Stage 1 and 2 programme involving around 130 pupils. Each class/group will expect to spend a minimum of two sessions per month on the project.*

*Curriculum requirements met will include those for history, the environment, conservation, artwork, literacy and numeracy.*

*The development of programmes based on the programme of conservation work which will allow the children to learn through their own experiences and to appreciate the importance of this heritage and its preservation.*

*Learning about conservation techniques through watching and supervised hands on experience.*

*The encouragement of further and more widespread interest through the families and friends of the children involved.*

*The programme will start after the 2009 SATS with research and learning about the history and heritage of the church and churchyard to establish the context for ongoing studies. Detailed modules will commence in September 2009:*

*Literacy: Descriptive writing, diaries, life stories.*

*History: The Normans, time lines, family history, coats of arms, the different types of tombs and family memorials*

*Art: Sketching - shapes of windows, the bell tower, tombs and memorials and the different stones used in construction. The development of stained glass windows. Photography. Models of the tombs showing their construction.*

*Maths: Tessellation - through study of the windows. Ages of people and different lifespans. Estimation of numbers attending services.*

*Conservation: The programme of conservation will bring the project alive and allow the children to feel part of this important part of our heritage and its preservation in its original setting. Periods will be set aside during the work when the children will learn about the various aspects of the work by listening to and watching the conservators. Hands on experience will be incorporated wherever possible.*

*From 2010: Once the conservation work is complete, the programme will be adapted to provide an established format for meeting curriculum requirements with the church and churchyard, its tombs and memorials, as the central focus. The success of the project and the associated educational programmes will provide the basis for other local schools to become involved, greatly increasing the numbers who will benefit from the conservation work and the provision of educational materials and displays.*

### Plan

*What: Develop a lecture and workshop series with the Marshfield and District History Society covering the history of the church, its memorials and tombs, the results of the research, and an insight into the conservation process. Encourage audiences to register willingness to participate in the project and become active volunteers in the process of researching and recording. Please see Supporting Letter 3*

*When: September 2009 -*

*Where: Marshfield and St James's Church*

*Who will carry out the activity: Local historians, conservation specialist, the architect*

*Who is the activity for: Members of the Marshfield History Society and members of the public attending the lectures and other events*

*What will you achieve: An initial lecture to be held in the Autumn of 2009 with a target audience of 50 leading to increased awareness about the history and heritage of the church and its significance, its memorials and tombs, and the opportunities offered by the project for ongoing learning and participation.*

*A series of 3 workshops for 2009/10 with target audiences of 10-20:*

*An onsite study of the memorials and tombs led by a local historian who will explain and demonstrate the techniques for deciphering the illegible inscriptions, discuss the family history of those buried/commemorated and examine the links to the local area both past and present.*

*An onsite study of how chest tombs were constructed led by a conservation specialist. This will take place when one or more of the tombs have been dismantled providing an opportunity to examine the below ground construction and investigate the methods of placing the coffins in the tombs.*

*A hands on session led by a local historian to examine and discuss the historical records which will have been gathered together as a result of the project.*

*2010 onwards:*

*The project will act as a catalyst for getting people involved and for raising awareness about the importance of our history and heritage. There will be ongoing work with the Society to determine how best to develop this initial lecture/workshop series and open it to a wider audience..*

*What: Participation of local branch of the National Association of Decorative and Fine Arts Societies (NADFAS). Encourage members to register willingness to participate further. Encourage people to take an interest in church recording while at the same time being involved in an interesting conservation project. Church Recorders to carry out a full survey of the church, its fixtures and fittings. Please see Supporting Letter 4*

*When: April 2009 - planning to commence*

*Where: Local NADFAS branches and St James' Church*

*Who will carry out the activity: NADFAS Church Recorders and those keen to learn the techniques under supervision*

*Who is the activity for: NADFAS members and others interested in church recording*

*What will you achieve: A full survey of the church carried out by qualified church recorders and volunteers under supervision.*

*An increased interest in church recording and the establishment of a solid volunteer base for the future through a series of workshops. Plans for the development of these workshops are ongoing. We have identified a need with NADFAS for more people to be interested in Church Recording. This project will provide an ideal opportunity to encourage this interest and to build up numbers. We would aim for a first group of 10-15 to be trained in church recording by current NADFAS Recorders commencing in late 2009 early 2010.*

*Increased general awareness amongst the wider NADFAS membership about the history and heritage of the church and its significance, its memorials and tombs, and the wider opportunities offered by the project for learning and participation.*

| Plan  |
|---|
| <p><i>What: To contribute to the aims of the Cotswold AONB Voluntary Wardens including the provision of a well documented site of historical and heritage interest for walkers and other visitors. Guided walks. Please see Supporting Letter 5.</i></p> <p><i>When: March 2009 - ongoing</i></p> <p><i>Where: West Littleton village and St James's Church</i></p> <p><i>Who will carry out the activity: Cotswold AONB Volunteers</i></p> <p><i>Who is the activity for: All walkers and visitors to the church and village including youth groups</i></p> <p><i>What will you achieve: Raised public awareness of the history and heritage of the village and church. Access to new groups who might otherwise never visit such a site. Attract walkers from the Cotswold Way which passes nearby.</i></p> <p><i>We will be planning for 4 guided walks per year each attracting up to 20 walkers.</i></p>   |
| <p><i>What: Themed walk destination for local Ramblers' Association branches. Please see Supporting Letter 6.</i></p> <p><i>When: May 2009 - planning to commence</i></p> <p><i>Where: West Littleton</i></p> <p><i>Who will carry out the activity: Ramblers' Association branches. Project Team Members</i></p> <p><i>Who is the activity for: Members of the Ramblers' Association, their youth groups and other walkers</i></p> <p><i>What will you achieve: An opportunity for ramblers and walkers to stop and learn about the history and heritage and its significance, through the displays in the church, by seeing the conservation work, and through talking to Project Team members.</i></p> <p><i>The opening of this experience to the wider audience reflected by the membership of the Ramblers' Association including younger members and those from the city of Bristol.</i></p> <p><i>An added attraction for walkers from the Cotswold Way which passes nearby.</i></p> <p><i>New volunteers to help with the project.</i></p> <p><i>The target is for at least 3 walks per year which include St James's Church as a specific destination to learn about the history and heritage. However, the greater opportunity lies with those who just happen to be passing through. We will attract this wide and diverse audience to our historical and informative displays in the church, encouraging many to further their interest.</i></p> <p><i>Improved coverage of St James' Church in a range of guidebooks.</i></p> |
| <p><i>What: Gardens Open weekend (annual event for over 20 years). Displays and leaflets available for visitors as they walk round the gardens plus specific interpretive information about each memorial and tomb available in the church and churchyard. Project Team members on hand to give further information and to encourage visitors to register willingness to participate further. Choral Evensong in the church to conclude the weekend.</i></p> <p><i>When: Annually in June</i></p> <p><i>Where: West Littleton village and St James's Church</i></p> <p><i>Who will carry out the activity: Display and Publicity Coordinator, Project Team and village volunteers (c80% - 50 to 60 - help with this event)</i></p> <p><i>Who is the activity for: The c 500 visitors from a wide area who attend this popular event</i></p> <p><i>What will you achieve: Increased awareness about the history and heritage of the church and its significance, its memorials and tombs, and the use of conservation techniques. Given the diverse range of visitors to this event, many who do not normally have access to the heritage of a small village church and its churchyard will be given the opportunity to learn and consider further participation.</i></p>  |

### Plan

*What: 1. Research into the families associated with the memorials and tombs. 2. Provide opportunities for increased interest in genealogy and family histories*

*When: September 2008 -*

*Where: At the church, in libraries and record offices, and on the internet*

*Who will carry out the activity: The Researcher and Genealogist in conjunction with local historians, volunteers and schools*

*Who is the activity for: All those interested in research and genealogy*

*What will you achieve: 1. A documented record of the historical background of the families associated with the memorials and tombs.*

*2. An increased interest in genealogy within the local community including the school (up to 130 children to be involved) and through the establishment of a local Genealogy Group, perhaps linked to the local History Society. It is expected that the Genealogy Group could have up to 20 active members.*

*What: 1. Development of a volunteer programme. 2. To encourage those who do not normally have the opportunity to visit and learn about such sites to join the volunteer programme.*

*When: September 2009 -*

*Where: Project office*

*Who will carry out the activity: Volunteer Coordinator*

*Who is the activity for: All volunteers and potential volunteers who wish to contribute to the project in some way.*

*What will you achieve: We are hoping that a wide range of people (50+ each year) will express an interest in helping with or being involved in the project. This might be in general support of the various partnership activities or for the more specific learning opportunities offered by the conservators, historians, genealogist and church recorders.*

*This programme will provide the central focus for and the effective management of volunteer activities to ensure that all those involved will both give to and gain from the project.*

*What: Evaluation of the project*

*When: January 2009 - ongoing*

*Where: Project office*

*Who will carry out the activity: Project Team*

*Who is the activity for: N/A*

*What will you achieve: A diary of events and progress, and an assessment of success measured against the project aims.*

## Section two - Your project

### Your Project - continued

#### 2e. More information about your project

Please also tell us the following.

2e1. How you got the idea for your project, what other options you considered and how you know there is a need or demand (or both) for your project?

*It has been clear for a number of years that the memorials and tombs were deteriorating with some becoming "at risk". The latest Quinquennial Report in November 2007 confirmed the need for action.*

*The PCC, with the advice of the church architect, decided to consider a programme of work using recognised and approved conservation techniques. The option to remove the memorials and to dismantle the tombs at greatest risk was also considered. This would have effectively destroyed an important piece of our heritage and the opportunities it offered for learning and interpretation about our history. This option was rejected by*

*the PCC and the decision taken to initiate a project to conserve the memorials and tombs.*

*The PCC, in assessing the need, concluded that there is an increasing demand for safe access to heritage items in and around churches, especially in rural areas where many come to appreciate the countryside and learn about village communities. It was decided that the project should be linked to an initiative to provide access to the heritage through an archival and historical display in the church, through an expanded village website and through links to local schools and groups.*

Please also provide letters (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.

2e2. What steps have you taken to make sure you have involved the community?

Tell us if you have done any consultation or made efforts to invite the community to take part.

*All those living in the village have been consulted and have received copies of the proposed conservation work. A call for volunteers was made in June 2008 and to date we have:*

- *Project Coordinator*
- *Deputy Project Coordinator*
- *Financial Officer*
- *Publicity and Display Coordinator*
- *Researcher and Archivist*
- *Website Manager*
- *Volunteer Coordinator*
- *Genealogist*

*Local groups have been contacted and the following have agreed to participate:*

- *Gloucestershire Historic Churches Trust*
- *Marshfield Primary School*
- *Marshfield and District History Society*
- *Local Branch of the National Association of Decorative and Fine Arts Societies (NADFAS)*
- *Cotswold AONB Voluntary Warden Service*
- *Avon Branch of the Ramblers' Association*

2e3. What will happen to your heritage if you do not get a grant from us?

*We may manage to conserve the memorials with funds promised or to hand but the fine collection of 9 chest tombs will continue to deteriorate. The safety and future of the tombs, which are central to the approach to the church and are of such historical importance, would be seriously compromised. Without substantial external help it would be highly unlikely that we could raise funds to conserve the tombs which ultimately may need to be dismantled, resulting in the loss of their heritage together with the opportunities to learn about this important aspect of our history through interpretation.*

**2f. Which main groups of people will benefit from your project?**

We need to understand the range of audiences that you are trying to attract with your project.

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

If your project 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.

✓ *If your project is intended to benefit a wide range of people and is not specifically targeted at any particular group, tick this box:*

## Section Three - Carrying out your project

### Carrying out your project

#### 3a. When will your project start and finish?

You should aim to finish your project within three years (but it must be fully complete within five years).

Your timetable should allow 10 weeks for us to assess your application.

*May 2008 Initial assessment survey completed*

*May - August 2008 Consultation in the community carried out*

*August 2008 Applications for funding commenced*

*September 2008 Historical research commenced*

*October 2008 Consultations with English Heritage and South Gloucestershire Council*

*October 2008 Application to the Diocese of Bristol for a faculty (granted)*

*October 2008 First tranche of funding applications complete*

*November 2008 - Development of community links and learning and interpretation opportunities commenced*

*December 2008 - Design of historical display for the church and website developments commenced*

*February 2009 - Full development of learning and interpretation programmes commenced by Marshfield Primary School*

*March 2009 - First information leaflet published*

*March/April 2009 - Formal Conservation Report completed*

*April 2009 - Full project details posted on village website*

*April 2009 - Displays and information available for interpretive visits by walkers and ramblers*

*July-August 2009 Second tranche of funding applications*

*August 2009 - HLF bid submitted*

*September 2009 - Commence detailed planning with Church Recorders*

*September 2009 Project work commences for the pupils of Marshfield School*

*September 2009 Tender process to select Conservators*

*October 2009 Lecture programme developed with the Marshfield and District History Society*

*October 2009 Programme of themed and guided walks to be published*

*November 2009 HLF decision*

*November 2009 Third tranche funding applications*

*March 2010 Conservation work to commence to include on-site training, workshops and an Open Day*

*July 2010 Conservation work complete*

*September 2010 Project evaluation to include consideration of expanded learning and interpretive programmes based on experience gained.*

### **3b. How will you manage your project?**

3b1. Tell us about the skills and experience of the person who will lead your project and of the people in the project team.

Attach a project management structure.

#### *1. Supervising Architect*

*The PCC have appointed Mr Paul Richold BArch BSc RIBA of Architecton, Bristol.*

*Paul Richold has extensive experience in church repairs and maintenance and has been the appointed architect for St James' s Church for a number of years. The practice has completed works for many clients including the National Trust, English Heritage and the Landmark Trust.*

#### *2. Project Coordinator*

*David Adams (a churchwarden) has extensive senior level management experience and a proven record in logistic support gained through a 35 year career in government service.*

#### *3. Deputy Project Coordinator*

*Alan Young (member of the PCC) is a former director of a financial services public company with specific responsibilities for administration, marketing and compliance.*

#### *4. Financial Officer*

*Michael Horgan (PCC Treasurer) is a retired chartered accountant with extensive international experience.*

#### *5. Publicity and Display Coordinator*

*Sally Dean has 15 years experience as a communications consultant and has been responsible for writing brochures and technical documents for a large financial services group.*

#### *6. Researcher and Archivist*

*Christine Gryspeerdt is a senior health care professional with an interest in historical research.*

#### *7. Website Manager*

*Richard Pool is a senior IT executive and is responsible for the design and day to day management of the village website.*

#### *8. Volunteer Coordinator*

*Carolyn Adams is an experienced specialist Travel Consultant who has extensive experience of working with and coordinating volunteers in a number of charitable organisations.*

#### *9. Genealogist*

*Ann Ballard is a student of the Institute of Heraldic and Genealogical Studies and a member of the Society of Genealogists. She is currently studying for a degree in Genealogy.*

3b2. Tell us about any outside advice you have received or will receive to help you manage your project.  
*Consultation with the Gloucestershire Historic Churches Trust*

*Discussions with English Heritage and the South Gloucestershire Council on the requirements for planning permission and listed building consent.*

*The Bristol DAC on faculty requirements (Faculty granted in February 2009).*

*Consultation with the team at St Mary's Church, Painswick where a similar project is in progress.*

*Consultations with a qualified chartered surveyor about the outline work programme.*

*Visits to a number of local churches to investigate displays and to assess the most effective methods of raising public awareness of the project and of providing learning and interpretive opportunities.*

3b3. Tell us what will happen to things that your project has produced (for example, an exhibition or a spoken record of history) after the funding ends.

*There will be a display recording the work maintained in the church*

*The website will be updated regularly to reflect any further developments*

*Documents recording the work and the results of historical and archival research will be maintained by the PCC and made available to interested parties, with important documents sent to the Gloucestershire County Archives for safe-keeping.*

*Any video or audio records will be carefully preserved and made available on request.*

*Marshfield School will maintain its own project records*

*The Genealogist will maintain copies of the research activity as an example of the specialist techniques employed*

*Records will be made available as a source of information and advice for others considering similar projects.*

3b4. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it.

You may find it useful to read *First steps in conservation*.

*The PCC is conscious of its ongoing responsibility to conserve the heritage and to ensure that the work carried out is of benefit for many years to come.*

*The PCC will maintain a fabric fund to finance any ongoing work that is required from time to time to maintain the memorials and tombs in a good state of repair.*

### **Freedom of information**

We must comply with the Freedom of Information Act 2000. When you sign the declaration at the end of the application form, you are confirming that you do not object to us releasing sections 2 and 3 of this form to anyone who asks to see them. If there is any information in sections 2 and 3 of the form that you don't want us to make 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 and 3 to the public if we are asked to. We may also be asked to release other information contained elsewhere in the form and we will take account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998 when we respond to these requests. In those cases, we will always consult you first.

## **Section Four - Costs of Your Project**

### **Costs of Your Project**

**4a. Complete the tables below**

| Cost Heading                       | Description   | Cost (£) | Non Recoverable VAT (£) | Total (£) |
|------------------------------------|---|----------|-------------------------|-----------|
| A:New staff                        |   |          |                         |           |
| B:Professional fees                | Supervising Architect   | £4,500   | £675                    | 5175      |
| C:Recruitment                      |   |          |                         |           |
| D:Mentor                           |   |          |                         |           |
| E:Purchase price of heritage items |   |          |                         |           |
| F:Repair & conservation work       | See Conservation Report (Appendix 1) for details<br><br>Chest Tombs:<br>No1 (£2309.50)<br>No2 (£3286.50)<br>No3 (£3612.50)<br>No4 (£1579)<br>No5 (£2961)<br>No6 (£3090)<br>No7 (£3253)<br>No8 (£1985.50)<br>No9 (£1485.50)<br><br>Wall Memorials<br>Hillier (£2818)<br>Frankcom (£1148.50)<br>Osborne (£618.50)<br>William Allsop (£605)<br><br>(Seeking further guidance from Memorials Grants Scheme over recoverable VAT - maybe possible for memorials but not tombs) | £28,753  | £4,313                  | 33065     |
| G:New building work                |   |          |                         |           |
| H:Equipment & Materials            |   |          |                         |           |
| I:Training for staff               |   |          |                         |           |
| J:Training for volunteers          |   |          |                         |           |
| K:Travel for staff                 |   |          |                         |           |
| L:Travel for volunteers            | Travel costs for researchers and for site visits by local school  | £300     |                         | 300       |
| M:Expenses for volunteers          |   |          |                         |           |
| N:Production of learning materials | Display boards, leaflets, audio/visual and website costs, including a contribution of £500 towards materials for the Marshfield School element of the project and £300 for genealogy research software.   | £1,800   | £270                    | 2070      |
| O:Other                            |   |          |                         |           |
| P:Publicity & promotion            | Advertising of events and producing articles for publication  | £500     | £75                     | 575       |
| Q:Evaluation                       |   |          |                         |           |
| R:Overheads                        | Recording of work   | £2,281   | £342                    | 2623      |
| ---- " " ----                      | Preliminaries such as site facilities, site protection, waste removal and compliance with Construction (Design and Management) Regulations 2007   | £5,830   | £875                    | 6705      |
| S:Contingency                      | 10% of conservation costs   | £3,300   |                         | 3300      |
| T:Inflation                        |   |          |                         |           |
| U:Cost Totals                      |   | £47,264  | £6,550                  | 53813     |

| Funding Heading | Description   | Total (£) | Edit | Delete |
|-----------------|---|-----------|------|--------|
| V:Cash          | PCC (received)  | £3,000    | Edit | Delete |
| ---- " " ----   | St Andrew's Conservation Trust (secure)   | £500      | Edit | Delete |
| ---- " " ----   | Gloucestershire Historic Churches Trust (received)  | £2,000    | Edit | Delete |
| ---- " " ----   | Mrs Rosemary Landreth (received)  | £100      | Edit | Delete |
| ---- " " ----   | Francis Coales Charitable Foundation (secure)   | £500      | Edit | Delete |
| ---- " " ----   | Churches Building Council<br>Application supported but final decision on level of funding once HLF decision is known. Target request £5000. Expected November 2009. | £5,000    | Edit | Delete |
| ---- " " ----   | Pilgrim Trust - support offered through block grant to Church Buildings Council   |           | Edit | Delete |
| ---- " " ----   | Leche Trust (have indicated willingness to support but will not consider application until HLF result known). Target request £2750. Expected January 2010.          | £2,750    | Edit | Delete |
| ---- " " ----   | Tormarton Parish Council (£250 received, balance secure)  | £500      | Edit | Delete |
| ---- " " ----   | Woburn Trust (received)   | £2,000    | Edit | Delete |
| ---- " " ----   | Loan from the Diocese of Bristol (up to £5000 interest free available over 5 years). This will only be drawn on to meet cash flow requirements.                     |           | Edit | Delete |
| ---- " " ----   | Private donations (including from families commemorated on memorials and tombs). Target £1500. Aiming for January 2010..  | £1,500    | Edit | Delete |
| ---- " " ----   | William and Jane Morris Fund (have indicated willingness to support) (application to be submitted 31 August). Target request £500. Expected November 2009.          | £500      | Edit | Delete |
| ---- " " ----   | Steel Charitable Trust (application accepted - result by end September 2009)  | £4,000    | Edit | Delete |
| ---- " " ----   | Cory Environmental Trust in Britain (application accepted - result by end September 2009)   | £15,000   | Edit | Delete |
| W:HLF grant     |   | £16,500   | Edit | Delete |
| X:Income Totals |   | £53,850   |      |        |

HLF Grant Percentage                      31

#### 4b. Are there any non-cash contributions or volunteer time to help carry out your project?

We encourage and welcome non-cash contributions including volunteer time irrespective of whether you are able to offer a cash contribution. This helps to demonstrate commitment to your project.

Non-cash contributions can be things you need for your project that you do not have to pay for, for example - the use of a room in a local college for regular meetings or materials being donated by a local building firm.

We also welcome time volunteers give to your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. You should use the following rates to work out the financial value of the time volunteers contribute.

- Professional labour (for example, accountancy or teaching) - £350 a day
- Skilled labour (for example, administrative work, carpentry or leading a guided walk) - £150 a day
- Unskilled labour (for example, clearing a site or working as a steward at an event) - £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project.

| Non-cash contribution  |       | Estimated Value |           |                 |
|--|-------|-----------------|-----------|-----------------|
| Total  | 0     |                 |           |                 |
| Description of volunteer tasks   |       | No. of days     | £ per day | Estimated value |
| <i>Project Coordinator. The Project Coordinator will manage the Project Team, liaise with the architect, conservators, partner organisations and statutory bodies such as English Heritage and the local planning department, research and submit bids for funding to trusts, foundations and private donors.</i>      |       | 20              | 350.00    | 7,000.00        |
| <i>Deputy Project Coordinator. The Deputy Project Coordinator will stand in for the Project Coordinator in his absence and have specific responsibility for events and for working closely with the Publicity and Display Coordinator and the Volunteer Coordinator.</i>   |       | 15              | 350.00    | 5,250.00        |
| <i>Researcher and Archivist. The Researcher and Archivist is responsible for research into the families commemorated by the memorials and tombs, and into the archives which cover the church and local community. Specialist genealogical research will be carried out in close association with the Genealogist.</i> |       | 10              | 150.00    | 1,500.00        |
| <i>Publicity and Display Coordinator. The Publicity and Display Coordinator is responsible for producing an ongoing display recording the project, for leaflets, inputs to the website, articles for local newsletters and liaison with the press and local groups and partners.</i>                                   |       | 10              | 350.00    | 3,500.00        |
| <i>Website Coordinator. The Website Coordinator is the manager of the village website and is responsible for the technical posting and updating of all project material on the site.</i>   |       | 3               | 350.00    | 1,050.00        |
| <i>Volunteer Coordinator. The Volunteer Coordinator is responsible for identifying needs and developing new volunteer groups to help with the project, such as the need for increasing the number of Church Recorders and for establishing a new Genealogy Group in association with the Genealogist.</i>              |       | 10              | 150.00    | 1,500.00        |
| <i>Financial Officer. The Financial Officer, who is the PCC Treasurer, is responsible for managing all incoming funds, ensuring that the requirements of grant giving bodies are met and for controlling project expenditure</i>   |       | 10              | 350.00    | 3,500.00        |
| <i>Genealogist. The Genealogist supports the Researcher and Archivist and project partners with specialist genealogical research, and is responsible for establishing the Genealogy Group.</i>   |       | 10              | 150.00    | 1,500.00        |
| Total  | 24800 |                 |           |                 |

## Additional Information

### Additional information about your organisation

This part of the form aims to collect the information we need to report on our funding. For example, we may want to see if there are certain groups that ask for pre-application advice but do not go on to send in full applications. We will **not** use this information to assess any future application.

If your organisation specifically represents a particular group or groups of people, tell us which by ticking all 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*

## Supporting Documents

### List of documents you must send with your application form

If you have electronic versions of the supporting documents, attach them where it tells you to below. If you will be sending them to us as a hard copy, send them with your signed declaration and number them as numbered below. Please say in the right-hand column how you will send the documents.

**1.** Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include:

the name and aims of your organisation;

a statement which prevents your organisation from giving its income or property to its members during its lifetime;

a statement which confirms that, if the organisation is wound up or dissolved, its assets will be given to another charitable or not-for-profit organisation and not to the organisation's members; and

the date when the constitution was adopted.

If you have sent a copy of your constitution with a previous successful grant application (not before April 2008) and no changes have been made to it, you do not need to send it again. Give us the reference number for the previous successful grant application.

*Not Applicable*

**2.** For joint applications - a copy of a short agreement which sets out how the project will be managed and the specific role of each partner.

*Not Applicable*

**3.** Copy of your organisation's accounts for the last financial year (this does not apply to public organisations)

*Electronic*

**4.** Copies of deeds or leases or other proof of ownership if your project involves work to land, buildings or heritage items

*Not Applicable*

**5.** A small selection of visual aids that you consider will help illustrate your project (for example, drawings, and photographs)

*Hard Copy*

**6.** Letters of support (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.

*Electronic*

**7.** Job descriptions for any new staff positions that are included in your grant request.

*Not Applicable*

**8.** A project management structure.

*Electronic*

## Declaration

### Standard terms of grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. By signing the declaration, you are confirming, on behalf of the organisation that you represent, that any grant we pay to you will be based on these terms and conditions, unless we choose to draft a contract which is specifically tailored for your project.

### Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anyone for any loss, damage or costs arising directly or indirectly from an application.

- I have read, understand and accept the notes (including the standard terms and conditions 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.
- 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 conditions, and the power to pay back the grant if we are not meeting the conditions of the grant.
- 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 application is not valid, in which case you will [cancel the grant and claim back the money we have received/stop assessing my application and return it, and/or withdraw any grant you offered us].
- 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. I understand that you will treat this information in line with the Data Protection Act 1998 and the Freedom of Information Act 2000 and that, unless I have said otherwise, you will make sections 2 and 3 of this form available to the public if you are asked to. I understand that you will take account of any objection I make to you releasing the information contained in sections 2 and 3 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 (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 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 have a duty to keep to the standard terms and conditions, which will include all the further terms and conditions and any changes the standard terms refer to, as explained in the notes with the application form. The only exception to this will be if you decide to draft a specific contract for our project, in which case you will tell us about this in the grant offer letter.

We will take your signatures on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000; 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 to the person named as the contact under question 1c 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: .....

Print Name: .....

Job Title: .....

Date: .....