

# Farming in Protected Landscapes (FiPL) Historic Building Restoration Grant

## Historic Building Information Form (HBIF)

### Introduction

This guide provides the information needed to apply for a Historic Building Restoration Grant (HBRG) available through FiPL as an additional funding source until 31 March 2025.

This guide contains the following:

- Part 1** - Eligibility
- Part 2** - Historic Building Information Form for completion by applicants
- Appendix 1** - Notes on inclusion of photographs
- Appendix 2** - Eligible Buildings descriptions and guidance
- Appendix 3** - Checklist

### Other Guidance Documents

*Annex 1 'Process Flow' details the HBRG application and approval process.*

*Annex 2 'FiPL Targeting Historic Building Restoration' is for FiPL officers to score the application. This form will be used by Defra HBRG panel to give funding approval.*

*Annex 3 'Funding Guidance' details the capital funding and additional revenue funding rules, including guidance for advice and guidance and admin.*

*Applicants should also refer to **FiPL Historic Buildings restoration and repair guidance for applicants** (October 2023) when completing Part 2.*

### About the Historic Building Restoration Grant

The Historic Building Restoration Grant (HBRG) is standalone capital grant funding for buildings within the FiPL programme delivering under the 'Place' theme. The Historic Building Information Form (HBIF) at Part 2 captures the HBRG item only.

A FiPL project application including HBRG may also consist of a range of other activity or items across multiple themes and outcomes. A building project may also include additional activity on the building itself that goes above and beyond the Historic Building Restoration Grant.

The eligibility and 80% grant rate apply to the HBRG item only. Intervention rate rules apply per item rather than per project – multiple activity projects may have multiple intervention rates, depending on those activities in the application.

The HBIF application should make it clear at Section 2 (3b) which funding is being sought for specific work and the associated percentage funding rate. This can occur on the same FiPL application.

This HBIF application form is to apply for initial approval to develop a FiPL application for Historic Building Restoration Grant funding. If successful, a full FiPL application will be required – to be assessed and approved through your Protected Landscape (PL) Local Assessment Panel – and submitted to the Defra HBRG panel for approval.

## **Part 1 - Eligibility**

Farmers and other land managers can apply for this grant to help deliver environmental and landscape benefits on their land.

To be eligible for Historic Building Restoration Grant, the footprint of the building to be restored must be within the boundary of one of the participating National Park (NPs) or Areas of Outstanding Natural Beauty (AONBs) and must be evident on an OS map dating on or before 1940.

### **Eligible Grant rate**

This grant is a standalone capital grant available through FiPL and pays 80% of eligible costs towards restoration of eligible historic buildings.

If additional activity or other items are included in a FiPL application this must be funded through your own PL allocation and have separate grant rates agreed.

### **Application and Grant period**

- Applications can be submitted at any time.
- Successful grant agreements can be issued any time.
- Onward grant agreements can only commence and be claimed for agreed HBRG project activities after 01/04/2024.
- Any approved works or additional activity prior to 01/04/2024 (e.g. management plan, scaffolding etc) must be funded from your own Protected Landscape FiPL allocation.
- All works must be completed and claimed by 31/03/2025.

### **Capital repair items available for funding**

Historic Building Restoration Grant will include, where necessary, works relating to :

- Roof coverings
- Weatherproofing
- Structural work

*Details of eligible items and work are explained in more detail in Appendix 2.*

### **What the grant can't pay for**

The grant can't be used to pay for the cost of:

- maintenance;
- any capital works started before the agreement commences;
- any commitment to purchase items or services before an agreement starts
- planning application fees or other transactional fees;
- meeting legal requirements, including planning or tenancy conditions;
- any works undertaken as part of another grant or obligation

## **Ineligible Buildings**

The following buildings are ineligible for the scheme:

- modern buildings including those constructed using concrete, timber or steel frames and clad in universal materials such as concrete/breeze blocks or tiles or fibre cement sheeting.
- non-roofed structures, such as bridges, lime kilns and WW2 pillboxes.
- buildings not marked on an OS map dated before 1940.
- ruined buildings – those where over 50% of the building has been lost.
- buildings which have received grant funding for restoration in the past.
- historic buildings converted, for example, to residential, holiday accommodation or commercial use, or those used specifically as ancillary buildings to residences, such as car garages

## **The Project Brief and Management Plan**

The Project Brief (funded where time allows) should be used to inform the production of a Management Plan. The brief must be completed to an agreed standard with your NP/AONB FiPL team. It should be sent to at least three competent experienced conservation consultants (e.g. conservation architects or surveyors) who will provide competitive quotations for the Management Plan production. At this stage, consultants will also be asked to provide a quote for overseeing the building restoration project (project management stage). Your NP/AONB may be able to advise on local experienced conservation consultants with a proven track record of historic building restoration.

The Management Plan produced and approved by your NP/AONB FiPL team, will form a mandatory part of your Historic Building Restoration Grant agreement and you will be expected to follow it and fully complete all the works identified in it to enable you to claim grant funding.

Your conservation consultant oversees the formal building contractor tender process for the restoration works specified in the approved Management Plan and provides a tender report for consideration.

## **How applications are selected**

The scheme will be offered to applications which meet eligibility criteria (see Appendix 2), pass a scoring threshold, are the highest priority for funding when reviewed by the Defra HBRG panel, and subject to budget being available. The objective of the scheme is to fund examples of buildings which will enhance cultural heritage features, landscape, wildlife and public engagement with the environment.

## **Part 2 – Application**

Important: Before completing this form, you must discuss your historic building project with your local National Park or AONB FiPL team.

When completing this form, please refer to the [FiPL Historic Buildings restoration and repair guidance for applicants](#).

The information you provide will be used initially by your National Park or AONB FiPL Team to carry out an initial desk based sift to assess the eligibility, suitability, and value for money of your proposal, followed by the Defra HBRG panel approval.

You will need a map to complete Section 2.  
A map at a scale of at least 1:2,500 is recommended.

If you require more space for any section, please continue on a separate sheet, ensuring that you add your name and address, sign and date each sheet. Please send your completed form, together with any maps or supporting documentation to your local National Park or AONB FiPL team.

### **Application Process**

*Please refer to the HBRG process flow in Annex 1*

Once completed, the FiPL officer must assess and score the HBRG application against the eligibility criteria using [Annex 2 'FiPL Targeting Historic Building Restoration' form](#).

The HBRG application and scoring is then submitted to Defra FiPL team for initial approval by the Defra HBRG panel.

A HBRG application will only be approved for funding subject to:

- Submitting an eligible Historic Building Information Form (HBIF)
- Passing the Historic Building Restoration score threshold (as per Annex 2)
- HBIF approval from Defra
- (Post-HBIF approval) submitting a full FiPL application
- Protected Landscape Local Assessment Panel (LAP) approval of the full FiPL application
- Defra HBRG panel evaluation and final grant approval
- Available Defra HBRG budget

## Section 1: Details of Applicant

Title	
Initials	
Forename	
Surname	
Business name	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	

Which National Park or AONB does the building fall within?	
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Is the holding in a current agri-environment scheme (Countryside Stewardship/ SFI or Environmental Stewardship Scheme: CS, SFI, HLS)?

Yes  No

If 'YES' please state which scheme, your agreement number and when your agreement will expire.

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Does your current scheme require you to maintain the building, on which you are seeking grant, in weatherproof condition?

Yes  No

Was the building built before 1940 and is it marked on the 1940 OS map?

Yes  No

## Section 2: Information about the building

Please provide a separate Section 2 for every building that you wish to have considered for the FiPL Historic Building Restoration Grant.

1. **Mark the building on your map** and give it a reference name (e.g. "Cart shed") or number (e.g. "Building 1") so that it can be identified by your National Park or AONB FiPL team.
2. **Provide an outline plan of your building** along with photographs as described in the checklist at the end of this form (Appendix 3).

### 3. Details about the building

- a) Please provide the name or reference of the building (as marked on your map):

Building name or building reference	
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- b) Estimated cost of the repairs to the historic building for which you are applying for:

Total cost of proposed works	
Total cost of FiPL project (Including any additional FiPL activity)	

*Please provide an itemised and estimated cost breakdown of all historic building repair works and each activity in the box below or attach an itemised project costs table to this application.*

<p><i>Please enter the number of continuation sheets used:</i></p>
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- c) Is the building designated for its special interest or within or adjacent to a designated area (eg SSSI)?

Yes  No

If 'YES' please tick all appropriate boxes below and give references for the designation where they apply. *Your Protected Landscape FiPL officer should be able to advise you on designations if you do not already know.*

	Yes	No	Information
A Listed Building, or is in the curtilage of or is associated with a listed building?	<input type="checkbox"/>	<input type="checkbox"/>	Grade:
A Scheduled Monument (or located on an SM)?	<input type="checkbox"/>	<input type="checkbox"/>	Monument No.:
In a Conservation Area (CA)?	<input type="checkbox"/>	<input type="checkbox"/>	Name:
On a local list of historic buildings?	<input type="checkbox"/>	<input type="checkbox"/>	Reference (if any):
In a Registered Park or Garden?	<input type="checkbox"/>	<input type="checkbox"/>	Grade:
In, on or adjacent to a Site of Special Scientific Interest (SSSI)?	<input type="checkbox"/>	<input type="checkbox"/>	Name:

d) How much work is required? (Please tick the description that applies)

Less than 50% of the walls are standing, no roof	<input type="checkbox"/>
Between 50-75% of the walls are standing no/some roof	<input type="checkbox"/>
More than 75% of the walls are standing, roof	<input type="checkbox"/>
Substantially intact, but requiring restoration	<input type="checkbox"/>

***Buildings which are less than 50% complete are ineligible for grant.***

e) Do you believe the building to be at risk from immediate further deterioration?

Yes  No

If 'YES' please provide a brief description of what you think is likely to happen and why. Please provide clear photographs to help illustrate the issues. (see 'Notes on the inclusion of photographs' at the end of this form).

*Please enter the number of continuation sheets used*

f) Is the building on an 'At Risk' register?

Yes  No

*Historic England maintains a Heritage at Risk (HAR) register which contains details of Grade I and II\* buildings at risk which can be found at <https://historicengland.org.uk/advice/heritage-at-risk/search-register/>. Some local authorities also have a register for buildings at risk in their area (for grade II sometimes for locally listed buildings). You should contact your local Council's Conservation Officer for further information.*

The building is:

	Yes	No
Included on the current Heritage at Risk register	<input type="checkbox"/>	<input type="checkbox"/>
Included in any Local Authority buildings at risk register	<input type="checkbox"/>	<input type="checkbox"/>
Not identified on any 'At Risk' registers	<input type="checkbox"/>	<input type="checkbox"/>

*Where the building is recorded on a Buildings at Risk register please attach a copy of the entry to this form.*

g) Other public funding

Has the building received public funding from any source in the last 10 years?

Yes  No

If 'YES', give details of the sources of funding involved.

h) Description of the building

Please provide a brief description of the building. You might find it useful to use copies of old and current photographs to help explain and illustrate your answers.



What is the buildings relationship to the farmstead? For example, is the building part of a group of buildings, is it located in the farmyard, or isolated in a field?

What materials and methods have been used to construct the building? Please include both original and later alterations. For example, is the roof tile, slate, thatch? Are the walls timber framed, brick? (etc.)

Roof:

Walls:

Does the building have any interesting marks, fixtures or fittings within it? For example, have you seen any graffiti or carpenters marks inside the building? Does it have any fittings and fixtures, such as grain bins or stable stalls?

## Other Information

Do you know anything else about the building, such as its original or later use? The date it was built or the dates when any alterations took place? How long the building has been in your family and how did they use or change it?

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### i) Wildlife Interest

Please tell us about any wildlife that you know that has used the building, either in the past or present? (e.g. the building may be/have been used by bats, swallows, barn owls, newts)

Known to have used	
Currently using	

### j) Public Accessibility

Please highlight any rights of way or public access on your map.

In terms of 'access', the building currently:

	Yes	No
Is clearly visible from the public right of way?	<input type="checkbox"/>	<input type="checkbox"/>
Has a public right of way adjacent or close to it?	<input type="checkbox"/>	<input type="checkbox"/>
Has public access?	<input type="checkbox"/>	<input type="checkbox"/>

Would your proposals alter any of the above statements? Please specify which it would affect and why.

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k) Use of the building

Please identify the past, current and proposed future use(s) of the building.

Past use	
Current use	
Proposed future use	

Does your proposed future use(s) include work to convert the building to an alternative use?

Yes  No

Do you intend to apply for other sources of grant to convert the building to non-agricultural use?

Yes  No

l) Planning History

Within the last 5 years, have you applied for or received planning permission for any development in respect of the building or any adjoining property or land?

Yes  No

If 'YES', please give brief details.

Is the building subject to a planning condition- such as a Section 106 agreement?

Yes  No

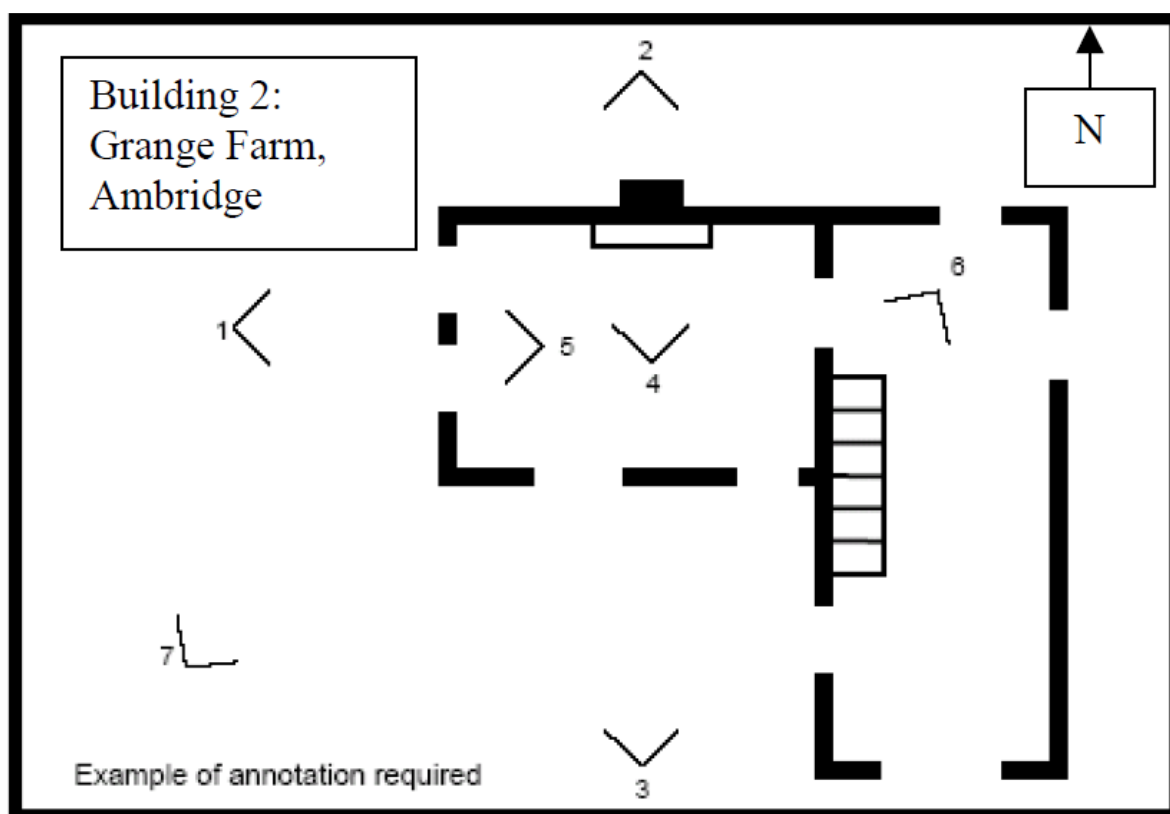
If 'YES', please provide the wording of the condition.

## Appendix 1 – Photographs

### Notes on inclusion of photographs

Photographs are an important way of helping with an initial assessment of your building and its problems. To help us get the most from the information you are giving us, the photographs need to be numbered and cross-referenced to a ground plan of the building to show where the photos were taken from. A sketch plan of the building (including a north point) will be acceptable.

**This is an example of how the cross referencing should be done:**



### The photos should show the following:

- An overall view of the building showing it in its surroundings (for example, a field barn shown in the landscape, or a building located in a yard in relation to the other buildings)
- All external elevations of the building
- All internal elevations of the building
- The roof structure (where accessible)
- Close up details of key interior and exterior features – for example, window or door openings, any architectural details of the building
- Close up details of any fixtures, fittings or features which relate to the original or later function of the building – for example, stable partitions, hay racks
- Any defects or issues which need addressing by the restoration

### Format of Photos:

Photos must be clearly numbered. They can be provided in either Digital format (on a CD) or as colour prints (at least 6'X4').

## **Appendix 2 – Eligible Buildings**

### **1) Eligible buildings are:**

Roofed buildings, including:

- Non-residential buildings constructed with traditional methods and materials, and built in or before 1940 in a characteristic local, vernacular or ‘designed’ architectural style.
- Ornamental or architecturally designed buildings – for example – those within parklands or designed landscapes, model farms. Where these buildings are subject to an entrance fee for visitors, the grant funding rate may be reduced.

### **2) Ineligible buildings generally are:**

- Modern buildings, including those constructed using concrete, timber or steel frames and clad in universal materials such as concrete/breeze blocks or tiles and fibre cement sheeting.
- Non roofed structures, such as bridges, lime kilns and WW2 pillboxes.
- Ruined buildings – those where over 50% of the building has been lost.
- Buildings on common land
- Buildings not marked on an OS map dated on or before 1940.
- Buildings which have received grant funding for restoration in the past
- Historic buildings converted, for example, to residential, holiday accommodation or commercial use, or those used specifically as ancillary buildings to residences, such as car garages

### **3) The principles that must be applied to historic building restorations**

Any building restoration project proceeding under FiPL must:

- Halt the process of decay without damaging the historic, architectural or archaeological significance of the building, the landscape it sits in, or the wildlife habitats it provides.
- ‘Repair’ rather than ‘renew’ wherever possible – for example, by scarfing or piecing in new timbers into old, patching of lime plaster.
- Bring the building back into good repair - it must be structurally sound and weatherproof.
- Undertake the minimum work required to bring the building back into good repair.
- Only restore lost features where you can provide evidence that they existed.
- Use traditional methods and materials (such as lime mortars) that are appropriate to the age and condition of the building.
- Retain regional and local character through using materials and detailing traditional to the locality – for example, long straw roofs and stone slate roofs.
- Use new material to replace existing material only where necessary and on a like-for-like basis – for example, patching in using bricks of the same size, shape and colour.

- Only use modern ‘non-traditional’ materials, such as metal ties or bracings, where they support the retention of original or historically important parts of the structure and not as a direct substitute or replacement. Non-traditional materials may be used where: it is necessary to retain historic fabric e.g. structural reinforcement to a timber frame or masonry walls.
  - it is contemporary with the original construction design.
  - it is required for statutory reasons under health and safety or building regulations, or
  - the original, or other suitable traditional material is no longer produced and a modern substitute can be considered acceptable.
  - Be tendered to contractors with proven experience and ability of working on building conservation projects, and who are known to be able to achieve the standards of quality required.

#### 4) The work eligible for funding

##### Roof covering

###### Eligible

- Repair of original, traditional roof coverings. Re-roofing where localised repairs are impossible.
- Reuse of materials wherever possible. Replacement material on a like for like basis.
- Traditional materials used in the locality. For example, Clay nibbed or pegged tiles; thatching materials (e.g. combed wheat reed), traditional slate materials used in the locality on a “like for like” basis.
- Copper slating nails or stainless steel nails; hardwood tile pegs.
- Changes to roof covering ONLY where there is good evidence of the building having been originally roofed in a different material, or where the original material or suitable traditional alternative may no longer be available. The alternative will need agreement from your NP/AONB. Also note that you should liaise with your local planning authority for advice on planning requirements & consents where there are to be changes in materials.
- Repair and retention of all roofing details, such as coursing, ridges and hips, close eaves and plain or slated verges and stone valley details.
- Repair and retention of all original timber fascias and bargeboards where these are part of the design of the building.

###### Ineligible

- Material of a similar appearance – there is a requirement to replace like with like using traditional materials
- Artificial or alternative materials such as concrete tiles, asbestos cement slates, reconstructed slates or artificial stone slates.
- Galvanised nails or roofing clips; metal tile pegs.

- New roofing details or materials where there is no evidence for their previous use or existence.

## **Weather-proofing**

### Eligible

- Repairs or reinstatement of torching / parging where there is evidence that the underside of a roof was originally “torched” or parged using a lime plaster.

### Ineligible

- Roofing (sarking) felt. This must not be used in restoration projects. If an applicant wishes to use roofing felt in a restoration, that restoration will be ineligible for grant and any grant already paid may be reclaimed.

## **Gutters & downpipes**

### Eligible

- Repair or replacement of the rainwater disposal system, both above and below ground.
- Replacement of lead, cast iron and timber goods on a like-for-like basis in the original pattern and material types, e.g. half round cast iron.
- Where there is no evidence of rainwater disposal system and it is needed to prevent water penetration to the building – where agreed with your NP/AONB.

### Ineligible

- Plastic, aluminium or GRP rainwater goods. These materials must not be used in HBRG restoration projects.

## **Blocked openings**

### Eligible

- Re-opening of original, blocked openings (subject to necessary consents) where the NP/AONB agrees that this work will not affect the character or significance of the building.

## **Structural work & joinery repairs**

### Eligible

- Necessary structural repairs with the emphasis on sensitive repair before considering replacement or rebuilding.
- Structural engineering advice from an engineer with experience of dealing with historic buildings (eg. CARE registered structural engineers).
- Timber repairs undertaken with traditional joinery methods eg. scarfing or piecing in of new sections to existing timber.

- New timber for replacement or repairs of the same (i.e. original) cross section using the same timber type, dimensions, dressing and finish.
- Limited use of steel straps, plates and braces to support the retention of original or historically important parts of timber structures.
- Structurally failed and defective solid construction walls repaired using original materials in the original style – or alternative methods agreed with the NP/AONB.
- Restraint of wall movement through ties or other supports, subject to structural engineers' advice.

#### Ineligible

- Resin repairs to timberwork or defrassing.
- Steelwork as a substitute or replacement for timber or structural elements.
- Use of modern blockwork with a facing of original materials or brick slips.
- Replacement of hardwood structures with softwood.

### **External architectural features**

#### Eligible

- Repair or replacement (where necessary) of existing external features such as finials, canopies, barge boards, shutters, clock faces, weather vanes and sundials, where these contribute to the significance of the building.

#### Ineligible

- Repair or reinstatement of clock machinery.

### **Internal features, fixtures & fittings**

*The restoration of structural elements is the main priority for building restoration projects, applications for internal fixtures and fittings only will be rejected.*

#### Eligible

- Repair of fixtures and fittings – e.g. cow stalls, stabling or mangers where they are an integral part of the significance of the building.
- Repair of machinery that is an integral part of the significance of the structure, for example, the moving parts of a windmill or watermill.

### **Mortars & renders**

#### Eligible

- Lime-based mortars, renders harlings and plasters, using traditional methods and finishes. Compatible hardness, texture and colour should be sought. In exceptional circumstances, your NP/AONB may advise bespoke mortar mixes.



- Natural Hydraulic lime (strength to be agreed with the NP/AONB) or lime putty (with pozzolanic additive if required).

#### Ineligible

- Cement (OPC) in mortar or render mixes, unless used in the original construction. For example, in a composition mortar (cement & lime), where this compatibility should be maintained. Modern gypsum plasters.
- Standard hydrated ('bagged') lime.

### **Floors**

#### Eligible

- Repair and restoration of original flooring such as cobbles, setts, flagstones, rammed chalk, and lime ash.
- Repair and reinstatement of timber flooring where there is evidence of its use. New work should be appropriate to the buildings age and existing work.

#### Ineligible

- Repair or insertion of modern concrete floors. Concrete floors must not be laid in a building which is undergoing grant aided restoration.

### **Fixings & repairs**

#### Eligible

- Use of traditional fixings for repair work. These should, where possible, match original types, e.g. timber dowels, iron or steel nails. Modern materials may be acceptable in certain circumstances for structural support reasons, e.g. to help prevent the loss of original construction. Examples may include steel strapping or plating to failing timbers, steel tie bars and reinforcement embedded within walls such as structural ties.

#### Ineligible

- Use of modern materials to replace lost or failing construction or components that are traditional by nature or design.

### **Timber cladding/weather-boarding**

#### Eligible

- Retention and reuse of original cladding wherever possible.
- New weather- boarding to match to the original profile, dimensions, fixings and finish.

### **Replacement materials for new work**

## Eligible

- Additional stone required for building purposes must be of similar geological origin, colour, dimensions and dressing to the existing unless agreed otherwise by the NP/AONB.
- Bricks used for repairs must be compatible with the existing work both in colour, composition and mean strength. Imperial size bricks must be sourced wherever possible.

## Use of Second Hand building materials

- Stone, brick slate, etc. is NOT to be sourced from other buildings or walls without the prior documented agreement of your NP/AONB. The use of second-hand materials is not acceptable unless suitable traceable documentation is provided to validate that materials have not been sourced by unofficial removal i.e. “robbing out” from another extant building. We will not pay for items or material “taken from stock” or already on the farm.

## Paintwork

### Eligible

- Traditionally painted and stained finishes, e.g. coal tar and bitumen paint, where they are relevant to a building’s history.
- Lime-wash finish to internal walls and ceilings. Lime-wash to external walls where there is evidence of this finish.

### Ineligible

- Modern self-coloured or microporous paint finishes unless originally used.

## Cleaning

### Eligible

- Where there is a strong justification for cleaning, for instance, to uncover partially obscured features.
- Some chemical liquid or paste paint removers, used in conjunction with hand wallpaper strippers, ONLY where agreed with your NP/AONB.
- Some water spray cleaning equipment, ONLY where agreed with your NP/AONB.

### Ineligible

- Abrasive cleaning methods such as electric sanders, strippers, high pressure grit or shot blasting as these are likely to damage delicate features.

## Alteration, demolition & conversions

### Eligible

- Demolition of later, inappropriate modern additions to a building where these do not have historic value.

#### Ineligible

- Works to alter, convert or demolish all or part of the historic building.
- 'Improvements' - or alterations to the structure that alter its character and significance e.g. enlargement of doorways, raising eaves levels, introduction of new openings etc.

#### Services

##### Ineligible

- Installation or repair of services such as electricity, gas and plumbing, unless it is necessary to move existing services to allow restoration to take place. In these cases only the labour (not parts) will be eligible.

#### Re-instatement

##### Ineligible

- Wholesale reinstatement of largely lost or destroyed structures or elements is not eligible for grant unless the reinstated item is for structural purposes and there is good evidence that lost features existed.

#### Minor repairs & routine maintenance

##### Ineligible

- Buildings requiring maintenance works or minor repair works ONLY

#### Using contractors to undertake capital works

- It is permitted to employ contractors to undertake work required under the HBRG capital items.
- The Agreement Holder must notify the contractor about the agreement and its requirements. It is the Agreement Holder's responsibility to make sure that work carried out by contractors does not breach the terms of their agreement. The Agreement Holder will be liable for any consequences that result from any breaches that the contractor commits on the land.

#### Value Added Tax

- Grant will only be payable on VAT where an applicant is not VAT registered for the farm / business enterprise and they are unable to recover the VAT element from HMRC. If the applicant is including VAT in the project costs and the grant request they will be required to complete a Not Registered for VAT Form as part of their FiPL application.

### **Appendix 3 – Checklist**

Before returning your completed application form and supporting documents, please make sure that you have:

- completed all relevant Parts of this application form including:
  - Historic Building Information Form (Appendix 3)
  - Scoring threshold form (Annex 2)
- completed the Grant Coversheet
- attached any supporting documents or evidence, as applicable
- all photographs are labelled and dated in accordance with the guidance
- if applicable only, attached any continuation sheets used in your application

Please enter the total number of continuation sheets attached in the box below: