



## Application Form for Heritage Grants

### Notes on Completion

You should read the help notes when filling in this application form. Keep your answers as brief as possible. Unless specified we do not have a word limit. However, as a guide, we would not expect your answers to any of the seven sections to be more than 1,000 words (about two sides of typed A4).

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.

Your project must also do either or both of the following:

Conserve the UK's diverse heritage for present and future generations to experience and enjoy.

Help more people, and a wider range of people, to take an active part in and make decisions about heritage.

Once your application is complete you should print out the declaration, ask the appropriate person to sign it, and send it, along with hard copies of any supporting documents you cannot send electronically, to your regional or country HLF office.

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after submission of this online form. We will not assess your application if you have not:

Answered all the questions.

Provided the correct supporting documents (do not send more than we ask for).

Included the correct signature on the declaration.

**What is your project title?**

Leighton Buzzard Narrow Gauge Railway - Museum Gateway Project

**Date we received your form**

14 Oct 2011

**Reference number**

HG-10-05444

## Section One - Your Organisation

### Your Organisation

**1a Name of your organisation** Leighton Buzzard Narrow Gauge Railway Society

**Address of your organisation:**

**Address line 1** Leighton Buzzard Railway Ltd

**Address line 2** Pages Park Station

**Address line 3** Billington Road

**Town / city** Leighton Buzzard

**County** Bedfordshire

**Postcode** LU7 4TN

**1b Is the address of your project the same as 1a?**

Yes

**1c Details of main contact person**

**Name** Nick Hill

**Position** Executive Committee member - fundraiser

**Is the main contact address the same as 1a?**

No

**Address:**

**Address line 1** 10 Friary Field

**Address line 2**

**Address line 3**

**Town / city** Dunstable

**County** Bedfordshire

**Postcode** LU6 3HZ

**Daytime phone number (inc area code) - this should not a mobile number.** 01582608268

**Mobile number (optional)**

**Email address** nick.hill@talktalk.net

Organisation not in the public sector

Community or voluntary group

**If your organisation is any of the following, please provide the details shown.**

**Company - give registration number**

**Registered charity in England, Wales or Scotland - give registration number**

**Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number**

Industrial Friendly Society 20830 R - an exempt charity

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

Quoting from the Society Rule Book:

The objects of the Society are the advancement of the education of the public in all aspects of narrow gauge light railways and all charitable purposes and aims which may be connected therewith and in furtherance of that object but not further or otherwise the Society shall have the following powers:-

- a) To establish in a permanent building and along a permanent way a Working Narrow Gauge Light Railway Museum.
- b) To acquire, restore and exhibit and to operate wherever possible locomotives, rolling stock and equipment of all kinds such as were used or are in use by industrial and, other light railways both British and foreign and further to provide proper accommodation and maintenance facilities in connection therewith.
- c) To promote the study and appreciation of the history of narrow gauge light railways in general and the history of such narrow gauge light railways to Leighton Buzzard and its industry with particular emphasis on the growth and development of sand quarrying....

Members of the all-volunteer Society are on site as working volunteers on over 270 days of the year. On about 90 of these days, the railway is open to paying visitors who can travel the length of our linear museum and visit the exhibits at the far terminus. On a further 150 days volunteers on site are able to show visitors (who are not charged on these days) our headquarter's exhibits. Visitor access on remaining days on site is precluded by health and safety considerations relating to track and landscaping work.

**1f Describe the size and staff structure of your organisation.**

This an entirely volunteer organisation - current membership is in excess of 410, of whom approximately 30% are active in the Society.

The Society has an Executive Committee of eight members and to support them there are 19 Heads of Department. The Society also has a President, the Hon Sir William McAlpine Bt, and two Vice-Presidents.

**1g Bank account details**

**Account name** Leighton Buzzard Narrow Gauge Railway Society Ltd

**Bank / building society name** Natwest PLC

**Address line 1** Natwest

**Address line 2** 27 High Street

**Address line 3**

**Town / city** LEIGHTON BUZZARD

**County** Bedfordshire

**Postcode** LU7 1DX

**Sort code (please use the format 11-11-11)** 53-70-11

**Select option** Account number only

**Account number** 07615353

**1h Are you VAT registered?** Yes

**Give registration number** 491 - 2713 - 46

**1i Does your project involve buildings, land or heritage items?**

Yes

Referring to the ownership requirements in the Introduction, please answer the following questions.

**Does your organisation have, or are you planning to take out, a mortgage or other loans secured on the property or item?**

No

**Does your organisation own the building, land or heritage items outright?**

No

**Does your organisation have a leasehold on the building, land or items?**

Yes

**How many years are left to run on the leasehold?** 125 from two landlords, at peppercorn rents

**1j Does your project involve the acquisition of a building, land or heritage items?**

No

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

Yes

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

Naomi Webb (pp Stuart Hobley) and Mark Dykes

## Section Two - The Heritage

### 2a What is the heritage your project focuses upon?

The Railway's heritage focus is on an industrial, narrow gauge, railway dating from 1919.

It was built to support the local Leighton Buzzard sand industry - and to avoid a local road repair bill. The railway extends for over three miles, from the southern edge of the town centre of Leighton Buzzard to Munday's Hill quarry, to the north east of Leighton Buzzard.

It used equipment formerly used in field railways on the Western Front in World War I. Our WWI artefacts enable us to tell part of the story of the Western Front, in conjunction with a collaborating railway in the Somme which began life as a field railway and is in the area visited by thousands of British schoolchildren learning about the conflict.

### 2b Why is your heritage important and who is it important to?

Our heritage is of local, national, and international importance to multiple audiences as explained below. The entire Railway is an accredited museum, MLA register no. 1631 and is, we believe, probably the longest, narrowest museum in the country.

Locally, over the last 43 years, Beds County Council, South Beds District Council, and Leighton-Linslade Town Council, have been fully supportive of the Society and its work. This has included regular provision of modest grants, but in 1988 they came together in a four-way lease finance operation to enable the Society to buy brand new rail for the entire length of the line. The installation was undertaken by Society volunteers.

As one of the Top Ten tourist attractions in Bedfordshire the Society has enjoyed the support of the East of England Tourist Board.

The Railway was integral to the growth of the local sand industry; it was constructed using materials surplus to requirements from the War Department, and used locomotives built in Bedford - the County Town. Socially, it formed the focus of burgeoning employment opportunities as extraction from the sand pits increased to meet the demands of a growing economy. From 1919 until a few years before the final sand train ran in March 1982, this railway provided the principal means of moving sand from the various working pits to both the mainline railway and to the canal wharves in Leighton Buzzard. In addition, sand-based industries, such as sand-lime bricks and concrete roof tile manufacturing, grew up alongside the railway, which provided the transport supply route for the dominant raw material.

Ninety years on, the recorded memories, recollections and pictorial evidence collected by our members over the last 43 years both supplement and complement the work of local history Societies; schools' history programmes, U3A groups and local government archives. The Railway's archives contain many oral history records, of which ten feature in published form ("Dobbers" and "Loco Drivers in the Sand"). The archive includes all the press cuttings from the Leighton Buzzard Observer that relate to the Railway and to the First World War experiences of local residents, many of whom found employment in the sand industry after the end of World War 1. Over time, members have collected many pictures and photographs of all aspects of the railway, especially of steam locomotives, and it is their ambition to make these available to as wide an audience as possible through the Railway's and other websites.

We own several "Simplex" internal-combustion locomotives. These were built locally in Bedford and supplied to the railways of the Western Front. Their trade name reflected an optimistic belief that internal combustion was simple and quick compared to steam. In its sand-carrying days our railway was, we believe, the first in the world to abjure steam in favour of ex-WWI Simplexes. One of those running on our line is from the National Collection.

Nationally, the Association of Industrial Archaeology (AIA) recognises the transient nature of the extractive industries and the difficulty of both recording and conserving the active parts of these industries. Narrow gauge trains from many different industries allow the Society to provide and demonstrate hard evidence of their activity using prototypical locomotives and rolling stock from the Society collection.

The Society's museum accreditation allows artefacts from the National Collection and from other national museums to be safely entrusted to us. The National Railway Museum (NRM) recognised many years ago the

paucity of the narrow gauge artifacts in its collection. Consequently, in October 2010, its Director, Steve Davies MBE, wrote "The Leighton Buzzard Railway is a unique survivor and as an accredited museum is a valued heritage railway partner of the NRM. We are delighted to place items from the national collection in their care and hope you will whole-heartedly support their project to provide a fitting Gateway to the LBR museum."

Similarly, the Railway also has close partnership links with the RAF Museum (Hendon). This has resulted in LBR hosting a significant number of the RAF's narrow gauge artifacts - locos, rolling stock, and track components - from RAF Fauld (Staffordshire), RAF Chilmark (Wiltshire) and RAF Masirah (Sultanate of Oman).

Internationally, a recent Channel 4 series - John Sergeant's Tourist Trail - included the railway and it was stated, on screen, by a number of European visitors to the railway that the UK is the home to the largest number of working heritage railways in Europe; of which the prime example of narrow gauge railways in England is this one - at Leighton Buzzard.

Our first President, the late Mike Satow, was one of the most significant figures in rail preservation worldwide, being responsible inter alia for the construction of the replica "Locomotion No." and "Rocket" now at Beamish Museum (Tyne & Wear); and for the creation of the National Rail Museum of India, New Delhi. He acquired for us two Indian locomotives ("Rishra" and "Baldwin 778"). As far as we know these are the only working steam locomotives in the UK to have formerly worked in India.

We have used our Indian connections creatively. We have advertised ourselves in local ethnic-minority-oriented media. This is attracting increasing numbers of family visitors of Indian subcontinental heritage. Secondly, The Railway is twinned with Central Railways of India (about 1/2 million employees) to provide technical expertise in the operation of narrow gauge steam locomotives: e.g., to provide advice and technical consultancy for the installation and operation of two-pipe air braking on the CR's historic steam locomotives (Matheran section).

In 2001, the Railway entered into a twinning agreement with the 60cms gauge former World War 1 battlefield line at Froissy Cappy Dompierre, located between the Somme Canal and plateau in Northern France. Their railway was a part of the supply line to the guns. The Leighton Buzzard Railway was constructed using repatriated materials from the same conflict. Both railways, after 1919, became part of the economic recovery and development of their respective countries.

In 2011, this resulted in a visit to the Somme by the LBR's iconic Baldwin locomotive, No 778, (which was restored on budget and on time using a substantial contribution of HLF funding). No 778 was returning to its First World War theatre of operations and the event was enjoyed and supported by over five thousand people. The Froissy link makes it possible for students and others undertaking tours of the Somme battlefields to see a field railway and its equipment in situ, and understand one small part of the conflict better.

**2c How do you manage your heritage today?**

Visitor access to the Railway museum is currently through a station building. This building was acquired second-hand in about 1975 and has been diligently nurtured throughout the intervening period by Society volunteers.

However it was recognised in 1997 that the building had reached its end of life and the Society was encouraged by its landlord, who was entering into the world of property development, that as part of an application for a substantial number of houses to the south of our Page's Park station the planning application could include the replacement of the station building by a structure providing improved opportunities for community involvement and use, and heritage learning.

The Society supported the developer's application so was subsequently hugely disappointed at the developer's withdrawal from the replacement of the building. The developer's contribution was then limited to a S106 agreement to make financial contribution towards provision of community facilities.

The apparent lack of progress was caused by the developer's reluctance to provide the Society with the long-term lease tenure necessary to proceed with the development. This situation was finally resolved by the signing of a 125-year term lease, at peppercorn rent, on 9 March 2010.

Whilst the current building provides a station and shop area it has no facilities whatsoever for heritage learning by visitors or the Society, nor facilities for community use.

The proposed development seeks to replace the station building with a Museum Gateway worthy of the name and fully fit for its 21st century purpose as an educational and learning resource.

In managing our heritage we benefit from our active membership of, and advice from, our trade body the Heritage Rail Association; and advice from the Transport Trust.

**2d How do people get involved with and learn about your heritage now?**

Members and volunteers are active at the Railway on over 270 days of the year. Their involvement includes restoring and maintaining locomotives, both steam powered and internal combustion engines; restoring, maintaining and building passenger carrying and other rolling stock; restoring and maintaining the permanent way (the track), the trackside hedges and boundaries, the buildings and other infrastructure; and 'running' the Railway - marketing, taking bookings, keeping the public informed etc.

The members and volunteers provide all the expertise to run the Railway. They also provide education and training for new members and volunteers. This education and training is a modern day equivalent of the Mutual Improvement Classes (MICs) operated by staff of many of the old railway companies.

On about 76 days of the year the members and volunteers run passenger services over the whole length of the track and, for about 13 days at Christmas, run passenger services along half the track.

The Society currently has very limited ability to provide visitors with heritage learning facilities and recognises that this is a deficiency that must be thoroughly remedied if it is to build upon the progress made and that has identified the railway as one of the Top 10 tourism attractions in Bedfordshire.

To enhance the current visitor learning experience in its current passenger carrying season, the Society organises a number of special events designed to illustrate the extent of our collection and the manner in which it was used commercially. These displays are made on a railway that still follows its original alignment.

## Section Three - Your Project

### 3a What is your project? (up to 200 words)

To replace the building at Pages Park, which currently houses the Society's station and shop facilities and has reached its end-of-life, with a building that will serve as a gateway to the accredited museum and be fit for purpose in the 21st century, with learning and community facilities.

To conform with current Health and Safety at Work requirements, and to accommodate expected growth in visitor numbers, Platform 2 at Pages Park will be rebuilt with textured paving to assist visitors to the rest of the museum site with visual impairment, and with greater functional length and width.

The project is known as the 'Museum Gateway'.

### 3b What will your project do?

The Museum Gateway will provide an envelope for the essential activities of the Railway, an Accredited Railway Museum. It will allow the Society to continue and significantly enhance the educational and training work of the last 43 years of restoration and operation of this internationally significant industrial, narrow gauge railway. The Railway has played a significant part in the socio-economic life of Leighton Buzzard and the surrounding area and the Museum Gateway will enable the Society to extend its participation with the local schools, colleges and communities, and with visitors to the area.

The Museum Gateway will therefore include facilities for:

- delivering audio-visual lectures to staff, visitors, schools, colleges, and local community groups;
- access to its extensive document and picture archive through website terminal(s);
- schools' sessions focusing on the Museum and supporting current National and local curricula with local history; the sociological effect of the sand and associated industries on Leighton Buzzard's growth during the 19th, 20th and 21st centuries; the economic benefits of sand and associated industries, including transport by road, rail and canal; World War I on the Western Front.

Following the highly successful example of Mid-Hants Railway at its Alresford Goods Shed (funded by an HLF grant), and consistent with our S.106 grant, the Museum Gateway will provide community facilities for approximately 2,000 new dwellings that form the South Leighton Buzzard community, by the provision of activity/meeting rooms, toilet accommodation, kitchen and storage facilities, with associated parking. Currently, this growing community has no facilities that meet these needs.

Mutual Improvement Classes (MICs) and Mechanics Institutes (MI) are an established part of the UK's railway heritage and are used to train staff, in the Society's case these are all volunteers, for all positions in the Railway's operations. The Museum Gateway will provide much needed facilities for the development and delivery of the MIC programmes. These will benefit significantly from the use of up-to-date training materials and techniques and it is expected that it will be easier to recruit volunteers with the enhanced training that will be offered.

With its current facilities, the Railway struggles to deliver anything more than a minimal set of MICs and these are principally four training sessions per year for Assistant Guards and Guards. With the Museum Gateway, the Railway be able to offer eight or more training sessions for Guards, Duty Operation Managers and Radio Signallers. At least another eight sessions of training per year will be available for crew members of steam, diesel and other internal combustion locomotives, to cover all aspects of their operation, especially those of Health and Safety. Lack of training opportunities is the critical path preventing us from having more volunteers in the safety-critical grades, including guards and controllers, which our Safety Case deposited with the Office of Rail Regulation requires to be on duty on all operating days. More training should lead to more qualified volunteers.

Leighton Linlade Town Council has an active and developing policy to encourage cycling within the town for residents and the Museum Gateway will include increased cycle accommodation in support of the expected growth in use by the town's residents.

**3c How have you arrived at this project?**

When the current building was acquired in 1975 it was already second-, or possibly third-hand. In about 1997 it was clear that the building had reached its end-of-life. However with the uncertainty of security of tenure affecting some of the Railway's land, no significant replacement work could be undertaken. Therefore the Society has had no option but to use 'make do and mend' methods to prolong the building's life.

On 9 March 2010 the Society finally received the security of tenure it needed and at this point the Project was revitalized. A building was designed in outline and we are ready to go to a design-and-build contract. We have received the S.106 payment from the developers and are holding it in a designated fund for this project.

Without the Museum Gateway the facilities for education and training of visitors, schools and colleges, and volunteers, are severely restricted and have to be conducted on an almost 'ad hoc' basis. There are no installed facilities for use of audio or audio-visual aids and displays and therefore the ability to use engaging methods to deliver education and training to anyone is very limited.

The local community need for facilities has been identified by Leighton-Linslade Town Council in its 'Big Plan II'. This need has been endorsed by the local Planning Authority of Central Bedfordshire unitary authority. Communal needs have also been identified as a critical need in a community survey carried by the local churches in 2010.

Regional strategies call for the growth of employment in rural areas of Bedfordshire through the provision of enhanced tourist facilities that will attract visitors. Leighton-Linslade Town Council's 'Big Plan II' identifies the Railway as its 'top tourist attraction'. The Railway is 'home' to significant items belonging to the National Railway Museum (York) which regard the Railway as a 'valued heritage railway partner' and encourages the Railway to display, use and explain the history of these artifacts.

Once the current building collapses the lack of a replacement will have a significant adverse impact on these regional, local and national ambitions.

To the best of the Society's knowledge, there are no actual or potential objectors to the Museum Gateway. This is borne out by the fact that during the planning application for the Project, no objections were received. The application was recommended for approval by the Planning Officers and was unanimously approved by the Planning Committee.

Currently, a Society working party has been formed and has developed the necessary plans, elevations to allow the Museum Gateway to receive local authority Planning Consent. The working party has also prepared a detailed set of costings for the Project and has carried out an analysis of building contractors who can be approached for detail contract costings - once funding is in place.

A further Society working party has submitted a Pre-Application to HLF, and has held discussions with HLF staff. Fund raising from Society members and the general public was launched on 30 October 2010 and is proceeding. As at 1 September 2011 donations, net of costs of bringing this application to you, amount to £10,600.

If this application to HLF is unsuccessful, and our present building is declared unfit and potentially unsafe, the Society will have to install rented, temporary accommodation, which will be located in the car park. This would reduce available accommodation space and car park space by approximately forty percent. A building of this type, whilst more appealing than the current, dilapidated structure, will lack the kerb appeal of the planned Museum Gateway. The reduction of space will also curtail the learning and educational experiences the Railway will be able to offer by as much as eighty percent. There would be a similar reduction in the community facilities that would be available.

## Section Four - Project Outcomes

### 4a What difference will your project make to your heritage?

There are four developmental strands for visitors, the local community and the volunteers who help to run the Railway. These are: initial awareness, interest and understanding, enthusiasm and support, and education and training.

'Initial awareness' involves a development of knowledge of the geology of the immediate area, the local sand industry, its place in the socio-economic development within the local community, the importance of these elements during and since World War 1 (WW1), and the contribution made by the Railway to this development.

'Interest and understanding' are developed through a more detailed awareness of the geology of the immediate area, the historical context in which the Railway developed, especially following (WW1), and was the context in which it worked during its commercial life and the activities of the Society in preserving this key part of the industrial heritage of the UK.

The link between local geology and the WWI storylines is that the exploitation of local sand beds was driven by the increased need for foundry sand and the unavailability of its former source in Belgium in 1916. Hence the construction of a light railway because road vehicles carrying very heavy loads of sand were breaking up the roads.

'Enthusiasm and support' within the local and wider community is important, both in immediate support of the activities of the Society but also, and as importantly, to ensure that the Museum Gateway building becomes an integral component in the social life of the immediate community as a place to be used as a venue for a wide range of community activities.

By 'developing enthusiasm' the Society expects that members of the local community and those further afield will want to find out more about the sand industry and the place of railways, particularly narrow gauge and industrial types, during WW1 and in the commercial development of the UK. Education in its widest sense is therefore an important part of the Museum Gateway project. Formal training of all those who work as members of the Society is essential to ensure that they have the skills to operate the railway in a safe and efficient manner and that knowledge and skills of the maintenance, preservation and operation of railway artefacts, which constitute the Railway's heritage, are passed on to future generations.

In the Activity Plan to be prepared for Stage 2, we will develop our proposals for each of the four strands.

A new Museum Gateway building will clearly help us to enhance the visitors' museum experience.

Training is essential to ensure that the skills that are necessary to operate, maintain and repair steam and internal combustion powered locomotives, many of which have significant historical value, can be passed on to future generations.

The National Curriculum requirements for history at Key Stage 2 (ages 8-11) include: "A study investigating how an aspect in the local area has changed over a long period of time, or how the locality was affected by a significant national or local event or development or by the work of a significant individual."

Key Stage 3 (ages 11-14) includes: "A study of some of the significant individuals, events and developments from across the twentieth century, including the two World Wars, the Holocaust the Cold War, and their impact on Britain, Europe and the wider world."

Stage 2 of the Railway's application will include an Activity Plan and an Interpretation Plan for activities that will fully address these aspects of the National Curriculum.

**4b What difference will your project make for people?**

Currently, due to a lack of space, the existing building at Pages Park presents limited opportunities for us to inform, educate and enthuse our visitors, our members, and members of the local community about the Railway and the reasons for its existence. The Railway does have limited display facilities at the Stonehenge Works Station, at the other end of the line, but there is very little to inform visitors before they begin their journey. For security reasons, we cannot open Pages Park to the public on non-operating days. Some visitors think that the Railway was built simply as a tourist attraction and do not appreciate its industrial heritage. A new building with a purpose-made display area which includes audio-visual presentations, two and three dimensional displays, and actual artefacts from the working days of the museum, will all help to explain to visitors and members of the local community the history and operation of the Railway.

Having a new building will enable us to expand our existing displays by a factor of approximately 200% and will allow far more effective displays. With rooms that can be used by community groups, it will provide opportunities for people who may not otherwise visit the Railway to see what it is all about. Currently we have very little formal outreach activities to the local community and in consequence, local residents, especially those new to the area have little or no understanding of why the railway exists, or its history, or how it operates. Housing in the immediate area has been constructed on the site of one of the first sand quarries in the area and many of the residents are new to the area. A meeting place near to this recent development which includes information about the local area, its history and its industries will help new residents to appreciate and understand something of the local heritage, and will increase by 95% our outreach activities in the local community.

Currently the training of those who help to run the railway is very much on an ad hoc basis. Some theoretical training takes place within the limited facilities of the existing building but this is limited to talk and discussion.

A new building will allow the Railway to provide volunteers with education and training that is of significantly better quality as the number of MICs will be increased by 100%, they will make use of a wider range of teaching and learning activities, which will lead to much more effective learning. It will be possible to develop and deliver MICs for a wider range of roles and subjects as it will also allow us to provide classroom-based teaching and learning for the practical tasks involved in the operation, repair and maintenance of the railway and its infrastructure. Classroom-based learning can then be developed through the essential practical element of such work.

Many of our existing volunteers are highly skilled crafts people with extensive experience of steam locomotive operation and maintenance and we also have people with a wide range of practical skills in engineering, woodworking and many other domains essential to running a railway. In some cases these are all skills held by fewer and fewer people in the area, and the skills need to be passed on to future generations in order to ensure that all sites with a heritage interest, and not just our own, have people who have the skills to maintain them for the enjoyment and education of future generations.

There is much work-related research to show that provision of good education and training experiences are important for motivating and attracting providing people to those working environment. With the facilities of the Museum Gateway the Railway expects that it will be able to attract more members and more volunteers. Attracting more volunteers is an activity that is currently (September 2011) exercising the Executive Committee and is seen as key to the on-going success of the Railway.

The number of days when there is public access to the learning facilities will be increased by twenty five percent and we plan, via our expanded MIC programme, to increase the passenger-carrying days by five percent per year, year on year, for five years.

Building a new community is not always an easy task especially when many of the residents of that community work outside the immediate area. The presence of meeting rooms near to their homes will give an opportunity for the new community to become more cohesive and will help to develop a community spirit. In turn this will allow the Railway and the Society to strengthen links with the local community and work in partnership with them to mutual benefit.

A new building with improvements in aspects such as car parking and landscaping around the vicinity will do much to improve the appearance of the Railway to our visitors. The immediate environment will therefore be much improved. Although the Railway has done much to ensure that visitors with disabilities are able to

access the Railway, including the provision of carriages to allow wheel chair access, parking for visitors who have disabilities is limited and at busy times is often full. The new building will allow us to have improved facilities for those with disabilities, including better toilet provision.

During 2011 the Railway has had a number of passenger carrying days when it has also offered 'Driver for a Fiver' experiences. Visitors, and members, are offered the opportunity to ride on a steam locomotive and to drive it, under the supervision of a qualified driver. With the rebuild of Platform 2 that forms part of the Project, there will be more opportunities to offer this and other experiences, which will broaden the educational appeal of the Railway to members and visitors. Current research suggests this is the nearest driving experience centre for people in Greater London. In consequence we would expect to provide these experiences on up to ten days each year.

The Railway is already well known both nationally and internationally and has well established links with other narrow gauge railways in Europe and beyond. A new building will allow us to improve the welcome that we give to all visitors and has the potential to increase the numbers of visitors that we have each year, thereby having a positive economic effect on local businesses. It is expected that with the improved learning experience the Railway can provide that visitors will stay longer, learn more about all aspects of the Railway and have an altogether more fulfilling experience.

**4c What are the main groups of people who will benefit from your project?**

The Museum Gateway Project will benefit all of those who have any connection with the Railway – our visitors, local schools, local residents, the local business community, and our volunteers. The new building will allow us to make available to visitors the wealth of historical and educational materials mentioned in Section 2b as part of a display that will be regularly changed in order to display as much of the material as possible.

The 27 passenger carrying services currently operated on Wednesdays in June and July are targeted at school parties. The current provision for local schools is limited since there is no space to explain to school parties what the Railway is about, nor its history, nor its original and current purposes. The provision of displays and spaces that can be used for explaining to school parties these aspects of the Railway is a key part of the project.

The Railway currently has education packs for teachers to use in preparation for a visit. The Museum Gateway, with its learning facilities and accommodation, will be made available to local schools during their visits and for their own use, as and when required. As a key element of the Museum Gateway Project, the Activity Plan to be prepared for Stage 2 will include proposals for the development of these resources. The Activity Plan will also include proposals to widen the appeal of school visits to include secondary and tertiary establishments. The Activity Plan for Stage 2 will include estimates of the anticipated growth in school visits. The historical materials in the possession of Society members and the Society itself as mentioned in Section 2a will be used to assist in the development of resource materials for educational visits.

The Railway currently operates passenger carrying services, mainly on Sundays between March and October, with more frequent operation on Bank Holiday Weekends, half-term weeks and during the school holiday period in August. We also have a highly successful service over the Christmas and New Year period. In 2010 we had a total of 17,000 visitors on 79 operating days running 89 trains. We anticipate that following the completion of the new building our visitors would increase by 10% per annum to a maximum of 23,500 without increasing the number of passenger carrying days or the number of trains run each year. As the Railway flourishes in this way it is expected, based on experience at other railways and museums, that it will be able to attract more volunteers and thus be able to increase the number of days passenger carrying services operate and increase the number of days in which more than one train is in service.

The Railway already welcomes party and group bookings from, for example, families celebrating birthdays and anniversaries, as well as from U3A, PROBUS, Round Table and other groups. If the party or group is small enough (10 people maximum) a Railway member can give a short introduction to the Railway and its history, but there are no facilities to provide this to larger groups. The Museum Gateway will enable us to offer all parties and groups an introduction, transforming the visit from a 'train trip' into a 'museum visit' with an enjoyable, as well as worthwhile, learning content. The Activity Plan will include our proposals to widen the appeal of party and group visits, by including such an introduction. It is expected that by providing an introduction and more museum displays, the dwell time for visitors will rise from the current 90 minutes - ten minutes on arrival buying tickets and preparing, twenty five minutes for the outbound journey, twenty minutes at Stonehenge Works station, twenty five minutes return journey and ten minutes before departure - to not less than two hours.

With the improved facilities for the education and training of members and volunteers, and an increase in the diversity of roles to be filled, the Society expects to be able to attract more members and volunteers, from a more diverse population (in this context 'diverse' includes both background and geography) to the Railway and that their contribution of time will increase both individually and collectively.

We also see the project as being of benefit to the national railway heritage and preservation movement. The Museum Gateway building will enable the Railway to offer other railway heritage groups the use of its educational materials and facilities, where such groups can meet for education and training about all aspects of narrow gauge railway history and operation, with specific reference to the Leighton Buzzard Narrow Gauge Railway.

**4d How will you maintain the benefits of your project in the long term?**

The heritage activities of the Railway have been managed for the last 43 years by the Society's volunteer management committee, which draws on other volunteers for the organisation and management of special events and special projects. This method of managing the Railway is expected to continue for the foreseeable future. The existing management structure is able to support the current and planned future activities by use of rigorous annual budgeting and prudent expenditure control. The existing level of income allows the Railway to maintain its present facilities and we anticipate that future income from the enhanced visitor numbers will continue to allow this to happen. Funding for the project will provide a long-term facility that will have a continuing effect over many years. The learning experiences that the Museum Gateway will support will also be a long term provision.

Since the Society is run entirely by volunteers, there will not be any paid jobs created and the existing management structure of the Society is believed to be sufficient to maintain the way in which it functions. What will change significantly is the public face of the Society and the services that we are able to offer to visitors, the local and wider communities and our volunteers. Our visitors will be greeted on arrival at the Railway by a far more attractive building than exists at present and by one that is able to provide an appropriate level of services to visitors, with sufficient space to have displays about the history and working of the Railway.

The local community will be served more effectively by the provision of meeting and activity spaces that can be used for a range of community functions. This will include the facility already provided as a Polling Station for local and national government elections and referenda.

The Society already has a commitment to maintain and operate the Railway for the foreseeable future, just as it has done for many years. There have always been aspirations to extend the railway further into the countryside along what were existing routes and to extend the displays and special events that we offer. The new building will allow us to move forward into the future with the benefit of a sound building as the hub of our operations.

The use of the building by the local community will allow us to develop a partnership with residents of the recently established new community in South Leighton Buzzard and will provide a much needed resource for this community, which has not been provided either by the developers or the various local councils. We will therefore be meeting a key need for our neighbours.

Repairs costs for the Museum Gateway will be met from normal cash flow and the Railway's balance sheet can absorb the depreciation costs. Financial projections to demonstrate this capability will be provided.

**4e How will your project affect the environment?**

The new building can only have a positive effect on the environment. The existing building is shabby and in spite of efforts to maintain it in an acceptable condition, is rapidly becoming dilapidated. The new building will be bright and welcoming and will merge well with the immediate area. It has been designed to be typical of buildings constructed for light railway use and is therefore appropriate to the Railway environment.

The new building will enhance the Railway's contribution to environment sustainability by the provision and incorporation of rain water harvesting, solar photovoltaic cells, sun tubes for lighting, a ground water heat pump and enhanced thermal insulation - all designed to substantially minimise the building's carbon footprint.

The submission for Stage 2 of the Application will include costed details of environmental aspects of the Project and will also, where applicable, include estimates of the expected payback periods. In outline these features will protect the environment as follows.

**Rainwater Harvesting**

The new building will incorporate a Rainman™ Smartfit or similar rainwater harvesting system. Such a system is supplied collects rainwater from the building's gutters and passes it through a self-cleaning filter. The cleaned water is fed into the bottom of a collecting tank, thereby ensuring a further, natural, biological cleaning process occurs in the tank. On demand, the in-tank submersible pump delivers the clean rainwater to toilets and other uses that do not require potable water. In times of insufficient rainfall the tank is supplied from the public mains.

### Solar Photovoltaic (PV) Cell Panels

The south-facing aspects of the roof will be investigated for suitability for installation of up to 14 PV panels, which would generate 5Kwh during daylight hours. However, information given to the Railway by Peter Flower Design states "PV panels would never pay for themselves if the government hadn't loaded the feed in tariff. Electricity costs around 12p/Kwh to buy and around 43.3p/Kwh to sell. There are many different sized panels and there are a range of prices but a sort of domestic 2Kw array would cost around £10-12K and would take around 10-12 years to pay for itself. The bigger the array the more cost effective the system becomes for example a 4Kw array costs around £15-17K but generates twice the revenue. 2Kw = roughly 16sq.m depending on the shape and size of the tiles. As a guide, a 2Kw panel would provide roughly 50% of a normal house's electricity."

### Sun Tubes

These do not replace lighting in the Railway's plans as they are intended to give light as would windows. This is because the areas concerned will not have windows in a design decision to prevent illegal access and vandalism. Obviously sun tubes only give light during daylight hours as would windows, but could be considered to assist with the reduction of energy consumption in those areas by 20% to 25% during those hours.

### Ground Source Heat Pump

Heat for the building will be provided by a Ground Source Heat Pump. A note from Peter Flower Design states "Ground source heat pumps are incredibly efficient (around 400 to 500%) so for every 1Kw of electricity you put in, you get 4 to 5Kw of electricity out."

### Enhanced Thermal Insulation.

It is proposed that the structure be engineered timber. The external walls will be factory fitted with TF200 breather membrane and Xtratherm Thin-R XT/TF 125mm rigid insulation fitted between the studs and 40mm thick insulation fitted to the inside face of studs to achieve a u-value of 0.16W/m<sup>2</sup>K with timber cladding. 300mm insulation will be provided in the roof space. One third of heat loss is due to infiltration of drafts; windows and door openings will, therefore, have draft exclusion.

## Section Five - Project Development and Delivery

### 5a Who are the main people responsible for developing and delivering your project?

The Railway has assembled and is developing a suitably skilled supporting project team.

Covering the building aspects of the project there is a subcommittee consisting of a retired chartered building surveyor, who is chairman of this subcommittee, an experienced and qualified project manager and a chartered quantity surveyor. This subcommittee expects to be in charge of all building aspects of the project but is reporting to and advising the Executive Committee. The subcommittee already meets on a regular basis and it is expected this will continue with greater frequency, say every month, whilst construction work is in progress. These meetings will be complementary to the likely daily contact between the project manager and the contractor.

The Society has appointed Kirkby and Diamond, chartered surveyors of Meridan House, 57 North Twelfth Street, Central Milton Keynes to give initial cost advice and then to act as the Employers Agent for a 'design and build' contract. They will be paid professional fees for their work.

The Society has appointed Rosser Morris, chartered building surveyors of Leighton Buzzard, to discharge planning conditions and this will include preparing the necessary drawings to obtain building regulation approval and also to allow invitation to builders to tender for the work. The cost of their work is currently £5,455.00 and the scope of their work is fully detailed in a report to the EC dated 9th October 2009.

The learning content of the project will be developed and delivered by a subcommittee that is in the process of being recruited and tasked by the Executive Committee. Like the building subcommittee, the learning subcommittee will report to and advise the EC. Initial membership is a recently retired, experienced, technology teacher who has worked as an adviser in the education department of a local authority and as an OFSTED inspector. He also has extensive experience of writing educational material and text books. The Society has other members with experience of developing and delivering learning experiences and intends to recruit them to this subcommittee.

The Society has retained the consulting services of Prof Iain McLean, Appeals Director, Welshpool & Llanfair Light Railway, noted for his knowledge and experience of preparing successful applications for HLF funding.

The Society has appointed a volunteer member, Mrs Caroline Gell, as the Project Diarist.

### 5b Describe in detail the development work needed for your project.

As described in 5a above, the Society has appointed professional companies to complete the fully detailed aspects of the building element of the project. This will include preparation of Employers Requirements by Kirkby and Diamond, and design drawings by Rosser Morris.

If awarded a Stage 1 pass, the Railway will commission Dr Iain McLean to prepare an Activity Plan for Stage 2. An Interpretation Plan will be produced in-house, led by and using the skills of our ex-OFSTED volunteer Terry Bendall.

### 5c What are the risks to developing and delivering your project and how will you manage those risks?

Risk	How likely is the event?	How Serious would the effect be?	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
HLF funding application fails	Low	Medium	Significant delay while other sources of funding are pursued	Present the best possible application	Executive Committee
Inability to recruit members to the Learning Subcommittee	Low	Medium	Severely weakens the support for the Museum Gateway application and extends the project time scale	In extremis, the Society would employ professional help, but this would be conditional on financial support becoming available	Executive Committee

Risk	How likely is the event?	How Serious would the effect be?	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Cost overrun	Low	Low	Shortage of funds	By use of design and build approach, by timing of payments to contractors and by further fund raising	Executive Committee
Builder's bankruptcy	Low	Medium	Delay in project completion, possible additional cost	By use of design and build approach, by timing of payments to contractors and by further fund raising	Executive Committee

#### 5d Provide a timetable for the development and delivery of your project.

A detailed .xls project plan is available, but the activities in it are as follows. All activities are consecutive and contiguous.

Activity	Duration - weeks
Appoint Planning Coordinator	0
Undertake asbestos survey	2+2
Prepare pre-tender H&S Plan	2
Appoint Design Team	0
Design to Bldg Reg stage	4
Client approval/comment	1
Any drawing revisions	2
Pre-tender cost estimate	2
Client approval/comment	1
Stage 1 tender/QS paperwork	2
Client approval/comment	1
Advertise for contractors	5
Contractor selection [say 4]	1
Stage 1 tender period	3
QS tender analysis	1
Client approval/comment	1
Prepare full Spec Works/drawings	6
Building Regs submission	2 +
Stage 2 tender [1 contractor]	5
QS tender analysis	1
Client approval/comment	1
Vacate current station building	2
Install temporary offices	4
Order to contractor	
Contract documents	4
Start on site	
Construction phase H&S Plan	}
Contractor on site	} 36
Mobilisation	}
Demolition	}
construction work	}
Handover documentation	}
Commission systems	}
Client instruction	}
Practical Completion	}
Snagging/outstanding works	2
Maintenance period	52
Client's fit out	6
Remove temporary works	2

**Section Six - Project Costs****6a First Round Development Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Managing the project					
Professional Fees	Rosser Morris & Kirkby Diamond, designers and cost consultants	£15,796			£15,796
Staff costs					
Recruitment					
Other	Dr Iain McLean	£2,200			£2,200
Non-cash contributions					
Volunteer time		£70,000			£70,000
Cost Totals		£87,996			£87,996

**6b First Round Development Volunteer Contributions**

Description	Days	Cost	Estimated value
Building subcommittee	100	£350	£35,000
Learning subcommittee	50	£350	£17,500
EC subcommittee collecting information	50	£350	£17,500
Total Volunteer	200		£70,000

**6c First Round Income**

Income	Description	Secured	Amount
Cash			
Non-cash contributions			
Volunteer time			£70,000
HLF grant requested			£17,900
Total Income			£87,900

**6d Summary First Round Costs**

<b>Total development costs</b>	£87,996
<b>Total development income</b>	£87,900
<b>HLF development grant requested</b>	£17,900
<b>HLF development grant percentage</b>	20

**Second Round Delivery Costs****6e Further Development Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Managing the project					
Professional Fees	production of Activity and Interpretation Plans	£5,000			£5,000
Staff costs					

Costheading	Description	Cost	Vat	Contingency	Total Cost
Recruitment					
Other					
Cost Totals		£5,000			£5,000

**6f Capital Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Purchase price of items or property					
Repair & conservation work					
New building work	Museum Gateway building	£511,010			£511,010
Other Physical Work	Platform 2 rebuild, parking and forecourt works	£74,790			£74,790
Equipment & materials	Radio, video, furniture, shop fittings, poster boards, display, fire fighting, advertising	£28,550			£28,550
Other					
Professional fees relating to the above	Cost consultants	£13,500			£13,500
Cost Totals		£627,850			£627,850

**6g Activity Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Staff costs					
Training for staff					
Training for volunteers					
Travel for staff					
Travel for volunteers					
Expenses for volunteers					
Equipment & materials					
Production of printed materials					
Other	Relocations prior to and during building works	£6,000			£6,000
Professional fees relating to the above					
Cost Totals		£6,000			£6,000

**6h Other Project Costs**

Costheading	Description	Cost	Vat	Contingency	Total Cost
Managing the project					
Recruitment					
Publicity and promotion					
Evaluation					
Overheads					
Inflation					
Non-cash contributions					
Volunteer time					

Costheading	Description	Cost	Vat	Contingency	Total Cost
Cost Totals					

### 6i Second Round Delivery Volunteer Contributions

Description	Days	Cost	Estimated value

### 6j Second Round Income

Income	Description	Secured	Amount
Cash	Donations	No	£22,000
Cash	S 106 Agreement	Yes	£100,000
Non-cash contributions			
Volunteer time			
HLF grant requested			£516,800
Total Income			£638,800

### 6k Summary Second Round Costs

Total delivery costs	£638,850
Total delivery income	£638,800
HLF delivery grant requested	£516,800
HLF delivery grant percentage	80

### 6l If the cash and contributions from other sources have not yet been confirmed, when do you expect them to be confirmed?

Delays in co-funding will be covered by short term, interest free, loans from members.

### 6m How have you worked out the share of your organisation's overheads that relate to your project (if this applies)?

None applied for. This project will not increase the business rates charged to the Railway because, as a charity, the Society has a statutory 80 percent exemption plus a discretionary 20% local authority exemption - both of which are currently applicable and the latter we expect to be continued for the foreseeable future.

As there are no paid members of staff there will be no extra paid staff overhead.

There is no irrecoverable VAT in this application. Some items (especially the new building) are zero-rated. VAT on standard-rated items can be reclaimed. As transport is zero-rated, we do not collect sufficient output VAT to offset reclaimable input VAT, and therefore we reclaim it from HMRC from time to time.

## Section Seven - After the Project Ends

### 7a How will you make sure your project is financially secure in the long term, including meeting maintenance costs?

As part of the Society's prudent financial management, all the assets are fully covered by insurance policies, which are annually reviewed and revalued. This cover is held in respect of building, fire, theft and public liability risks.

The Museum Gateway will be added to the list of insured assets to cover all risks, at its full replacement cost.

Annual budgets already include appropriate sums for the upkeep, maintenance and contingencies of the existing structures. This practice will be continued to cover the Museum Gateway when it replaces the existing structures.

### 7b What are the main risks facing the project after it has been completed and how will you manage those risks?

Risk	How likely is the event?	How Serious would the effect be?	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Reducing visitor numbers	Low	Medium	Reduced revenue/income	Reassess and refocus current marketing strategies and advertising channels	Marketing Manager and team
Slow uptake of learning facilities - external	Low	Low	Delay in delivering education and training programmes	Strengthen contact with local teaching professions and academics to update their understanding of the learning facilities available	Education Sub-committee
Slow uptake of learning facilities - internal	Low	Low	Delay in delivering MIC education and training programmes	Contact Heads of Departments to increase understanding of facilities available	Education Sub-committee
Slow uptake of use of facilities by local community groups	Low	Low	Local groups unaware of available facilities	Develop, improve and sustain contact with local 'Volunteer and Community Action Group', Town Council and Councillors	Marketing Manager and team
Severe vandalism and or arson attack	Low	High	Disruption to; Society in its operation of passenger services and therefore its main revenue stream; provision of learning facilities, both external and internal; provision of facilities to local community groups.	All structures will be protected with fire and intruder alarms. Full replacement value insurance cover for both buildings and contents and for 24-month business interruption cover.	Executive Committee
Damage from other insured events (fire, storm, etc.)	Low	High	Disruption to; Society in its operation of passenger services and therefore its main revenue stream; provision of learning facilities, both external and internal; provision of facilities to local community groups.	Maintain insurance policies as described above.	Executive Committee

**7c How will you evaluate the success of the aims of your project (as set out in section three)?**

The Museum Gateway Project will be evaluated using the following criteria:

- use of the facilities by external organisations (schools, colleges, etc.) for learning purposes increased by 4%;
- use of the facilities by internal organisations to establish and deliver MIC education and training increased by 10% ;
- use of the facilities by local community groups for their meetings, events and activities increased by 5%;
- numbers of members increased by 15%;
- numbers of members becoming actively involved in operating and other duties increased by 10%;
- visitor numbers increased by 15%, driven by the substantial improvement in the quality, range and appeal of the facilities provided.

## Additional Information

### Information about your organisation

**This part of the form aims to collect the information we need to report on funding. We will not use this information to assess your application.**

**If your organisation will specifically benefit a particular group or groups of people, tell us which groups by ticking all relevant boxes below.**

**If your organisation represents a wide range of people and does not specifically represent any particular group, tick this box only.**

✓

## Declaration

### Freedom of Information

We have a duty to keep to the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing sections 2 to 4 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 2 to 4 of the form that you don't want made 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 to 4 to the public if asked. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000, Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 in Scotland. In those cases, we will always consult you first.

## Terms of Grant

**You must read the standard terms of grant that apply to all our grant awards in this grant programme. These can be read on our website. By signing the declaration below, you are confirming, on behalf of the organisation that you represent, that you accept these terms, unless we choose to draft a contract which is specific for your project.**

**If more than one organisation is applying to us for a grant, the same declaration must be signed by somebody on behalf of each organisation. By signing the declaration, each organisation accepts responsibility if the other fails to keep the terms of the grant.**

## Declaration

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

**I have read, understand and accept the notes (including the standard terms 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 and organisations.**

**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 terms, and the power to pay back the grant if the terms are not being met.**

**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 organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.**

**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 and the Freedom of Information (Scotland) Act 2002 in Scotland. I understand that you will treat this information in line with the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland, 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 (this does not include any supporting documents). I understand that you will take account of any objection we 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, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland (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 agree that any personal data supplied on this form (or otherwise) by my organisation will be used in accordance with the Data Protection Act 1998, and the Data Protection statement in the Introduction and Help Notes.**

**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 keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter. The only exception to this will be if you decide to draft a contract specifically adapted for our project, in which case you will tell us about this in the grant notification letter. We (Heritage Lottery Fund) will take your signature (or signatures) on this form as confirmation that you: Have understood we have legal responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland.**

**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 from 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. If your project involves work to a building, piece of land or heritage item, the owner must also sign this Declaration if they are not the lead partner.**

**Signature:** .....

**Name (please print):** .....

**Job Title:** .....

**Name of Organisation:** .....

**Date:** .....

## Supporting Documents

### Documents you must send with your application

If you will be sending documents to us as a hard copy, send them with your signed declaration and number them as numbered below.

Please tell us using the drop downs how you will send the supporting documents.

**1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include: a) The name and aims of your organisation. b) A statement which prevents your organisation from distributing income or property to its members during its lifetime. c) A statement which confirms that if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members. d) The date when the constitution was adopted.e) The signature of your chairperson (or other suitable person).If you have sent a copy of your constitution with a previous grant application (not before April 2008) and no changes have been made to it, you do not need to send it again.**

Hard copy

**2. For joint applications - a copy of your partnership agreement signed by everyone involved which sets out how the project will be managed.**

Does not apply

**3. A copy of your organisation's accounts for the last financial year**

Hard copy

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

Hard copy

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

Hard copy

**6. A signed original copy of the declaration**

Hard copy

**7. Detailed timetable for the development phase to the second round application**

Electronic

**8. Briefs for development work**

Electronic

**9. Job descriptions for new posts to be filled during the development phase**

Does not apply

**10. For complicated capital works projects and for all capital works projects with a grant request in excess of £1 million, a conservation statement (see Conservation management planning)**

Does not apply