



Notes on completion

Summary

Name of your organisation

The Church of St Mary the Virgin, Twickenham

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

Facilitating access to Twickenham's heritage through the more accessible use of St Mary's Church

Reference number

HG-15-00032

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

St Mary's Church, Twickenham is a Grade II* listed building. The church owns a significant collection of archives, has over 80 fascinating memorials and ledgerstones and is located in an area of rich heritage. The church is a vibrant and thriving community but it is currently underused due to a number of building constraints. The archives deserve to be better known and are in need of conservation. The project vision is to give the beautiful building a stronger focus for both Christian worship and community use by making the wonderful space more flexible and welcoming. Both the church family and the local community will benefit; worship will be enhanced and the historic building will be well used throughout the week. The church's and local community's rich heritage will be made more accessible and opportunities will be created for learning about, and being actively involved in informing others about, this heritage.

Have you received any advice from us before making your application?

Yes

Please tell us who you received advice from.

Anne Dodwell

Is this your first application to the Heritage Lottery Fund?

Yes

Section one: Your organisation

1a Address of your organisation:

Address line 1 St. Marys Church Hall
Address line 2 Church Street
Address line 3
Town / city TWICKENHAM
County
Postcode TW1 3NJ

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

Yes

Local Authority within which the project will take place

Richmond upon Thames

Constituency within which the project will take place

Twickenham

1c Details of main contact person

Name

Charlotte West

Position

Parochial Church Council Secretary

Is the address of the main contact person the same as the address in 1a?

Yes

Daytime phone number, including area code

02088910461

Alternative phone number

Email address

the-wests@btconnect.com

1d Describe your organisation's main purpose and regular activities

The Church of St Mary's is in the Diocese of London and is a vibrant and thriving church community set at the heart of Twickenham on the banks of the Thames. As a church, St Mary's seeks to meet the needs of all those who live or work in the local community. It particularly attracts and supports young families as well as being a spiritual home and point of reference for those who have been living or working in Twickenham for many years. There are 362 individuals on the church's electoral roll, with an average of 160 people attending services on a normal Sunday and 40 regular volunteers. The congregation comprises a mix of ages, with about a third being young families. The electoral roll is 38% men and 62% women. Most are white British.

The church holds 3 or 4 services each Sunday at 8.00am, 9.30am, 11.30am and 6pm as well as daily services on weekdays. Services including active participation by children and young people and services for pre-school children and their parents/carers are held regularly. Additional services are held on significant days in the Christian calendar. The church hosts a number of weddings, baptisms and funerals during the year. In 2014 there were 24 baptisms, 3 weddings (fewer than usual due to phase 1 works to the chancel), 9 funerals and 6 burials of ashes.

Other current regular users include: Little Heaven – a service for children with special needs; Messy Church – after school craft activities for children from the wider area; Richmond Concert Society; Twickenham Choral Society; Marble Hill Singers; St Mary's School; and Newland House School. Occasional users include Off the Record – a young people's counselling charity - and musicians giving recitals.

The church has many strong community links. These include with the local Council, the annual Civic Service usually takes place at St Mary's, giving thanks for and praying for the new Mayor. As a member of the Twickenham Town Business Association St Mary's takes part in the annual Twickenham Festival in June, the lighting of the Christmas lights and has held annual Carol Services for members of the local business community and, together with local funeral directors, a service for those whose loved ones have recently died. Both the Scouts and Guides are involved with St Mary's Church, taking part in some of the services. The church is currently open to visitors as a place of prayer most weekday mornings when someone is in the Parish Office. During the summer months the church is open and manned by volunteers for two hours on a Sunday afternoon. Visitor numbers are approximately 200 over the course of the year. These visitors tend to be both local people walking through Twickenham and national and international visitors as well as people who come to visit because they have some family connection with the church and/or its memorials.

1e The legal status of your organisation

Please select one of the following:

Organisation not in the public sector

Please select one of the following:

Faith based or church organisation

Describe the size and staff structure of your organisation

The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Twickenham (PCC) has 26 members, including the incumbent, assistant priest, elected, co-opted and ex officio members. The PCC has the responsibility of co-operating with the incumbent in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. The PCC also has responsibility for all parish finances and its management and control.

The PCC has ten subgroups: Buildings; Children & Young People; Communications; Ecumenical Relations; Eco; Finance & Stewardship; Music; Reordering Steering Group; Social and Standing Committee. In total 40 people participate in these groups, of whom 19 are not on the PCC. A copy of the structure chart for managing the reordering project is provided as supplementary information.

In addition to the subgroups the work of the PCC is supported by: The Visiting Team (to manage visiting and home communion); The Choir; The Cleaning Group; Flower Arrangers; Bell Ringers; St Mary's Group; Mothers' Union and ad-hoc committees and working parties formed from time to time for specific short-term purposes.

The work of the church is supported by about 40 regular volunteers.

If applicable, how many board members does your organisation have?

26

How much did your organisation spend last financial year?

329143

What level of unrestricted funds is there in your organisation's reserves?

105623

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

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

1133089

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

1f Will your project be delivered by a partnership?

No

1g Are you VAT registered?

No

Section two: The heritage

In this section tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses upon?

The Church of St Mary the Virgin, Twickenham is a Grade II* listed building, in the Twickenham Conservation Area. It is set in the historic heart of Twickenham on the banks of the River Thames and stands at the head of the main street in Twickenham, next to the Civic Buildings of the London Borough of Richmond upon Thames.

A Charter of 704 acknowledges the existence of Twickenham as a settlement and the first recorded incumbent, William Browne, was installed in 1332. The present church consists of a 15th Century Medieval ragstone tower joined to a Queen Anne neo-classical brick built nave, chancel and later vestries. The old church was a simple rectangle with projecting porches on north and south sides. Records from the period give a picture of increasingly desperate attempts to adapt and repair a crowded building to accommodate a growing population, which led to a disastrous collapse of the Medieval nave and chancel in 1713. The tower remained following the collapse, and 2015 marks the 300th anniversary of the 1715 rebuilding of the nave, which was undertaken to the designs of John James. A gallery ran along two sides of the nave with a third higher gallery across the west end. The church has been altered and added to on many occasions since, most notably in Victorian times with the 1859 removal of privately owned box pews and the upper gallery at the west end and the installation of the fixed rows of open pews. In the mid 20th Century the vestry wing was added, the organ was moved across the church and cosmetic alterations undertaken. In 2014 the choir stalls were removed from, and disabled access was installed to, the raised area in front of the altar.

The church has a rich heritage, much of which is recorded in the various stained glass windows, 58 memorials, 23 ledgerstones and archives of church records and documents which date back to 1443. The poet Alexander Pope lies in the church under a stone slab engraved simply with the letter P, and a memorial to his parents (and himself) can be found on the north east wall.

Court painter, Sir Godfrey Kneller, was a churchwarden at St Mary's and active in the rebuilding of the nave under architect, John James. John James was assistant to Sir Christopher Wren at St Paul's Cathedral as well as being responsible for the design of nearby Orleans House (now demolished).

Thomas Twining, the founder of Twinings Tea, moved to Dial House next door to the church in about 1722 and is buried at the church. There is a memorial to him on the outside of the north east corner of the church.

The church walls and windows contain a wealth of memorials, behind each of which is a story and a link with St Mary's. Amongst the church's local connections is its link with Syon Monastery in Old Isleworth founded by Henry V in 1415.

Of international importance is our association with Sir William Berkeley, Governor of Virginia from 1660-1677, who was laid to rest in the crypt of the church, and the tomb in the churchyard from 1788 of General William Tryon, governor of North Carolina and New York.

The church archives are a significant collection offering important documentation of the church and parish of Twickenham and the surrounding area. The origins of the church records are two deeds with the seals of Abbess Matilda of Syon Monastery and King Henry VI each dated 1443. The records reflect the church's various activities and relationships and consist principally of the following categories of material: records relating to the incumbent and services, including registers; churchwardens' material including records of the church fabric and endowments; vestry and PCC records; records of the wider parish such as tithes and property documents from the 17th Century onwards and local activities – Overseers of the Poor, Highway Board, schools and charities; Committee records; Syon Abbey archives; photographs; records relating to the Deanery, Area and Diocese; and reel-to-reel films of church events from the 1960s. Dr Tim Powell from the National Archives advised us on our archives and said we had "a significant collection offering important documentation of the church and parish of Twickenham (and the surrounding area)", see supplementary information.

2b Is your heritage considered to be at risk? If so, please tell us in what way.

The key risk for our heritage is that the building lacks flexibility and is not fit for 21st Century use by the church family or the local community. The fixed pews and narrow aisles limit the number of different activities that can take place in the church and restrict accessibility. Sight lines are poor and the interior feels unwelcoming for visitors coming to see the important heritage within it.

The PCC commissions quinquennial surveys of the church fabric, the most recent one having been undertaken in July 2013. This survey found the church to be generally in a fair condition, the main concern being the damage caused by pigeons in the tower. Work is currently being undertaken to address this. The slated roofs are only ten years old and, with the exception of minor defects, the roofs and vestries are sound. The brick walls need some attention in places, but of a relatively minor nature; the friable stone of the tower could, however, do with more extensive repairs and this will be undertaken as part of our general maintenance programme. Some plastic downpipes would be better in cast iron. A number of internal matters were identified that require attention and it is hoped that these will be dealt with as part of this project.

The church archives are at some risk in terms of their cramped and dusty storage environment. The methods of their current storage and packaging need to be improved, particularly for the many large manuscripts. A survey of the archives by Sayaka Fukuda ACR (see supplementary information) has identified that some objects are in quite a poor state, requiring professional off-site treatment, whilst the majority of the archives require cleaning and re-housing, a task that can be undertaken by volunteers under the supervision of a qualified conservator.

2c Does your project involve work to physical heritage like buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

The Church of St Mary the Virgin, Twickenham and the church archives

Do you, or a partner organisation, own the building, land or heritage items outright?

Yes

Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

No

For landscape projects, please provide an Ordnance Survey grid reference for your landscape

Not applicable

2d Does your project involve the acquisition of a building, land or heritage items?

No

Please tick any of the following that apply to your heritage:

**Accredited Museum, Gallery
or Archive**

**Designated or Significant
(Scotland) Collection**

**DCMS funded Museum,
Library, Gallery or Archive**

World Heritage Site

**Grade I or Grade A listed
building**

**Grade II* or Grade B listed
building**

How many buildings of this type are included in your project?

1

**Grade II, Grade C or Grade
C(S) listed building**

Local list

**Scheduled Ancient
Monument**

Registered historic ship

Conservation Area



Registered Battlefield

**Area of Outstanding Natural
Beauty (AONB) or National
Scenic Area (NSA)**

National Park

National Nature Reserve

Ramsar site

**Regionally Important
Geological and
Geomorphological Site
(RIGS)**

**Special Area of Conservation
(SAC) or e-SAC**

**Special Protection Areas
(SPA)**

Registered Park or Garden

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

The project will: facilitate wider access to the church and its heritage; provide flexible seating; enable heritage activities with local partners; and improve the care of and access to the church's archives.

Our project will enable us to achieve:

- A building where there is a feeling of welcome, that is well lit and warm all year round and whose beauty is enhanced.
- A building with easy access and with space to move around.
- A building where the configuration of seating can be varied to suit the occasion and with good sight lines.
- A clear open space for community events and the display of local heritage and of the church's archives.
- A historic building with easy access to the heritage in the church and which builds on the strong links between the church and the people and history of Twickenham.

The project will deliver the comprehensive reordering of the interior and refurbishment of the church, this will include:

- Removing the fixed pews and their platforms from the nave and replacing them with high quality moveable benches and some stacking chairs.
- Lifting the existing floor in the nave where the pews were, installing under-floor heating and relaying a new floor surface, incorporating the ledgerstones from the existing floor.
- Providing for heritage interpretation and display space for our archives and for material from Twickenham Museum.
- Improvements to the lighting and installation of multimedia outlets while the floor is being re-laid.
- Creation of a children's area under the tower.
- Carrying out works to the vestry including the provision of catering facilities (so that refreshments can be offered in church for community events and after certain services) and alterations to the partitions to make one of the two WC's fully accessible.
- Remedying the damp on the north wall.
- Redecorating the church.
- Renewal of mechanical and electrical systems where necessary.

The project will also include the following work to our significant archives:

- Development of policies for the care and management of our archives.
- Professional off-site conservation of the archives documents which are in a poor state and cleaning and re-housing of the rest of the archives.
- Improved storage arrangements and conditions for our archives.
- Updating of the archive catalogue.
- Research into specific themes and documents within the archive, to enable us to tell the fascinating stories they contain.
- Identification and preparation of specific items from our archives for display, or creation of facsimiles if this is more appropriate for sensitive documents.
- Provision of digital access, via our website, to our catalogue, key documents and heritage stories from our archives.

The project will deliver heritage activities in three key ways:

- 1) Through the interpretation and display of our on-site heritage, which will become possible in the space created by removing the fixed pews. This will be particularly focused on our archives, memorials and ledgerstones. This will include research into the stories of the people, the church and the local connections that make up our heritage and sharing these stories with new audiences through interpretation in the space created by removing the fixed pews.
- 2) Partnership working with Twickenham Museum as an outlet for their activities and displays.
- 3) Working with the wider West London Heritage Hub partners being led by Orleans House Gallery will enable us to participate in a range of activities, interpretation and training opportunities relating to our shared heritage, through being part of a local network of heritage sites. We are already in discussion with Orleans House Gallery about some joint activities in 2019 to commemorate Pope's arrival in Twickenham in 1719.

The church will be ideally placed on a Pope heritage trail from Pope's Grotto, to Champions Wharf and Orleans House Gallery.

3b Explain what need and opportunity your project will address

St Mary's Church is a Grade II* listed building with significant built and archive heritage but it is underused at present. This heritage deserves to be better known. St Mary's is on an attractive riverside walk from historic Twickenham town centre to Marble Hill. This location, next to Champions Wharf sculpture park and opposite Twickenham Museum, makes the church uniquely placed for visitors of all ages.

There is the chance, through the project, to create an enhanced space to meet the needs of both the congregation and the local community. This will be achieved by reordering the church, providing access to the church's heritage and by partnering with others to develop the heritage offering in the area.

The church has been growing spiritually over the past decade and it is increasingly obvious that the present layout hinders rather than enhances the realisation of its Vision. In addition to offering a sacred space at the creative heart of the community, connecting people with significant moments in their lives, the church seeks to respond to the growing needs within the community for a significant architectural space to deepen community life through cultural experiences and act as a place of hospitality. At present there is no venue in central Twickenham for such events. Although the church has sought to extend its activities and use the building in more imaginative ways it has always run up against the limitations and restriction of the current space, with the result that the community sees the church as only existing for itself. The current situation in the church is that:

- Entrances are cramped, badly lit and there is little room to move around at the back of the church, thus creating a log-jam at the start of well-attended services or other events. There is no space for notices or for information about the history of the church, which is a barrier to communication.
- The aisles are narrow and very difficult for wheel chairs and buggies.
- The pews are fixed and are uncomfortable and the wooden floor badly deteriorated.
- It is cold and draughty in winter.
- The pews mean that only one configuration is possible and people at the back and sides can feel visually detached from the service or other event. Children cannot be seen at the front if helping to lead worship or if performing.
- There are no facilities for a multimedia experience, which is important for many, especially children and young people and those with special needs so that they can engage in ways other than words and traditional music.
- Noise from the children's corner can be distracting during services.
- Some specific current community activities, such as 'Messy Church', the annual flower festival and the Light Up Twickenham Event in November, are severely constrained by the fixed pews and narrow aisles. Potential outside users have changed their mind and gone elsewhere when they have realised how constraining the pews are.
- The building needs redecoration, and the lighting is poor. This makes it quite unwelcoming for visitors coming to see the important heritage within it.

The project provides the following opportunities for our church users:

- Access and circulation can be improved. For example, a stranger in a wheelchair or mobility buggy will feel welcome and can easily move around the building. Also large groups arriving for a baptism can be greeted and can move on easily into the building so no log-jam is caused.
- Changing from fixed narrow seating to flexible moveable seats will give the opportunity for different configurations of seating for different services. For example: face-to-face 'chapel' seating for services such as the Nativity play (where the protagonists can enter from several different directions); a crib service with the crib in the centre which all the children can process to and see in the service; a wedding 'in the round' where family and friends can all be close to the bride and groom; more inclusive baptisms where the congregation does not have to turn through 180 degrees; Messy Church (after school craft activities) in an open space large enough to cater for the 30 or so children who currently attend; services with smaller congregations in areas where they are more intimate; traditional seating for a formal dignified funeral; and services for the whole of St Mary's School (they cannot all fit in at present).
- The project will permit the creation of quiet corners in the church for contemplative prayer and private conversation.
- Reordering and flexible seating will allow children and parents to feel more involved in services – with less inappropriate noise. It will also be an opportunity to facilitate a range of places to lead music from,

including a good place for the choir and outlets around the church for creative multimedia.

- Enhanced catering facilities will provide the opportunity for receptions in the church after events. Better facilities will also support and increase the number of the church's own community events.

The project provides the opportunity for us to make the following improvements for our local community, visitors and our heritage:

- The fixed pews mean that there is at present very little space available for exhibitions or displays, and their removal would enable us to create spaces where we can display our archives, allow for reasonably large exhibitions and would also significantly enhance current community activities.

- There is the potential to build on our links with the Twickenham Museum which is located opposite St Mary's and occupies cramped premises with no disabled access or space for school groups. By partnering with us, the church will be able to provide additional display and activity space, including displaying some of the museum's artefacts and making our own heritage and our place in Twickenham's history more accessible to the local community. We could also explore the potential to offer a schools programme for school visits.

- We have the potential to partner with a number of local heritage organisations, particularly regarding events, interpretation and shared marketing where we have shared heritage, such as connections to Alexander Pope and John James. These heritage sites include: Pope's Grotto, Orleans House Gallery; Strawberry Hill House; Marble Hill House, Sandycombe Lodge (Turner's House); Ham House; and a number of other members of the West London Heritage Hub. There is a significant heritage momentum in this part of West London, particularly through the emerging Heritage Hub being led by Orleans House Gallery and we have the opportunity to participate in this hub and build stronger links with heritage partners so that we can share and build our heritage audiences together.

- 2019 is the tercentenary of the arrival of Alexander Pope in Twickenham and there will be various celebratory events, in which we will have the opportunity to play a full part.

- The church has the potential to play a role in the arts in Twickenham as an attractive venue for a wide range of groups and events, bringing new audiences to our heritage building. For example, large musical events could be held with comfortable seating, better sight lines for the audience, better lighting and a warmer environment, meaning the church can be used for events all year round. Currently Richmond Concert Society uses the church on occasions, but the enhancements would mean they and others would be able to use the building for performances on a more regular basis. The church has excellent acoustics and would be unique in its offering to choirs and orchestras as noted in the letter from Marble Hill Singers (see supplementary information). Currently, because of the issues noted above, other local arts and music organisations do not think of the church as a venue even though it has such a central position and a potentially large capacity.

- The space could be let for regular community activities such as rehearsal space for local choirs/orchestras and for activities such as yoga classes or a children's dance class.

- Multimedia facilities would mean that the church could be used by organisations and for events for which it has never been used in the past.

- Other one-off events which could be envisaged include: the rendezvous point for a long distance run with refreshment facilities; a celebratory 25th wedding anniversary dinner for a couple who were married in the church; a promotional event by the chamber of commerce; a wine tasting; an Eel Pie Island artisans fair.

- The current community Light Up Twickenham event could be made even more compelling with more space for the children's choirs that perform on that evening and for the visitors who pass through the church. Events such as the flower festival are limited due to the difficulties with access and seeing the displays and the reordering will provide space for more effective displays.

- There is significant potential to provide volunteering opportunities (and training of those volunteers) in relation to all these extra activities.

- We recognise that our archives need attention for the future both in terms of their care and in terms of wider use and access. We have taken initial advice from The National Archives and a qualified archive conservator (see supplementary information). Our archives have enjoyed continuity of curation and we have a named person acting as archivist but we recognise the need to develop appropriate policies for our archives. In broad terms, our archives need improved storage conditions, updating of the catalogue, cleaning and conservation of documents, support to enable some digital access via the website and research into specific themes/documents.

We want the church to be buzzing with community activity through the week, with secular activities which are in line with the ethos of the Church and bring new audiences to our heritage.

3c Why is it essential for the project to go ahead now?

2015 marks the 300th anniversary of the rebuilding of the nave following its collapse in 1713 and provides a strong opportunity formally to launch the fundraising campaign. By going ahead now the project will be complete in time for us to participate fully in local heritage plans to celebrate and mark the 2019 tercentenary of Pope's arrival in Twickenham.

The project has momentum, which means it is essential that it goes ahead now, to meet the expectations of existing and potential users as well as the wide range of stakeholders that we have consulted with. By going ahead now we will have the opportunity to participate in the west London Heritage Hub from its launch by Orleans House Gallery and to work much more effectively with local partners to share both our and their heritage.

Twickenham is benefiting from a number of regeneration projects, these include the completed repaving of Church Street and redesign of Champions Wharf which are both very close to the church and the forthcoming redevelopment of a new town square on the Santander Bank and Old Baths House site. The church lies at the proposed Civic and Cultural Quarter, identified in the Twickenham Area Action Plan. By going ahead now our project will fit well with these wider regeneration initiatives.

3d Why do you need Lottery funding?

St Mary's Church has limited resources and, whilst able to raise a portion of the funds to undertake the project, is unable to do so without grant funding. The PCC has researched funding opportunities and given the nature of the project and its proposed outcomes, the Heritage Lottery Fund is the most appropriate body to apply for support from.

The PCC will also apply for other grant funding alongside the Lottery Funding and have identified a number of grant making trusts and foundations to which we plan to apply. Research is underway into specific links to individual trusts, (see supplementary information), eg the church's connections to the Twinings family and connections to the Garfield Weston Foundation which acquired Twinings.

The church will also be contributing volunteer time as partnership funding towards this project. The PCC has a number of dedicated volunteers who support the church and will run this project through a Reordering Steering Group (see supplementary information).

3e What work and/or consultation have you undertaken to prepare for this project and why?

A report into the Development History and Significance Assessment has been produced and an archaeological survey has been undertaken. Initial designs have been presented to the congregation, the London Diocesan Advisory Committee, English Heritage, SPAB, the Georgian Group and the Victorian Society, who responded with their observations which were broadly positive. Since then the proposals have been developed to address the issues of detail raised in the consultation and were then put forward for Faculty permission. Faculty authorisation was approved in 2013, with amendments approved in 2014.

The PCC has consulted widely with the congregation, by way of a number of meetings and a series of Vision Days. The PCC has consulted with a wide range of user groups to understand their needs and likely future activities in the church. These groups have included existing users such as 'Little Heaven' which is a service for children with special needs and their families and 'Messy Church' which welcomes children from other parishes and non-Christian families. Consultation has included several external organisations such as the Twickenham Choral Society, Richmond Concert Society, Poet in the City, St Mary's School. Copies of letters of support are included as supplementary information.

The PCC has also consulted widely with other local heritage organisations, looking at opportunities for joint working, either in terms of joint events and exhibitions or shared literature and publicity. The consultation has sought to ensure joined-up working with a network of local heritage partners, ensuring that St Mary's Church can participate to its full potential. Consultation has been particularly focused with Twickenham Museum as close neighbours and with Orleans House Gallery on their developing role as a Heritage Hub with some 21 heritage partners, all based in West London.

An audit of 10 local secular and church buildings available for public or community use has been undertaken in order to understand their uses and capacity. This has demonstrated that the proposals for St Mary's will

meet a need that is not provided for by other buildings locally or in the wider area.

We have consulted with Dr Tim Powell, Senior Advisor: Independent Archives at The National Archives about our archives, including their significance, the current storage and curation arrangement and future needs in terms of storage, curation and our plans for the future. We have taken further advice on the conservation needs of the archives from an accredited conservator, Sayaka Fukuda ACR of bookobscure, who has undertaken a condition survey report and cost estimate for our archives. Both sets of advice are included as supplemental information.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

Heritage will be better managed:

The project will bring clear improvements in the way in which the church building, its heritage features and archives are managed. The removal of the fixed pews and introduction of flexible seating, along with the improved kitchen, WC and vestry meeting room facilities will mean that the building will be used much more effectively by more people. As part of the project the PCC will develop a maintenance and management plan, which will sit alongside the existing quinquennial review process to ensure that the heritage is managed in the best way possible in the long term.

We will develop a policy for the care and management of our archives. The archives will be conserved, where required, and storage arrangements for all of the archives will be improved so that they are looked after in appropriate environmental conditions, which will be carefully monitored.

Increased use of the church by external organisations will generate additional income through room lettings, which will put the church in a stronger financial position, making the PCC better able to manage the church's heritage in the long term.

Heritage will be in better condition:

The project will include addressing a number of building condition issues identified in the most recent quinquennial review. This will include: remedying the damp on the North wall; wall and ceiling plaster repairs; overhaul of external porch doors and internal doors; redecorating the church; and upgrading mechanical and electrical systems where necessary.

Our archives will be in better condition, approximately 73 groups of items will be conserved. This conservation will be appropriate to the condition of each item and will range from dry cleaning, flattening folded documents and seal consolidation to repairing loose sewing on covers. The remainder of our archives will be cleaned and the archives will be re-housed in better storage conditions. This will be done by a team of volunteers with suitable advice and support from a qualified conservator.

Heritage will be better interpreted and explained:

The church has a rich heritage and many hidden gems. It is part of the Vision to make these more accessible to the local community.

This heritage is currently interpreted through three books, one on the history of the church, a second about the organs of the church and a third, published in 2015, describing all the memorials and ledgerstones in the church. We plan to expand and better interpret our heritage through a range of practical outcomes, as follows: production of a walkabout guide for visitors; a display board of current projects and activities; production of training materials for guides welcoming visitors; activity sheets for children; stories from the archives; displaying our own archive material and other items on loan from partner organisations; and the inclusion of heritage and archive stories on our website.

Examples of the heritage stories we have to tell are: the 1713 collapse of the nave (as a result of a combination of removing dividing walls and/or digging under the floor); rebuilding in the City style by John James following Christopher Wren; Sir Godfrey Kneller; Alexander Pope; The "Nuremberg Chest"; the significance of the church as a focus in the history of Twickenham; the links with Syon Abbey and Manor; features such as the memorials in the church and churchyard; the history of the tower and the bells; the archives; and the social history of support within the community.

Heritage will be identified/recorded:

We will continue to work to identify and record our heritage, adding to the three existing publications which record the church, organ and memorial heritage. In particular, the catalogue of our archives was made in

1963 and has been revised since. We will undertake a comprehensive review of the catalogue, aiming to bring it up to standard ISAD(G) and make the catalogue available via our website.

4b What difference will your project make for people?

People will have developed skills:

As part of the project we plan for volunteers to develop their skills in a number of ways. This will include training and support for volunteers who will be showing visiting members of the public around the church and training in the care and conservation of the archives. A key element of the heritage project will be for volunteers to have access to the archives, enabling them to develop their research skills as they investigate the stories of the people, objects and heritage that make up the archives. It is also envisaged that volunteers will be trained in restoring some of the archives. Volunteers will also benefit from active participation in the training opportunities offered through the Heritage Hub.

People will have learnt about heritage:

People will have learnt about heritage in a number of ways as a result of the project. The church has a very rich heritage and strong connections to the history of Twickenham, particularly through its memorials and archives. It is part of the Vision to explain these connections and make the church's and the local community's heritage more accessible to the people of this area (including through a programme of school visits) as well as to visitors to the area. The memorials and ledgerstones will be more accessible and more easily viewed, we will have interpretation and information about the church's heritage in place for visitors both on site and through working with partner organisations. This will include participating in the Heritage Hub at Orleans House Gallery and partnering with the Twickenham Museum next door to put on exhibitions and displays of their artefacts and exhibits and to make the church's own heritage and that of the local community more available to the local community.

Our archives offer much potential for increasing awareness of the history of Twickenham, as well as the place of St Mary's in the community. We plan to share the learning from a series of archive research projects with visitors both to the church and through our website.

People will have changed their attitudes and/or behaviour:

Through making our heritage, the church building and particularly our archives, which are currently largely unknown at present, available both visitors and the congregation will value St Mary's heritage more.

People will have had an enjoyable experience:

The project will enable people to have an enjoyable experience in a number of ways. Better sight lines will greatly enhance people's involvement in and experience of worship and events, and with more space it will be much better when groups of children and young people help to lead services. There will be more space and better visibility for visitors to baptisms, better accessibility and mobility around the church for all, particularly those in wheelchairs or mobility buggies. There will also be a range of places to lead music from.

Multimedia outlets will be available to enhance all activities in the church.

People involved in delivering the project, such as the volunteers researching the stories from the archives, will have found it interesting and rewarding. By being part of the project people will feel part of the heritage community of the church.

People will have volunteered time:

Volunteers will be involved in all aspects of developing, delivering and running the completed project. This will range from the members of the PCC who will be giving their time voluntarily to manage the capital project works, to the creation of an archives support group who will help with cataloguing, photographic records, storage and conservation. Volunteers will be recruited to draw out the stories from the archives relating to the history and people of the church and the local community over the last 300 years.

Running events and opening up the heritage to the community will provide opportunities for volunteering. This, together with the training of volunteers and working with volunteers at partner organisations such as the

Twickenham Museum and Orleans House Gallery, is all part of the Vision.

We estimate that 40 new volunteers will be involved in delivering and running the project, see Activities Outline submitted as supplementary information.

4c What difference will your project make for communities?

Negative environmental impacts will be reduced:

One of the subgroups of our PCC is an ECO group, who work to ensure that we minimise negative environmental impacts in all of our activities. Our project will include the installation of underfloor heating and upgrading of some of our mechanical and electrical services, improving the energy efficiency of the church. The new seating will use timber from sustainable sources and we will ensure that the current fixed pews are carefully removed and recycled for reuse.

More people and a wider range of people will have engaged with heritage:

The project will enable the church to open more frequently to visitors. We propose to open the church at the same times as Twickenham Museum (Tuesday, Saturday and Sunday afternoons) as well as for special events and for school visits. The church will also be opened by appointment for group visits. During these opening times the church will be manned by volunteers. With more to offer on display and a better explanation and more space to see the memorials and selected elements of the archives we plan to attract many more visitors, enabling more people and a wider range of people to engage with the heritage.

Weekday children's activities will be enhanced, especially Messy Church, an after school craft and activities event for young children attracting on average 30 children from the local area. An unencumbered space will be much more welcoming for Little Heaven, a monthly service for children with special needs and/or in wheelchairs. There will be the potential for other children's services and activities and it will be possible to fit the whole of the enlarged church school (and other schools) in the church.

Your local area/community will be a better place to live, work or visit:

The reordering will allow us to use the church as a meeting space: Our research has shown that there are no comparable meeting spaces in the local area. By installing more comfortable and flexible seating with better sight lines and having a warmer environment - we will make the church a more inviting venue for local groups, such as Alcoholics Anonymous or Narcotics Anonymous or for the Twickenham History Society, to meet and hold their activities.

The reordering will allow us to use the church as a performance space: The ability to create an open space with better acoustics will allow us to play a leading role in the arts in Twickenham, whether for exhibitions (ARThouse or exhibitions in conjunction with Orleans House Gallery), dramatic performances (such as by the Richmond Shakespeare Society and Richmond Youth Theatre), or for dance. The church was recently host to the Alexander Pope evening put on by Poet in the City, a registered charity that seeks to bring poetry to new audiences and promote a love of poetry. Opening up the church will permit a broader range of musical events as well (in addition to Twickenham Choral Society, Richmond Concert Society and the Marble Hill Singers) and school gatherings.

The reordering will enable us to use the church for community events: The annual flower festival during the Twickenham Festival and the 'Light Up Twickenham' event, when the Christmas lights are switched on, will be enhanced and made safer by the greater space for the 1,000 or so people who come into the church. It is anticipated that the space will be used for further such events throughout the year.

Your local economy will be boosted:

Our project ties in well with the regeneration of Twickenham Town Centre and in the proposed Civic and Cultural Quarter as identified in the Twickenham Area Action Plan. Regeneration initiatives include the completed repaving of Church Street and redesign of Champions Wharf which are both very close to the church. In particular the Champions Wharf refurbished sculpture park is located immediately between the church and river and now includes an urn to Pope based on one of his own designs and some Pope quotations. The church is also close to the forthcoming redevelopment of a new town square on the

Santander Bank and Old Baths House site at the other end of Church Street. By going ahead now our project will fit well with these wider regeneration initiatives in terms of highlight sites along the river walk.

Your organisation will be more resilient:

We will actively work in partnership with local heritage organisations, particularly with Twickenham Museum, the Heritage Hub, led by Orleans House Gallery and with organisations where we have shared heritage stories to tell such as Pope's Grotto. These strengthened partnerships will enable us to participate in wider local and regional heritage initiatives, training and interpretation opportunities. This sharing of heritage and best practice approaches will build organisational confidence and resilience.

The new seating arrangements and improved vestry space will support our growing congregation and enable us to use the church for worship in more flexible, inclusive and participatory ways, for services and for other events. The project will also enable us to work with new community groups as well as build stronger relationships with existing users as we will be able to provide space to host their activities and events. This will not only improve the way in which we deliver our spiritual mission in working with the community but also generate additional income for the support of the church, through letting fees.

4d What are the main groups of people that will benefit from your project?

We have identified our target audiences and main groups of people who will benefit from our project in our Outline Activity Proposals (see supplementary information). These will particularly include older people and school children for our heritage activities. Young families will be a key group benefiting from the improvements for our congregation.

4e Does your project involve heritage that attracts visitors?

Yes

What are your existing visitor numbers?

17000

How many visitors a year do you expect on completion of your project?

26000

4f How many people will be trained as part of your project, if applicable?

20

4g How many volunteers do you expect will contribute personally to your project?

40

4h How many full-time equivalent posts will you create to deliver your project?

1

Section five: Project management

In this section, tell us how you will develop and deliver your project.

Development phase

5a What work will you do during the development phase of your project?

The PCC has the necessary experience and ability to deliver the project. We are confident in our ability to raise match funding, attract volunteers and deliver the identified outcomes. The PCC will undertake the following work during the development phase of the project:

- Procure a project manager and activity consultant for the development phase to: co-ordinate the appointment of other consultants; lead on the development of the activity plan; co-ordinate the production of a maintenance and management plan; and to plan and to co-ordinate the production of all information for a Round 2 HLF submission. Brief included as supplementary information.
- Procure a project architect, quantity surveyor, heritage interpretation consultant and archive conservator. Briefs included as supplementary information.
- Develop architectural design proposals to RIBA stage 3.
- Produce cost plan to detailed design level and for all elements of HLF Round 2 application.
- Produce a maintenance and management plan.
- Produce cash flow for the delivery phase of the project.
- Develop detailed fundraising strategy and secure partnership funding, see supplementary information for initial trusts and foundations research.
- Develop a procurement strategy for the delivery phase of the project.
- Produce an Activity Plan, including interpretation for the project and job description for Heritage Officer.
- Develop an HLF acknowledgement strategy.
- Develop a detailed timetable for the delivery of the project.
- Undertake evaluation of the development grant phase and produce an Evaluation Plan for the delivery phase of the project.
- Develop proposals for the conservation, storage and interpretation of the archives.

Faculty has been approved and this covers all planning and listed building consents, a copy is included as supplementary information.

5b Who are the main people responsible for the work during the development phase of your project?

A governance structure chart is included as supplementary information. The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Twickenham (PCC) will have overall responsibility for the development phase of the project, including defining the Vision and overall parameters. The PCC has appointed a Reordering Steering Group to be responsible for the delivery of the project in accordance with the PCC parameters, to supervise the various committees and have overall financial control.

The Reordering Steering Group is chaired by Peter Jenkins. Peter is a chartered accountant and is Finance Director of The Prince's Regeneration Trust and has substantial experience in heritage projects. The other members of the Reordering Oversight Group are:

- The Rev'd Jeff Hopkin Williams, Vicar
- Dr Katherine Cox, Churchwarden. Katherine is a qualified psychotherapist.
- Judy Britton, Churchwarden and retired civil servant.

Plus the chairs of the following subcommittees:

- Kevin Foley, Chair of Delivery subcommittee. Kevin is a construction project manager.
- Dr Tony Dempsey, Chair of Fundraising, Communications and PR subcommittee. Tony is a retired headteacher.
- Charlotte West, Chair of Grants subcommittee. Charlotte is a lawyer.
- Diana Wells, Chair of the Heritage subcommittee and retired teacher.

The Delivery subcommittee is further supported by two practising architects, Richard Mellor and Deon Lombard.

A Community Relations and Activities subcommittee is chaired by the Churchwardens.

The Reordering Steering Group will appoint a consultant team, as identified in section 5a, to deliver specific aspects of the development phase work. This will include a suitably skilled and experienced consultant Project Manager for the development phase, who will report direct to the Reordering Steering Group. The other consultants are expected to be appointed for the duration of the project, with a break clause in the contracts at the end of the development phase.

5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
HLF permission to start	March	2016	April	2016	PCC
Procure project manager and activity plan consultant (single consultant appointment)	April	2016	April	2016	PCC
Procure Design Team and Surveys	April	2016	May	2016	PCC & Project Manager
Procure Heritage Interpretation Consultant	April	2016	May	2016	PCC & Project Manager
Procure Cost Consultant/QS	April	2016	May	2016	PCC & Project Manager
Detailed design to RIBA Stage 3	June	2016	July	2016	Architect
Develop procurement strategy for delivery phase	June	2016	September	2016	PCC/QS/Project Manger
Activity Plan	June	2016	November	2016	Activity Plan Consultant/PCC
Evaluation Plan	August	2016	September	2016	PCC/Project Manager and Activity Plan Consultant
HLF acknowledgement strategy	August	2016	September	2016	PCC/Project Manager and Activity Plan Consultant
Prepare detailed project cost plan	August	2016	September	2016	Cost Consultant/PCC/Project Manager and Activity Plan Consultant
Prepare detailed delivery phase timetable	August	2016	September	2016	PCC/Consultants
Prepare detailed delivery phase cashflow	September	2016	October	2016	PCC/Project Manager
Develop fundraising strategy and secure partnership funding	May	2016	November	2016	PCC
Prepare HLF Round 2 application form and supporting documents	October	2016	November	2016	Project Manager/PCC
Procure and appoint archive conservator	June	2016	June	2016	PCC/Project Manager

5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Development risks				
Risk	Likelihood	Impact	Mitigation	Who will lead this
Design development identifies additional work required/increased costs	Medium	Medium	Include appropriate contingency	Reordering Steering Group
Building cost inflation in London	Low	Medium	Include appropriate contingency	Reordering Steering Group
Change in key personnel	Low	Medium	Regular project management meetings of the Reordering Steering Group to ensure good team communication. Thorough record keeping.	Reordering Steering Group
PCC is comprised of volunteers who may experience time pressures	Low	Medium	Budget includes for appropriate professional support project management support during development phase.	Reordering Steering Group
HLF funds and partnership funding not secured	Medium	Medium	Develop detailed fundraising plan during development phase. Allow adequate time for fundraising. Training for volunteer fundraising askers	Reordering Steering Group

Delivery phase

5e Who are the main people responsible for the work during the delivery phase of your project?

A governance structure chart is included as supplementary information and is broadly similar to the development phase. The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Twickenham (PCC) will have overall responsibility for the delivery phase of the project, including defining the Vision and overall parameters. The PCC has appointed a Reordering Steering Group to be responsible for the delivery of the project in accordance with the PCC parameters, to supervise the various committees and have overall financial control.

Details of the Reordering Steering Group explained in question 5b.

The Delivery subcommittee is further supported by two practising architects, Richard Mellor and Deon Lombard.

A Community relations and activities subcommittee is chaired by the Churchwardens.

The Reordering Steering Group will appoint a consultant team, as identified in section 5a, to deliver specific aspects of the development and delivery phase work (with a break clause at the end of the development phase, should the round 2 application not be successful). A suitably skilled and experienced consultant Project Manager for the delivery phase will be appointed to oversee the construction elements of the project, reporting to the Delivery Subcommittee.

A Heritage Officer will be appointed for 3 years, to deliver the activities elements of the project.

5f Complete a summary timetable for the delivery phase of your project. Use the 'add item' button to enter additional rows.

Delivery activities

Task	Start month	Start year	End month	End year	Who will lead this task
HLF Permission to start	March	2017	April	2017	PCC
Procure and appoint both project manager and contractor	May	2017	May	2017	PCC and consultant team
Procure and appoint seating supplier	June	2017	July	2017	PCC and consultant team
Recruit and appoint Heritage Officer	May	2017	June	2017	PCC
Construction work on site	June	2017	November	2017	PCC and consultant team
Archive conservation work (off site)	June	2017	December	2017	Archive Conservator
Fit out and interpretation installation	December	2017	December	2017	Heritage Interpretation Consultant, PCC and consultant team
Heritage Officer employed	October	2017	September	2020	PCC/Heritage Officer
Activity Plan delivery	January	2018	December	2020	Heritage Officer/PCC

5g Tell us about the risks to the delivery phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Increased scope of works required as a result of site discoveries	Medium	Low	Allow sufficient contingency in budget to respond to site discoveries. Undertake relevant surveys in development phase. Allow sufficient time in project programme to respond to site discovery issues.	Reordering Steering Group
Change in key personnel	Low	Medium	Regular project management meetings of the Reordering Steering Group to ensure good team communication. Thorough record keeping.	Reordering Steering Group
PCC is comprised of volunteers who may experience time pressures	Low	Medium	Budget includes for appropriate professional support and project management support during delivery phase.	Reordering Steering Group

5h When do you expect the delivery phase of your project to start and finish?

Project start date

Month April | **Year** 2017

Project finish date

Month December | **Year** 2020

Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

We will produce a costed maintenance and management plan as part of the development phase of the project. We will also continue to monitor the condition of the church through the Quinquennial inspection reviews and ensure the church has sufficient reserves to manage and maintain the building, as well as to respond to any urgent issues in the future.

We anticipate continuing to employ the Heritage Officer on a part time basis, beyond the end of the HLF project. We will fund this post through a combination of increased rental income and through the general running of the church. Other activities will be managed in the normal course of managing the church, through the PCC and its various subgroups.

6b Tell us about the main risks facing the project after it has been completed and how they will be managed.**After project risks**

Risk	Likelihood	Impact	Mitigation	Risk Owner
Activity Plan outcomes cannot be delivered	Low	Low	The Activity Plan will be designed and activities planned in such a way that they can be supported in the long run in a flexible way to match resources available	Reordering Steering Group
Change in key personnel	Low	Low	Regular management meetings of the PCC. Thorough record keeping.	PCC
PCC is comprised of volunteers who may experience time pressures	Low	Low	PCC continues to adapt to volunteer availability and capacity.	PCC

6c How will you evaluate the success of your project from the beginning and share the learning?

An Evaluation Plan will be drawn up during the Project Development stage. This will include information on who the key stakeholders for the project will be, and those groups that will benefit from the project. This document will subsequently be updated to record who has actually benefitted from the project, and in what way. This will be supported by community outreach and heritage activities during and after the delivery phase. We will work closely with Orleans House Gallery and Heritage Hub partners to share data and learning from our evaluation.

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see Section nine: Supporting documents within the programme application guidance for further information.

7a Development-phase costs

Development costs				
Cost heading	Description	Cost	VAT	Total
Professional Fees	Architect, QS, Archive consultant, Interpretation consultant, Project management and Activity Plan consultant	45000	9000	54000
New staff costs				
Recruitment				
Other costs (development-phase)	Marketing materials for publicity and promotion, including fundraising	10000	2000	12000
Full Cost Recovery				
Contingency	10% of professional fees and other costs (exc VAT to be recovered from DCMS grant)	5500	540	6040
Non-cash contributions				
Volunteer time	c60 days professional time at £350 per day	21000		21000
Total		81500	11540	93040

7b Development-phase income

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Development-phase income exactly matches the total of your Development-phase costs or the system will not allow you to proceed.

Development income

Source of funding	Description	Secured?	Value
Local Authority			
Other public sector			
Central government	DCMS Places of Worship Grant re VAT	No	5600
European Union			
Private donation - Individual	Secured donations from individuals	Yes	12540
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Non-cash contributions			
Volunteer time	Vol PCC members' project management & liaison with consultant team	No	21000
HLF grant request			53900
Total			93040

7c Development-phase financial summary

Total development costs	93040
Total development income	39140
HLF development grant request	53900
HLF development grant %	58

Section seven: Project costs

7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work	Building repairs and decorations £57,630, archive conservation £21,000	78630	15726	94356
New building work	Removal of fixed pews, underfloor heating, lift & relay floor, M&E, work to vestry	396970	79394	476364
Other capital work				
Equipment and materials (capital)	Heritage Interpretation, furniture including pews, archive cleaning and storage materials	67000	13400	80400
Other costs (capital)	Off site storage/workspace for archives during building work	10000		10000
Professional fees relating to any of the above (capital)	Fees for architect, QS, Archives, Interpretation Design, Project Management	66500	9300	75800
Total		619100	117820	736920

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs	Heritage Officer. 3 year post, 3 days per week, £25k pa inc on costs	75000		75000
Training for staff				
Paid training placements				
Training for volunteers	Training for volunteers	2400		2400
Travel for staff				
Travel and expenses for volunteers	Travel and expenses for volunteers	600		600
Equipment and materials (activity)	Heritage interpretation and activities materials	15000	3000	18000
Other costs (activity)				
Professional fees relating to any of the above (activity)				
Total		93000	3000	96000

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion				
Evaluation				
Other costs				
Full Cost Recovery				
Contingency	10% of delivery phase capital and activity costs (excl inflation and VAT to be recovered via DCMS grant)	71210	2120	73330
Inflation	BCIS TPI index from Q4 2015 to Q4 2016. Applied to build costs only	22000		22000
Increased management and maintenance costs (maximum five years)				
Non-cash contributions				
Volunteer time	c60 days professional time at £350 per day and 150 days skilled time at £150 per day	43500		43500
Total		136710	2120	138830

Section seven: Project costs**7g Delivery Phase income**

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value
Local authority			
Other public sector			
Central government	DCMS Places of Worship Grant re VAT. Unsecured	No	99620
European Union			
Private donation - Individual	Fundraising campaign for individual donations	No	162680
Private donation - Trusts/Charities/Foundations		No	50000
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising	Private donations secured to date	Yes	52350
Increased management and maintenance Costs (maximum five years)			
Non-cash contributions			
Volunteer time	Vol PCC members project management, archive project and activities programme	No	43500
HLF grant request			563600
Total			971750

7h Delivery-phase financial summary

Total delivery costs	971750
Total delivery income	408150
HLF delivery grant request	563600
HLF delivery grant %	58

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

The PCC will undertake a fundraising campaign, targeting individuals and organisations who have an interest in the church and local heritage. The PCC will also apply for other grant funding and have identified a number of grant making trusts and foundations to which we plan to apply. Research is underway into specific links to individual trusts, (see supplementary information), eg the church's connections to the Twinings family and connections to the Garfield Weston Foundation which acquired Twinings.

The church will also be contributing volunteer time as partnership funding towards this project. The PCC has a number of dedicated volunteers who support the church and will run this project through a Reordering Steering Group (see supplementary information).

We expect to secure the majority of cash contributions to the project before submitting a Round 2 application to HLF.

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

Not applicable

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Age

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

Ethnicity

Marital Status

People with dependants (for example, children or elderly relatives)

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland.

Political opinion (Northern Ireland only)

Religious belief

Gender

Sexual orientation

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

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

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

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

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

Tick this box if you do not wish to be kept informed of our work

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

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

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

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

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the **above statements.**

Name	Judy Britton
Organisation	The Parochial Church Council of the Ecclesiastical Parish of St Mary the Virgin, Twickenham
Position	Churchwarden
Date	27/11/2015

Are you applying on behalf of a partnership?

No

Section nine: Supporting documents

Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

In addition to numbers 1-8 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.

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

Electronic

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Not applicable

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Electronic

4. Spreadsheet detailing the cost breakdown in Section seven: project costs;

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Electronic

7. Job descriptions for new posts to be filled during the development phase;

Not applicable

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.

Electronic

If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box below to confirm in what format the additional documentation will be submitted.

Electronic

Please now attach any supporting documents.

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