

Fact Sheet 4

Capital Works

You cannot make an application to do work to a building without getting permission from the owner. Big Lottery Fund will need to see evidence relating to the ownership, lease and/or permission to complete the capital works.



When do we require evidence?

Your organisation will require a lease or formal security of tenure in order to make an application to us in the following circumstances:

- when immovable equipment is being installed, or
- when refurbishment is involved.

What you need to send us, along with your application form, is one of the following:

Building Ownership:

A signed and dated letter from your organisation's solicitor (on original headed paper) verifying that your organisation owns the premises.

Leased Premises:

A minimum of a five year, unbreakable lease (in the name of your organisation). The lease needs to be signed and dated by both a member of your management committee and the owner/landlord of the building.

Statutory Organisations:

A letter of permission from either your board of governors or your Education and Library Board.

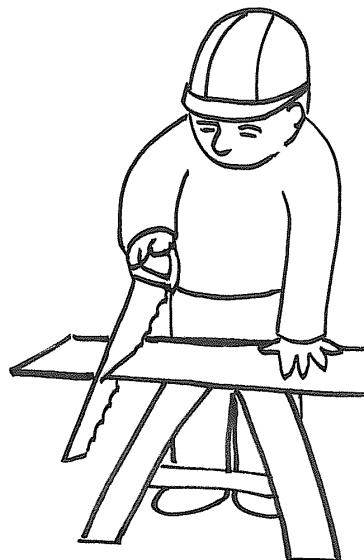
Parent and Teacher Associations:

If your organisation is either a parent teacher association or a friends of school group, your organisation will need to provide a letter of permission from the school, either the trustees or board of governors or the Board, as appropriate.

Building Control:

It is your organisation's responsibility to make sure that you have the right statutory permissions for the project, for example, planning permission and building control. Your organisation should send us copies of any permissions that you have with the application form. Refer to question 15 within the application to show that you have taken this into consideration.

If your ownership/lease circumstances do not fall clearly into one of the examples above or you require any further clarification relating to capital projects, please telephone 028 9055 1455 and ask to speak to a member of the Information Team before submitting your application.



Or email the Information Team at: enquiries.ni@biglotteryfund.org.uk

Factsheets available in this series:

1. Bank Statements & Bank Details Form
2. Accounts
3. Governing Document
4. Capital Works
5. Application Form