

**From: The Minister**

Cathy Mason MLA  
Parliament Buildings  
Ballymiscaw, Stormont  
Belfast  
BT4 3XX

Dear Cathy,

**AQW 44171/22-27 – Information to be placed in the Assembly Library**

As outlined in my response, I have arranged for a copy of conditions from the Letter of Offer issued by my department to the National Churches Trust for this funding to be placed in the Assembly Library.

Yours sincerely,



**Gordon Lyons MLA  
Minister for Communities**

1. that the offer is accepted within 1 weeks from the date of this letter;
2. that copies of accepted letters of offer made based on this award are submitted to the Department by 31 March 2026 at the latest;
3. that you apply the funding solely for the purposes of carrying out and implementing the project as agreed with the Department, and as summarised at Annex A and that no departure from this project during the course of the works will take place without the prior approval of the Department;
4. that you do not transfer any rights or obligations under this Letter of Offer without the prior agreement of the Department.
5. that the Department's representative may at any reasonable time inspect the work in progress;
6. that the funding may be reduced or withdrawn if the agreed works are not carried out or if the work is not completed to the satisfaction of the Department;
7. that the funding may be reduced if the expenditure incurred proves to be less than specified on the cost information submitted;
8. that you maintain proper and effective accounting records which identify individual financial transactions relating to the Project, including the retention of original invoices and receipts and that you will retain all receipted accounts and evidence of expenditure relating to HEF-eligible works for a period of 7 years following completion for possible examination by the Department. The documents may be made available to the Comptroller and Auditor General (NI Audit Office);
9. that you ensure that you have obtained all relevant licenses and permissions where applicable to the Project;

10. that you ensure that all actions undertaken in relation to this Project comply with the relevant statutory legislation in existence during the lifetime of the Project;
11. that you comply with the requirements of all relevant/current EU Directives and legislation from time to time in force relating to working conditions, health and safety at work, etc. and the requirements of the Sex Discrimination (NI) Orders 1976 and 1988, the Fair Employment & Treatment (NI) Order 1998, the Disability Discrimination Act 1995, The Race Relations (NI) Order, the Human Rights Act 1988, the Health & Safety at Work (Northern Ireland) Order 1978, the Children's Act 1989, Section 75 of the Northern Ireland Act 1998 and all Employment Equality Legislation and any enactments amending, extending or replacing them;
12. Child Protection and Safeguarding Vulnerable Adults: The applicant is responsible for ensuring effective procedures and controls are developed and maintained to ensure the protection of Children and safeguarding vulnerable adults. [Useful websites include [www.safeguardingni.org](http://www.safeguardingni.org) and [www.deni.gov.uk](http://www.deni.gov.uk).]
13. that you acknowledge that the Department accepts no liability to you other than as expressly provided for in and subject to the terms and conditions stated;
14. that you acknowledge that the Department accepts no responsibility or liability for staff employed in relation to the Project. The National Churches Trust will be the employer of all staff it engages for the project and will be responsible for all matters in connection with that employment including any legal or tax obligations;
15. that the Department has the right to publish and or advertise the fact that an offer of HEF funding has been made and the amount of that support in whatever manner the Department decides is appropriate. This may include requiring you to display publicity material during the course of the associated works;
16. that you acknowledge the Department's contribution to funding to your project as part of the Historic Environment Fund in relevant press releases, speeches, publications, banners, signage, advertisements and media interviews. A DfC logo incorporating the title of the fund is available upon request;

17. that you keep the Historic Environment Division regularly informed of marketing, press and PR activity including the planning and delivery of public statements, announcements and promotional activity concerning your project;
18. that you ensure that the funding will not be used for the purpose of or in any way connected with the promoting of any religious or political viewpoint or use for a purpose that could be perceived as discriminatory on grounds of religion, sexual orientation, colour, race, gender age or disability;
19. that you will give a written declaration to the fact that you will / will not be able to recover any VAT payable since the grant offer includes VAT (see overleaf);
20. that the Department requires you to forward full details of any other grant offers that you may receive for the proposed scheme and reserves the right to revise the HEF offer if/when details of other grant offers are known;
21. that where you have obtained an alternative source of funding, the department will take action to recover all Historic Environment Fund awards provided;
22. that you are responsible for ensuring effective procedures and controls are developed and maintained to mitigate the risk of fraud occurring and to ensure any instances of fraud are detected promptly – this includes the requirement to have a whistle-blowing policy and fraud policy/response plan in place. In the event of suspected/actual fraud DfC must be informed immediately;
23. payment will be made via Banking Automated Crediting System (BACS), please supply details of your bank account on the Acceptance form attached;
24. that you repay to the Department any overpayment forthwith on first demand or on becoming aware that the funding has been overpaid, whichever first occurs.
25. The Division reserves the right to suspend, defer or withhold or claw back any or all of the payments and/or require to repay part or all of the financial assistance if:
  - a. the conditions of this offer are not met, or
  - b. any information given to DfC's Historic Environment Division in connection with the application or claims for financial assistance is

found to be false or misleading or there had been failure to disclose any material fact which would have had a bearing on the initial consideration of the application, or

- c. there is a substantial or material change in the nature, scale or timing of the Project; if the Project is used for purposes other than those specified in the application, or
- d. the applicant receives duplicate funding from any other source for the same project, or
- e. the operation of DfC's Historic Environment Division or any legislation or DfC's Historic Environment Division funding is changed to the Department of the funding made available for this project, or
- f. if the project has in any other way not been implemented in accordance with these conditions of offer.

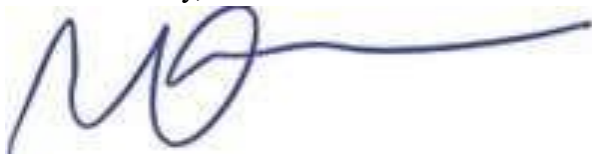
I should be glad to know whether you are prepared to accept the Department's offer of funding on these conditions.

The following documentation should be submitted to DfC on completion of the project: -

1. Evidence that the project objectives and targets as detailed at Annex A have been met.
2. Evidence that offers made by 31 March 2026 have either been paid or are at a stage where money is to be released by NCT.

Please note that only original documents are acceptable for audit purposes. You should complete the enclosed forms and return them as soon as possible, indicating the name and address of the person to whom payment should be made (see attached).

Yours sincerely,



Natalie O' Rourke

Assistant Director

HISTORIC ENVIRONMENT DIVISION

Encs

