1. In your subject line, put 'Attn: the Secretary of State (LPWGS)', or something similar. Make sure you say at the beginning why you are writing - to ask for the Listed Places of Worship Grant Scheme to be extended beyond March 2025.  
  
2. If you have concrete experience of the Scheme, then in **just one or two paragraphs** explain what your project is/was for, and why the VAT refund is/was important. If the building is used for community activities, or is important to local people in other ways, say something about this. Do say if your work was funded by gifts and donations. Also mention if it involves action in response to climate change, or other environmental benefits. Also consider being explicit that you are grateful that government provides the Scheme! Obviously, be polite and avoid hectoring.  
  
3. Send your email to The Rt Hon Lisa Nandy MP, Secretary of State for Culture, Media and Sport 1st Floor, 100 Parliament Street, London SW1A 2BQ at [enquiries@dcms.gov.uk](mailto:enquiries@dcms.gov.uk). You can also copy your own MP (find their email address [https://www.parliament.uk/get-involved/contact-an-mp-or-lord/](https://hrballiance.us5.list-manage.com/track/click?u=9215d2d845d06a9c2417f5c88&id=803f2a2eca&e=936dffde1d)).  
  
4. We would like to know what you have said, as we may gather the information together (anonymised) into a briefing paper. After you have sent it, could you forward a copy of your email to Becky at [hrb@theheritagealliance.org.uk](mailto:hrb@theheritagealliance.org.uk) (or **blind-copy** the original to us).