Application form
Help notes

National Lottery
Grants for Heritage
£3,000–£10,000

Contents

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Introduction

You can use this guide to assist you in completing the application form for grants from £3,000 to £10,000. This document is for reference only and should not be filled in. You can begin your online application by logging on to our website. ↗

This document includes the application questions so you can see what we will ask you before you begin your application. It also includes some help notes to help you answer the questions (these are also included in the online application form when you click this icon: 🅘)

The full application form is only available to be filled in **online. ↗**

It is important that you read the **application guidance ↗** before you apply. The application guidance will help you prepare your application and includes a handy checklist to make sure you are ready to apply.

Application form questions

Throughout the application form you will notice 🅘 icons next to a number of questions and statements. If you click on the icon you will be provided with more information about what to include in your answer or an explanation about how a certain part of the form works.

- Some questions have word limits and you will not be able to submit your application if you exceed these limits. Word limits are indicated in brackets, if necessary please use bullet points. Please note that dashes in the text count as whole words. If you decide to copy and paste text directly into your application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limit.

- Don't forget to save the progress of your application as you work on it.

Please use clear, simple language and make sure you include any facts or figures that will help us understand what you want to do and why you want to do it.

We will only assess your application if you supply the correct supporting documents and answer all of the questions. Please do not send additional documents with your application.

> ↗ **This icon is shown next to links to further information available online**

1. Your project

Name of your organisation

This will auto populate from the information you provided at registration.

Project reference number

This will auto populate.

Project Title

Please note this will be published on our website and seen by our decision takers.

i We recommend keeping your title simple and to the point. There is a limit of 15 words for your project title.

1a. Is this your organisation's first application to us? Yes/No

If no: Please tell us the reference number and project title of your most recent application.

1b. Describe your project

Tell us:

- what you will do
- who will be involved
- what you will be spending the funding on
- how you plan to evaluate your project
- how you will share what you have learned with a wide range of people

Please note the description you provide here is the **only** part of your application form which is seen by decision takers. This is presented alongside our assessment of your application.

This question has a 500 word limit.

i Evaluation:

We expect all applicants to evaluate their project. You will need to create an evaluation plan at the start of your project. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about the outcomes your project has achieved. At the end of your project you should provide a short report (maximum of 10 pages), which tells the story of what was achieved in a logical framework setting out linkages between activities, outputs and the outcomes for all elements of the project.

Welsh Language:

If you are delivering your project in Wales, you will need to tell us how you will promote and support the Welsh Language and reflect the bilingual nature of Wales.

1c. Use the tick box menu to tell us what you will do

Please select the options that apply. ☑

☐ **Community events**

☐ **Celebrating your project's achievements**

☐ **Digital things like a smartphone app, DVD or website**

☐ **Display boards**

☐ **Exhibitions**

☐ **Guides/Trails**

☐ **Leaflets or books**

☐ **Packs for schools**

☐ **Performances**

☐ **Events for Professionals**

☐ **Specialist reports**

☐ **Developing capacity to fundraise**

☐ **Feasibility studies**

☐ **Options appraisals**

☐ **Training for staff or trustees**

☐ **Other**

1d. Where will your project take place?

If your project will take place across different locations, please use the postcode where most of the project will take place.

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

1e. When are you planning to start and finish your project?

Enter your project start and finish date.

> *i* Your project must not start before we have assessed it and we have given you permission to start your project.
>
> **To obtain permission to start you will need to submit a form online and provide us with:**
>
> • your bank account details
>
> • proof of ownership/leasehold requirements (if relevant)
>
> • details of statutory permissions required and obtained (if relevant)
>
> • confirmation of match funding (if relevant)
>
> Please contact your local office if you are unsure of how much time to factor into your timetable for this aspect.

Please note your project must last no more than one year.

The project finish date should factor in the time required to submit your end of grant report and evaluation report.

1f. Tell us about the heritage in your project, its current condition and why it is important to your organisation and your community?

This question has a 300 word limit.

> *i* Please note, your project must relate to national, regional or local heritage of the UK.

1g. Select the heritage type that is the main focus of your project:

Please note you can only select one option. ☑

- ☐ Museums, Archives, Libraries and Collections
- ☐ Community Heritage
- ☐ Landscapes and Nature
- ☐ Historic Buildings and Monuments
- ☐ Industrial, Maritime and Transport
- ☐ Cultures and Memories
- ☐ Archaeology
- ☐ Other

ⓘ Community Heritage

Projects focusing on a range of heritage in a geographic community, or projects about a particular community of interest/social background.

Industrial, Maritime and Transport

Aircraft, vehicles, locomotives, rolling stock, vessels, or buildings, special infrastructure/fixed installations and machinery (e.g. mines) associated with our industrial, maritime or transport history.

Cultures and Memories

For example, projects focusing on collecting oral histories, on cultural traditions such as music or fashion, or projects about the heritage of language and dialects.

1h. Will you be undertaking any capital work as part of your project? Yes/No

ⓘ Capital works

Capital works are defined as works that create or improve an asset.

By capital work we mean digitisation, the conservation of artefacts and objects, repair and conservation works or new build. For example, conservation of a heathland, repairs to a war memorial and digitisation of a photographic archive would all be considered as capital works.

For projects involving physical works, for example conservation to a historic building or new building work, please read the ownership requirements section of the programme guidance and refer to the receiving a grant guidance.

Statutory Permissions or Licences

For example, Listed Building Consent, Planning Permission, Scheduled Monument Consent, Faculty, Bat Licence, Tree Felling Licence etc.

You do not need to have secured Statutory Permissions and/or Licences before applying to us.

All Statutory Permission and/or Licences must be in place before your project can begin.

If yes: Tell us

- If you own the heritage to be worked on
- If not, whether you have permission from the owner
- If the works will follow conservation good practice
- If the work requires any Statutory Permissions or Licenses
- If the Statutory Permissions or Licenses are in place

This question has a 200 word limit

1i. What will you do to ensure your project is environmentally friendly?

> **ⓘ For example:**
>
> • tell people how to get to your site or events by public transport
>
> • use compostable/biodegradable plates and cutlery for event catering
>
> • use local suppliers
>
> • use recycled and/or environmentally friendly materials
>
> • recycle your waste
>
> • tell people about the environmental measures you have implemented

This question has a 150 word limit

1j. Tell us what will happen after your project ends?

Think about: Where the things you will produce will go after your project has finished, how the outcomes will be maintained and how you will manage your heritage in the future.

> **ⓘ** For projects involving physical works, for example conservation to a historic building or new building work, please read the **property ownership requirements** section of the programme application guidance.
>
> If your project will create anything in a digital format please read the **digital outputs** section of the programme application guidance.
>
> You should also read our standard terms of grant for further information before submitting your application.

This question has a 200 word limit

2. Project outcomes

Select the outcome(s) your project will achieve and explain how you will do this:

Achieving the outcome *'A wider range of people will be involved in heritage'* is a mandatory requirement.

Please note

- There is a limit of **300 words** for this section
- We **do not** expect you to achieve all of the outcomes listed
- If your application is successful you will need to tell us how your project achieved the outcomes selected in your end of grant reporting.

i Outcomes are changes, impacts, benefits or any effects that happen as a result of your project.

The number of outcomes you achieve will vary depending on the project type and should be proportionate to the size of grant you are requesting or the specific focus of your project. We expect projects to achieve some outcomes more strongly than others. Although your project may achieve more indirectly, please focus on the outcomes that are strongest, as we will monitor your progress and you will use them in your evaluation.

A wider range of people will be involved in heritage

i There will be more people engaging with heritage and this audience will be more diverse than before your project. Changes will have come about as a direct result of your project, and particularly your audience development work and community consultation, by collecting and analysing information about the people who engage with your heritage – and those who don't – before, during and after your project.

How will you know what you have achieved?

You will be able to show that your audience profile has changed; for example, it includes people from a wider range of ages, ethnicities and social backgrounds; more disabled people; or groups of people who have never engaged with your heritage before. You will be able to show how more people, and different people, engage with heritage as visitors, participants in activities, or volunteers, both during your project and once it has finished.

Heritage will be in better condition

i There will be improvements to the physical state of your heritage and your approach to caring for it in the future. The improvements might be the result of repair, renovation or work to prevent further deterioration, such as mending the roof of a historic building, conserving an archive, clearing field ditches or repairing a ship. Improvements might also result from new work, for example increasing the size of an existing habitat to benefit priority species, or constructing a new building to protect historic ruins, archaeology or vehicles.

How will you know what you have achieved?

The improvements will be recognised through standards used by professional and heritage specialists, and/or by people more generally, for example in surveys of visitors or local residents. You will have put in place a management and maintenance plan.

Heritage will be identified and better explained

i There will be clearer explanations and/or new or improved ways to help people make sense of heritage. This might include new displays in a museum; a smartphone app with information about the biodiversity and geodiversity of a landscape; talks or tours in a historic building; depositing new research in publicly accessible archives; an accessible guide to a historic house; or online information about archives.

How will you know what you have achieved?

Visitors and users will tell you that the interpretation and information you provide are high quality, easy-to-use and appropriate for their needs and interests, that they enhance their understanding, and that they improve their experience of heritage.

People will have developed skills

i Individuals will have gained skills relevant to ensuring heritage is better looked after, managed, understood or shared (including, among others, conservation, teaching/training, maintenance, digital and project management skills). Structured training activities could include an informal mentoring programme, on-the-job training or external short courses.

How will you know what you have achieved?

People involved in your project, including staff and volunteers, will be able to demonstrate competence in new, specific skills, and where appropriate, will have gained a formal qualification.

People will have learnt about heritage, leading to change in ideas and actions

i Individuals will have developed their knowledge and understanding of heritage because you have given them opportunities to experience heritage in ways that meet their needs and interests.

How will you know what you have achieved?

Adults, children and young people who took part in the project, or who are visiting your site or engaging with your heritage in other ways e.g. through digital technology, will be able to tell you what they have learnt about heritage and what difference this makes to them and their lives. They will also be able to tell you what they are doing with that knowledge and understanding; for example, sharing it with other people, using it in their professional or social life, or undertaking further study.

People will have greater wellbeing

i Individuals will feel more connected to the people around them and/or the place where they live as a result of involvement in your project – this is what we mean by greater wellbeing. To achieve this outcome, your project should be designed to impact on wellbeing (and developed with expert organisations if you plan to involve people using mental health services or learning disabled people). You might provide opportunities for people to be more active (for example, volunteering in a park, taking part in community archaeology, sharing digital skills) or to build new connections with others.

How will you know what you have achieved?

You or your external evaluator will use recognised evaluation methods for measuring wellbeing and ask the people involved about how they feel. Participants will report increased happiness, greater satisfaction and/or that life feels more worthwhile as a result of their involvement in your project. Some people might report reduced levels of anxiety.

The funded organisation will be more resilient

i Your organisation will have greater capacity to withstand threats, respond to opportunities and to adapt to changing circumstances to give you a more secure future. You will achieve this greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources.

How will you know what you have achieved?

You might have new volunteers who increase your capacity and skills; or new sources of income through commercial activity, endowments or new fundraising programmes. You will be able to show that your organisation is stronger and in a better position for the future as a result of the changes you made as part of your project.

The local area will be a better place to live, work or visit

i Local residents will have a better quality of life and overall the area will be more attractive. As a result of improving the appearance of heritage sites or of the opportunities you have provided for local people to visit, use, get involved with, and enjoy heritage, residents will report that they feel greater pride in the local area and/or have a stronger sense of belonging.

How will you know what you have achieved?

Community members will report a greater sense of shared understanding and a better sense of getting on with each other. Visitors to your heritage will also tell you that the area has improved as a direct result of your project and what they value about it.

The local economy will be boosted

i There will be additional income for existing local businesses and/or there will be new businesses in your local area. You will be able to show that local businesses have benefited from your project. This will be because you spent your grant locally, or because you encouraged more tourism visits to the local area, or because you provided new premises for businesses that moved into the area or expanded their operations within it.

How will you know what you have achieved?

You will be able to show that these changes have come about as a direct result of your project. You will be able to show this using information about the local economy before and after your project, available from organisations such as the local authority or tourism organisation.

3. Project costs

3a. Project costs

In this section of the form we want you to tell us how much it will cost to deliver your project.

> ⓘ Please use the 'Description' column to provide more detail about your costs.
>
> If your costs are based on calculations, for example staff costs, please provide this information.
>
> **There is a limit of 30 words per description.**
>
> All costs should include VAT (unless you are able to reclaim it elsewhere).
>
> For any costs that are not covered by the cost headings listed please use the 'Other' heading.
>
> Contingency is a mandatory cost heading because our experience shows how important it is when delivering projects.

Before you begin:

- your grant request will be rounded down to the nearest £100

- your total project costs must match your project income

- contingency is a mandatory cost heading because our experience shows how important it is when delivering projects. If you choose not to allocate a cost to this heading then you should explain why in question 3a.

Table columns

Cost heading

Please chose the appropriate cost heading from the list provided. We will ask you to report expenditure against these headings at project completion.

Description

Please add a general description. **There is a word limit of 30 words per description.**

Cost

Please insert your costs in this column – with VAT (unless you can claim VAT back from another source).

Table rows (cost headings)

New staff costs

Include costs of new fixed-term contracts, secondments (people who are temporarily transferred to your organisation) and the costs of freelance staff to help develop your project. Do not include the costs of paying trainees here.

You must also openly advertise all project staff posts, with the following exceptions:

- You have a suitably qualified member of staff on your payroll that you are moving into a project post. (You still need to provide a job description for this post).

> ⓘ You are extending the hours of a suitably qualified member of staff on your payroll so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about their role.

If you are moving an existing member of staff into a post created by the project, then we can either pay for the cost of this member of staff, or for the cost of backfilling their position.

All salaries should be based on sector guidelines or similar posts elsewhere.

Professional fees

Fees should be in line with professional guidelines – for example, those of RIBA – and should be based on a clear written specification.

Recruitment

This can include advertising and travel expenses. We expect your organisation to keep to good human-resource practice and follow all relevant laws.

Purchase price of heritage items

If your project involves buying a heritage item, you must get an independent valuation to help show that this item can be bought for a realistic price. If you are a private individual or commercial organisation you cannot include costs here.

Repair and conservation work

This includes costs of work to repair, restore or conserve a heritage item, building or site.

Event costs

Costs for any events (for example, refreshments or room hire).

Digital outputs

Any costs that you require to create 'digital outputs' – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials, including learning materials

This might include historic costumes, hard hats to give site access, art materials or leaflets and publications.

Training for staff and training for volunteers

Existing and new staff and volunteers may need training to carry out your project.

Travel for staff and travel for volunteers

For example, to help staff and volunteers travel to sites. Travel costs by car should be based on 45p a mile.

Expenses for staff and volunteers

You can include the costs of expenses for staff and volunteers to make sure they are not out of pocket.

Other

Please use 'other' for any costs that do not fit within the given cost headings. Give a clear description of these costs.

Publicity and promotion

You can include the costs of promotional materials that relate directly to your project.

You must make sure that you acknowledge the support of the National Lottery and you can find more information about how to do this on our **website.** ↗

Evaluation

This cost heading is mandatory. All projects must be evaluated. Depending on the scale of the project and how complicated it is, you may want to employ somebody to help evaluate your project and assess whether you are successfully achieving the outcomes you set out in your application. Budget up to 5% of your costs towards evaluation.

Contingency

This cost heading is mandatory. A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure may be up to 10% of the total costs of the project, unless you have a particularly complex capital project where a higher level may be required. Make sure that you only include your required contingency here and not included within the other cost headings in the application.

Total

The online form will generate your total project costs.

3b. Project income

Tell us about any project income from other sources of funding that you expect to receive to help you carry out the project.

Please note: all grant requests are automatically rounded down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of costs or the system will not allow you to proceed.

i Under this grant programme you do not have to make a cash contribution to the costs of your project.

We encourage applicants to contribute to their projects wherever possible.

Secured

By secured we mean:

- cash in your bank reserved specifically for this project;
- formally offered grant money.

Your request for a grant should be between £3,000 and £10,000, and should be rounded down to the nearest £100.

The grant % is calculated based on the level of project income from other sources of funding.

3c. Non-cash contributions

Tell us about any non-cash contributions that you expect to receive to help you carry out the project.

i Non-cash contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local business for regular meetings or materials being donated by a local building firm.

Please note that here is a limit of 30 words per 'description'.

3d. Volunteer contribution

Tell us about any volunteer contribution that you expect to receive to help you carry out the project.

i By volunteers we mean the people who are contributing their time to help deliver your project rather than only taking part in it.

This could include administrative work, leading a guided walk, clearing a site or working as a steward at an event.

You can include costs for volunteer training, travel and expenses in section 3a.

You will need to identify from the drop-down menu the skill level required for the volunteer task, the headings are:

- **Professional Volunteer** (for example – accountancy or teaching) – £50 an hour
- **Skilled Volunteer** (for example – administrative work, carpentry or leading a guided walk) – £20 an hour
- **Volunteer** (for example, clearing a site or working as a steward at an event) – £10 an hour

The value of volunteer contribution will automatically calculate based on the information provided and the skill level selected.

4. Your organisation

In this section of the form we will ask you details about your organisation.

4a. Address of your organisation

> *i* The address of your organisation will autopopulate from the information you provided when creating your account.

4b. Legal status of your organisation

Please select the option that applies to your organisation.

- [x]
- [ ] **Local authority**
- [ ] **Other public sector organisation**
- [ ] **Registered Charity**
- [ ] **Registered Company or Community Interest Company (CIC)**
- [ ] **Faith based or church organisation**

- [ ] **Community or Voluntary group**
- [ ] **Private owner of heritage**
- [ ] **Other**

> *i* **Local authority**
>
> By local authority we mean an administrative body in local government, for example a local council.
>
> **Other public sector organisation**
>
> Select this option if you are not a local authority, but you report to the government (such as a state school or university).
>
> **Private owner of heritage**
>
> E.g. individuals and commercial organisations.

4c. Tell us about your organisation's main purpose and regular activities

> *i* We ask for this information to help us assess whether the project that you want to undertake is a good fit with your organisation's main purpose and what it aims to achieve.
>
> - Tell us about your organisation's governance e.g. How many people are on your board or management committee, do they have any skills particularly relevant to this project
> - Describe the purpose and aims of your organisation
> - Tell us how many paid staff work for you organisation
> - Tell us how many volunteers are involved in your organisation
> - Describe your organisation's regular activities and explain how they are funded

This question has a 200 word limit

4d. Is your organisation any of the following? If so please provide the information requested

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

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

Company or Community Interest Company (CIC) – give registration number

4e. Do you consider your organisation's mission and objectives to be:

If your organisation defines itself and its mission as being led by one of the following, please select the option that applies. ☑

Please select the options that apply:

☐ **Black or minority ethnic-led**

☐ **Disability-led**

☐ **LGBT+-led**

☐ **Female-led**

☐ **Young people-led**

And in Northern Ireland only:

☐ **Mainly led by people from the Catholic communities**

☐ **Mainly led by people from the Protestant communities.**

4f. Details of main contact

ⓘ The person you identify must have official permission from your organisation to be our main contact. We will send all correspondence about this application to this person, at the given email address.

Is the address of the main contact the same as the address in 4a? Yes/No

If no: Enter the address of the main contact.

ⓘ The daytime telephone number and email address will autopopulate from the information you provided when creating your account.

Tell us about any particular communication needs this contact has

Please note that there is a limit of 50 words for this question.

For projects based in Wales, which language should we use to communicate with the main contact?

Select an option. ☑

☐ **English**

☐ **Welsh**

☐ **Both (bilingual)**

If the main contact is not also an authorised signatory for your organisation please include the detail of an authorised signatory below:

Provide details in text box.

4g. Does your organisation use social media? If so, please provide us with some information (for instance, your organisation's Twitter handle)

5. Supporting documents

Below is the list of supporting documents that are relevant to this grant programme. If the supporting document does not relate to the project you are proposing please select not applicable.

Please do not submit any additional documents that do not appear below.

All documents should be provided in digital format (either attached to the application form or emailed to your local office).

1. Governing document (e.g constitution)

i **Your constitution should include:**

- the name and aims of your organisation

- a statement which prevents your organisation from distributing income or property to its members during its lifetime

- 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

- the date when it was adopted and the signature of your chairperson (or other suitable person).

If you do need to provide a governing document, please make sure your project falls within the aims of your organisation.

We do not need to see your governing document if:

- you are a public organisation (e.g. a local authority);

- you are a private owner of heritage.

2. Accounts

Your most recent audited or accountant verified accounts.

If you are a newly formed organisation and do not have a set of audited accounts, please submit your last 3 bank statements or a letter from your bank confirming that you have opened an account.

We do not need your accounts if you are a public organisation (e.g. a local authority).

3. Letters of support

Letters of support are a good way of showing us that other people are interested and committed to your project.

Please submit no more than six letters of support from the people involved in your project, rather than general supportive statements. For example, if you are planning to deliver workshops at local youth clubs then a letter of support will show us that they are interested and want to take part.

If possible, letters should be on headed paper and/or signed.

4. Condition survey (if applicable)

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline conservation plan. This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition.

For example, if you plan to conserve a local war memorial, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the suggested works (what works are most critical and need to be tackled most urgently).

When submitting supporting documents, please use appropriate file names so our assessment team can easily identify each document.

We will confirm we have received your application when we have your online form and all supporting material.

We will not be able to assess your application if we do not receive all the required information.

6. 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.

An objective for our work is that by 2024 heritage will be more inclusive. We are committed to having an accurate picture of the diversity of organisations who apply to us.

We will anonymise the demographic data you give us and use it to inform our policy and in our public reporting.

Please include all the information you have available (that is obtained through formal monitoring, not based on assumptions or informal knowledge). Please do not provide data if you are not sure.

When you submit your online form, you will be asked to confirm that you have read, understood and agree with the statements set out in the declaration.

Contact us

You can find more information about contacting us on our **website.**

If you want to find out about our complaints process, please visit our **website.**