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

See all updates

National Lottery Grants for Heritage allows us to fund projects that connect people and communities to the national, regional and local heritage of the UK.

Page last updated: 7 December 2023. See all updates.

Important

We are no longer accepting applications for grants between £3,000–£10,000. Grants from £10,000–£10million will reopen in January with new Heritage 2033 guidance and forms. Explore our available funding.

Overview

Using money raised by the National Lottery, the National Lottery Heritage Fund inspires, leads and resources the UK's heritage to create positive and lasting change for people and communities, now and for the future.

National Lottery Grants for Heritage is our open programme for all types of heritage projects in the UK.

This guidance will tell you more about the programme and the types of project we can fund.

Is this the right programme for you?

- Is your organisation looking to connect people and communities to heritage in the UK?
- Will your heritage project last up to one year?
- Do you require a grant of between £3,000 and £10,000?
- Are you a not-for-profit organisation or a private owner of heritage?

If you answered yes to these questions, then National Lottery Grants for Heritage are for you.

Government sanctions

You must follow all legislation and regulations that apply to your project – this includes government sanctions and embargoes.

Things you need to know

- Requirements: your project must not start before we make a decision and it must focus on heritage in the UK.

- Deadlines: there are no deadlines so you can apply whenever you are ready.
- Assessment process: once we receive your application and all the correct supporting documents, we will assess your application and give you a decision in eight weeks.

Application questions and help notes

See the application form questions and help notes.

Further reading

- receiving a grant: tells you what you need to do if you are successful and has more detail about our requirements
- standard terms of grant: outlines the terms of our grants
- our application process: a short step-by-step guide to applying for National Lottery Grants for Heritage
- outcomes webpage: sets out the priority and other outcomes and what they look like
- good practice guidance: advice on a range of topics to help you achieve a high quality project

When you are ready, apply on our application portal

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Who can apply?

Under this programme, we accept applications from:

- not-for-profit organisations
- private owners of heritage

Here are some examples of the types of organisation we can fund:

- charities, trusts and charitable incorporated organisations
- community and voluntary groups
- community/parish councils
- community interest companies
- faith based or church organisations
- local authorities
- other public sector organisations
- private owners of heritage (for example, individuals and commercial organisations)

We will ask to see your constitution or governing document (see Supporting documents). You must have at least two people on your board or management committee who are not related by blood or marriage or living at the same address.

If you are a private owner or a private owner is involved in your project, we will assess whether public benefit outweighs any private gain so please consider this in your application.

We usually expect the owner of the heritage to fill in the application form and, if you are successful, receive the grant and report on progress. If the owner of the heritage is not making the application, then we will ask them to sign up to the terms of grant.

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What can we fund?

We fund projects that connect people and communities to the national, regional and local heritage of the UK.

Heritage can mean different things to different people. It can be anything from the past that you value and want to pass on to future generations.

As a guide, this could include:

- people's memories and experiences (often recorded as 'oral history')
- cultural traditions (for example, stories, festivals, crafts, music and dance)
- nature (for example, habitats, species and geology)
- natural and designed landscapes such as parks and gardens
- community archaeology
- historic buildings, monuments and environments
- collections of objects, books or documents in museums, libraries or archives
- histories of people and communities or places and events
- the heritage of languages and dialects
- places and objects linked to our industrial, maritime and transport history

At this grant level, we can also fund activities to support a group taking on new responsibility for heritage, or to build new skills and capacity in organisations that already have responsibility for heritage.

To find out more about this type of activity, please read the resilience guidance on our website.

We will only fund projects that:

- are clearly focused on heritage – this can be national, regional or local heritage of the UK
- address the mandatory Inclusion outcome and any other priority outcomes as applicable: See our updated Outcomes webpage
- address the mandatory requirement on environmental sustainability: See our updated Outcomes webpage for more information on this requirement
- have a clear plan with a defined start, middle and end
- have not already started
- and will last up to one year

National Lottery Grants for Heritage are able to support a broad range of types of activity. We can cover a wide range of direct project costs. As an example, your heritage project could include:

- volunteer expenses

- training costs
- event costs (including room hire, refreshments and equipment)
- small capital works
- repair and maintenance (revenue)
- new staff posts
- professional fees (for example, legal costs)
- paid training placements
- costs to improve access to your heritage
- activities to help you strengthen your organisation
- costs associated with taking on new responsibility for heritage (for example, feasibility studies)
- digital outputs
- repair and conservation
- the purchase price of collection items or property

This funding will support activity that will address our mandatory requirements of **inclusion** and **environmental sustainability**, and if relevant, other **priority outcomes.**

We cannot cover the following:

- existing staff posts or organisational costs
- statutory and/or legal responsibilities
- promoting the cause or beliefs of political or faith organisations
- recoverable VAT
- costs for any activity that has taken place before a grant is awarded

Welsh Language

If your project is to **take place in Wales**, you must consider the Welsh language in all aspects of your work and tell us how you will promote and support the Welsh language and reflect the bilingual nature of Wales. You will need to demonstrate how you will offer bilingual provision in your project's budget and plan. Please include budget for translation under the ‘Other’ costs category within the application form project costs section.

If you have any questions, queries, or require assistance, please get in touch with cymorthcymraeg@heritagefund.org.uk.

Private owners of heritage

We have separate guidance if you are a private owner or a private owner is involved in your project. You must make it clear how the public benefit of your heritage project will outweigh any private gain. If you are a private owner of heritage, we will not fund:

- works that can reasonably be considered to be the statutory duty of the owner
- the purchase of buildings or any heritage assets
- construction of new buildings

As a private owner of heritage, you must make it clear how the public benefit of your project will outweigh any private gain.

If your project includes any capital work, you will need to show us that your project:

- will significantly increase public access and public engagement with heritage
- has clear public enthusiasm and support
- needs National Lottery investment

We usually expect the owner of the heritage to fill in the application form and, if you are successful, receive the grant and report on progress. If the owner of the heritage is not making the application, then we will ask them to sign up to the terms of grant.

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Before you apply

All of the heritage projects that we support need to:

- clearly focus on heritage – this can be national, regional or local heritage of the UK
- achieve one or more of the outcomes on this page, including the mandatory one
- be environmentally friendly
- promote the role of the National Lottery in making the project possible
- carry out evaluation

The information in this section will help you consider these points in the early stages of planning your application.

Guidance

We have lots of information on our website to help you manage and develop your project.

The following are essential reading for all projects:

- Information on acknowledging your grant
- Evaluation guidance
- Environmental sustainability guidance

Outcomes

We describe the difference we want to make with our funding through a set of nine outcomes, which include our six priority outcomes. Outcomes are changes, impacts or benefits that happen as a direct result of your project.

We will prioritise heritage projects that will: **boost the local economy, provide job creation and encourage skills development, support wellbeing and create better places to live, work and visit.**

We expect all projects to demonstrate that they are building **long-term environmental sustainability** and **inclusion** into their plans.

Remember, we will only fund projects that are clearly focused on heritage – this can be national, regional or local heritage of the UK.

Priority Outcomes

- **A wider range of people will be involved in heritage** (Mandatory Outcome): Every project we fund must achieve our mandatory outcome as a minimum
- The funded organisation will be more resilient
- People will have greater wellbeing
- People will have developed skills
- The local area will be a better place to live, work or visit
- The local economy will be boosted

We would encourage you to focus on achieving one or more of our priority outcomes at this time. **For example,** if a project only delivered on the 'condition outcome' and the mandatory outcome – it would be much less likely to be supported than a project that met the mandatory outcome, plus another priority outcome.

Our other three outcomes are:

- Heritage will be in better condition
- Heritage will be identified and better explained
- People will have learned about heritage, leading to change in ideas and actions

The number of outcomes you achieve will depend on what you want to deliver and should be proportionate to the size of grant you are requesting or the specific focus of your project. There is no obligation to name more than one, and we strongly encourage you not to claim more outcomes than you really think you can deliver.

You can find more information about our outcomes on the **Outcomes webpage** and **Good Practice Guidance**.

Do not use the help icons embedded in the Outcomes Section of the online application form. You should use the application guidance and Outcomes webpage as the primary sources of up-to-date information on these.

Environmental Sustainability requirement

We expect the highest standards of environmental sustainability to be delivered by all the projects we fund.?

We want **all our projects** to do their very best to help mitigate against and adapt to the effects of our changing climate and to help nature recover.? Whether our funding is conserving a nature reserve, a museum, a public park or a building, we will expect projects to take the opportunity to create positive benefits for nature by, for example, creating roosts for bats, including green roofs, providing ponds for natural drainage and increasing tree planting.

We?want all **kinds of heritage projects**, large and small?to:

- limit any potential damage on?the environment
- make a positive impact on the environment and particularly for nature

Of course, projects?must ensure?that any environmental measures do not have a negative impact on your heritage.

Including?environmental sustainability within your projects right from the beginning will mean your project is likely be more resilient, financially sustainable?and have multiple benefits for people and community.

The measures that you implement should be appropriate for the scale of your project. We provide guidance on environmental sustainability on our website.

You should also think about how you will evaluate your environmental sustainability measures and ensure that this is part of your project's evaluation strategy. We will ask you to identify and report on the steps that you are taking. Our environmental impact guidance provides some general advice, and you can also access practical support from the Fit for the Future network.

Considering risk

All projects will face threats and opportunities that you need to identify and manage. We want you to be realistic about the risks your project and organisation may face so that you are in a good position to manage and deliver the project successfully.

When assessing your application, we will make a measured judgement on the potential risks to your project and current organisational risks – and we will look to see if you have identified these and told us how you will mitigate against them. You should also carefully consider contingency costs within your application.

The types of risk and problems you should consider are:

- financial – for example, a reduced contribution from another funding source
- organisational – for example, a shortage of people with the skills you need or staff needed to work on other projects
- economic – for example, an unexpected rise in the cost of materials
- technical – for example, discovering unexpected and wide-ranging damp
- social – for example, negative responses to consultation or a lack of interest from your target audience
- management – for example, a significant change in the project team
- legal – for example, changes in law that make the project impractical
- environmental – for example, difficulties in finding sources of timber from well managed forests

Promotion of your National Lottery grant

You must commit to acknowledging your grant and promoting the National Lottery and you should tell us about how you plan to do this in your application form and project plan.

You can find ideas on acknowledgement and promotion, and the branding we expect you to use, on our website.

Evaluation

We recommend you build in evaluation from the beginning of your project. We will ask you to write a short evaluation (maximum of 10 pages) of your project, which you will need to attach to your end of grant report.

Asking our projects to submit evaluation reports enables us to demonstrate the difference National Lottery funding has made, to know whether a project has spent the grant appropriately, and whether it has achieved the intended outcomes.

We report on these achievements through continuous programme evaluation, which relies on information from project level self-evaluations.

Your evaluation report (10 pages max) should include the following sections and detail:

Executive summary: An overall summary of the project activities and outcomes. It should be possible to read this and get a good grasp of what happened in your project and what impact the overall project has had.

What was planned to happen: This should highlight a brief background to the project, setting out why the project was started in the first place, what you planned to do and what difference the project intended to make and why.

What actually happened: (This should be the longest section of the report.) This section should detail what took place as part of the project under a coherent set of project activity headings. The difference your project made or is making should follow on from the areas of outcome and impact highlighted in the ‘What was planned to happen’ section. This section should also reflect on areas such as project management, staffing, timetable, and approach to ongoing evaluation.

Summary of lessons learnt: What are the key things that the organisation has learnt? On reflection, what would you do differently next time?

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Your contribution

At this grant level, we do not require a contribution from you but you should consider whether other funders, organisations or people might be able to support your project.

This will help show us that other people and organisations are committed to your project.

We will assess whether your project offers good value for money and we will consider your contribution. This could be a cash contribution, a non-cash contribution or a volunteer contribution.

We will ask you to tell us about your contribution in the application form.

Cash contributions

This might be from your organisation’s own reserves, a donation from a benefactor, a grant from another funder or other fundraised support (for example, crowd funding).

Non-cash contributions

This includes anything you need for your project that you do not have to pay for (for example, room hire or equipment). We can only accept non-cash contributions if they are direct project costs that could have been part of your project budget.

Volunteer contributions

This is the time that volunteers give to support the delivery of your project. This could include administrative work, clearing a site or working as a steward at an event. You should not include costs for the time of people who will take part in your activities (for example, people who attend a workshop or go on a guided tour).

We use a standard rate of £20 per hour to calculate the value of your volunteer contributions.

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Developing your idea

Our application process is competitive and we cannot fund every good quality application that we receive.

To help you develop your idea, here are some project tips:

People

Discussing your idea with people outside of your organisation will help ensure your budget and timeline take into account the needs of a wide range of people. Speaking to future partners or participants will help inform your plans. We want to know who you consulted and how they helped shape your project. Letters of support are a good way of showing us that other people want your project to happen.

Specialist support

Think about whether you need specialist support or advice to inform your ideas and budget. If you do, make sure you speak to someone who can help you design your project (for example, someone who has carried out a similar project). It is also important to think about any permissions or licences you will need (for example, listed building consent or a bat licence).

Remember to include costs for specialist support and advice to carry out your project.

Community

Find out what else is going on in your area. You might find a similar project, an organisation that you could work with or an important local issue that you could help tackle.

Resourcing

Decide who will be responsible for delivering each part of your project and whether you have the time, tools and skills to deliver it. If you do not, you can include costs for support, equipment and training in your budget and help build your organisation’s capacity.

For example, if you are thinking of working with young or vulnerable young people you will need to make sure you have the right expertise in your organisation.

Budgeting

Your budget should be realistic and based on research, quotes or previous experience. It is hard to plan for every eventuality so make sure you include an appropriate contingency for unforeseen costs.

Evaluation

It is never too early to think about how you will evaluate your project. Think about the information you will collect and any associated costs.

Evaluation will help you demonstrate the impact of your project and should inform future projects, as well as supporting your case for future funding.

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How we assess your application

Once you send us your online application, we will check everything is in place and will be in touch to let you know when you can expect a decision.

Unless we need to check anything with you, it is unlikely that you will hear from us again until we notify you of the decision.

Once we receive your application and all the correct supporting documents, we will assess your application and aim to give you a decision in eight weeks.

As an organisation that gives out public funds, we carry out some checks on the information you provide to us when you apply (for example, we may check your history with us or carry out identity or fraud checks).

You should answer all of the questions in the application form.

When we assess your application, we will consider a range of factors including:

- whether your project is relevant to heritage in the UK
- the needs and opportunities your project will address
- how strongly your project will achieve our priority outcomes
- overall value for money
- potential risks to the project's success, especially in relation to impacts of the COVID-19 pandemic on project delivery
- your approach to environmental sustainability

If your application is assessed as providing low value for money then it may be rejected earlier during the assessment period, and we will let you know this at the time.

Application process

- read the application process and plan your project
- when you are ready, send us your online application

- We will assess your application in eight weeks. The assessment of our first few applications may take slightly longer than eight weeks as we transition back into our normal grant-giving cycle. (Please note: we will not be able to assess your application until we receive all the required supporting information.)
- your application will go to a monthly decision meeting
- we will contact you to let you know the decision

Please choose when to make your application carefully. Don't rush to submit an application before you are ready, and make sure you have thought through the best way to shape your activity and how you are going to manage it. We know that we will receive a high number of applications, and we will need to prioritise where our investment can make a significant difference.

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Supporting documents

You will need to submit the relevant supporting documents, which are outlined in this section. Some of these documents will not apply to your project and the additional information will help you decide if they are relevant.

Everything we need to assess your application is in the application form and the following supporting documents. Please do not submit any extra documents, as we will not use them in assessment.

Governing document (for example, constitution)

We do not need to see your governing document if:

- you are a public organisation (for example, a local authority)
- you are a private owner of heritage

Your governing document should include the following:

- the name and aims of your organisation
- a statement that 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 authorised person)

We are unable to accept your application if your constitution does not include the above.

Please make sure your project falls within the aims of your organisation.

The Charity Commission provides guidance on creating a governing document.

Accounts

Include 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 three 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 (for example, a local authority).

Letters of support (no more than six, if applicable)

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

Please send us 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 want to take part.

If your project involves activity to take on the management of heritage, please send us a letter from the current owner giving permission for the project to go ahead.

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

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).

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What happens after you apply?

If your application is successful

You must wait to receive Permission to Start from us before beginning your project. You will need to submit a form online and provide us with:

- your bank account details (mandatory)
- proof of ownership/leasehold requirements (if applicable)
- details of statutory permissions and/ or licences required and obtained (if applicable)
- confirmation of partnership funding (if applicable)

Your organisation will need a bank account. The name on this bank account must exactly match the name of the organisation making the application.

Once you have Permission to Start, we will pay your full grant in advance.

Reporting

When you finish your project, we will ask you to submit an end of grant report and your project evaluation. We may also ask for some evidence of expenditure (for example, invoices and receipts).

Terms of grant

We will ask you to sign up to our Standard terms of grant, which you can find on our website.

The duration of terms of grant depends on the type of project and the nature of the organisations applying. The terms of grant will last from the date of Permission to Start until:

- **activity:** the date the project finishes (known as the Project Completion Date)
- **capital:** five years after the Project Completion Date
- **digital:** five years after project completion
- **acquisition:** If your project includes buying a heritage item, land or building, the terms of the grant will last indefinitely. If you wish to dispose of what you have bought in future, you must ask for our permission and we may claim back all or part of our grant. If your project includes an acquisition, please read our requirements in our Receiving a grant guidance.

If your application is unsuccessful

The assessment process is competitive and we cannot fund all of the good quality applications that we receive. If your application is unsuccessful, we may suggest that you make another application.

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Legal and policy requirements

Ownership requirements

We expect you to own any property (land, buildings, heritage items or intellectual property) on which you spend the grant.

As an exception, if your project involves activity to take on the management of heritage or any other activity involving property you do not own, we will accept a letter from the current owner giving permission for the project to go ahead. You should send us this letter with your application.

Digital outputs

We have specific requirements, which are set out in our Standard terms of grant, for ‘digital outputs’ produced as part of any project. We are using the term ‘digital output’ to cover anything you create in your project in a digital format that is designed to give access to heritage or to help people engage with and learn about heritage.

For example, this includes photographs, text, software, web and app content, databases, 3D models, sound and video recordings.

Items created in the management of the project, for example emails between team members and records of meetings, are not included in the requirement.

If you receive a grant between £3,000 and £10,000, all digital outputs must be:

- ‘available’ (the outputs are freely available online and you can give access to the digital files on demand) for five years from the project completion date
- ‘usable’ (the outputs function as intended and are kept up-to-date)
- ‘open’ (digital outputs are licensed for use by others under the Creative Commons ‘Attribution 4.0 International (CC-BY4.0) licence with the exception of code and metadata, which should be release under a Public Domain Dedication unless we have agreed otherwise.

We expect projects:

- to ensure their digital outputs are accessible
- to use open data and tools where possible
- to contribute digital outputs to appropriate heritage collections and open knowledge projects

Guidance for digital projects can be found on our website.

Procurement and staff posts

You must follow our procurement guidelines, which can be found in our Receiving a grant guidance. As an overview, for costs for goods, works or services worth more than £10,000, you must get at least three competitive tenders/quotes.

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 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

We are committed to ensuring that the heritage sector is inclusive and sustainable. You must use the Living Wage rate (and London Living Wage where applicable) for all project staff. Please show evidence of budgeting for Living Wage rates in your staff costs and budgets.

Procedures to recruit consultants and contractors must be fair and open and keep to the relevant equality legislation.

If you are unsure about your obligations, we advise you to take professional or legal advice. If you have already procured goods, works or services for the project that are worth more than £10,000 (excluding VAT), you will need to tell us how you did it. We cannot pay your grant if you have not followed the correct procedure.

You must use the Living Wage rates for all project staff.

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Additional information

The evaluation budgeting and reporting section below is relevant for all projects.

You should also read the following sections if they are relevant for your project:

- Buying land and buildings
- Buying heritage items and collections
- Projects involving land, habitats and species
- Third party ownership requirements including for community grants

Evaluation budgeting and reporting

We recommend allowing a budget for evaluation of between 2% and 7% of your total projects costs. Your budgets for evaluation should not be less than the 2%. For example, if a project applies for funding of £190,000 we would expect a minimum of £3,800 (2%) to be allocated to evaluation. If your evaluation budget is lower, you will need to tell us why in the description for this project cost.

You will be asked to write an evaluation of your project and attach it to your final completion report. We aim to fund projects that create positive and lasting change for people and communities.

Asking our projects to submit evaluation reports enables us to demonstrate that difference and to know whether a project has spent the grant appropriately and desired outcomes have been achieved. We report on these achievements through continuous programme evaluation, which relies on information from project level self-evaluations.

We will also send you an evaluation questionnaire within one year of the completion of your project. It will ask for information on the numbers of activities undertaken, the number of visitors you have received (where appropriate), the amount of training and volunteer involvement in your project, and any extra staff you have taken on. For all of these ‘outputs’ of your project, we will be interested in the types of people that have benefited as well as the overall numbers.

The quantitative information that we expect you to collect for your evaluation questionnaire is outlined below. For visitors, volunteers, trainees and staff, we also ask for demographic details by gender, age, ethnicity, sexual orientation, disability and social class.

On their own, these numbers will not tell the whole story of what your project is about, and your evaluation report will need to tell us about the quality of your project as well.

Activities

We will want you to tell us how many activities were carried out using your grant. The activities we list are:

- **Open days:** days when you open a heritage site, collection or feature to the public, which cannot normally be visited. It can also include days when you do not charge for admission at attractions that normally charge an entrance fee.
- **Festivals:** programmes of events or activities for the public, lasting one day or more, with a clearly defined theme or focus.

- **Temporary exhibitions and displays:** exhibitions or displays that are not a permanent feature of your site and last for less than 12 months.
- **Guided tours or walks:** these may be guided by either your staff or people outside your organisation, but must be based on your heritage site or feature.
- **Visits from schools and colleges:** these can include visits by primary, secondary and higher levels of education.
- **Outreach sessions in schools and colleges:** visits made by your staff or the volunteers working with you on the project.
- **Other on-site activities:** activities that take place at your site that you feel are not included under the other headings.
- **Other outreach or off-site activities:** activities that have taken place away from your site that you feel you have not been able to tell us about.

Visits

Data about the number of people who visited your attraction the year before your project started and the year after it completed. If the attraction or facility we fund is part of a bigger attraction (for example, if we funded a gallery within a larger museum), we only want you to give us visit numbers for the part of the attraction or facility that we give money towards.

Volunteers

The number of volunteers involved with the funded project and the number of volunteer hours they contributed.

Training

The number of people trained through the project, under a set of skills headings covering conservation, audience engagement and management.

Training includes any structured programme of on-the-job training, skillsharing, work-based learning and work experience. We ask you to distinguish between training for your staff and training for volunteers.

New staff

The number of new staff posts created to carry out your project, and the number of these still being maintained after the end of the project.

For more information read our evaluation guidance.

Capital works

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

By capital work we mean digitisation of collections, a conservation programme for objects and collections, repair and conservation works or new build, refurbishment and redisplay of galleries and/or buildings.

For example, conservation of a heathland, repairs to a memorial and digitisation of a photographic archive would all be considered as capital works.

Reusing and adapting built heritage has an important role to play in reducing carbon emissions and tackling climate change, and whilst new build might be necessary and appropriate, in some cases we will prioritise re-use and sensitive adaptation of existing buildings.

For landscape and nature capital projects we will prioritise those that focus on one or all of the following themes; support nature's recovery, deliver nature-based solutions to climate change and/or help people reconnect with nature.

Buying land and buildings

We can fund projects that involve the purchase of land and/or buildings that are important to our heritage, and are at or below market value. The principal reasons for purchase must be a benefit for long-term management of heritage and for public access.

If you already manage the land and/or buildings that you want to buy, you will need to show us what extra benefits the purchase will bring.

You will need to show that all options for entering into an appropriate management agreement with the freehold owner have been explored before seeking a grant for purchase.

We can help you to buy land and/or buildings if you demonstrate in your application form that:

- any risks to their preservation will be reduced by your purchase
- the price accurately reflects the condition and value
- the purchase will contribute to more people engaging with the heritage
- you have adequate plans for management and maintenance over a period of at least 10 years after project completion
- you can demonstrate their significance to the heritage in a local, regional or national sense

We will not support purchases that we think are above market value. If we award you a grant, we may require a charge on the land and/or buildings. We can fund all associated purchase costs such as agent's fees, saleroom fees and taxes. Please ensure these are reflected in your cost table.

If your project includes buying a heritage item, land or building, the terms of the grant will last indefinitely. If you wish to dispose of what you have bought in future, you can ask for our permission. We may claim back our grant.

The information we need about the purchase:

- a location plan to scale, clearly identifying the extent of the land or building to be purchased and any relevant access to the land and building
- One independent valuation. This should include a detailed explanation of how the assessment of the market value was reached. We welcome valuations by the District Valuer. We may also arrange for our own valuation. We will normally be prepared to support a purchase at a figure up to 10% above the top of any range in an accepted valuation.

- evidence that the current owners are the owners (have legal title) and have the right to both sell the land and/or building and transfer the title to the new owner; and evidence of any legal covenants, or rights (such as fishing, shooting, mineral, drainage), or long- or short-term tenancies, or rights of way or access, or any other interests which are attached to the land or building

Buying heritage items and collections

We can fund projects that involve the purchase of heritage items or collections that are important to our heritage and contribute to achieving our outcomes.

We will only help to buy items or collections if you demonstrate in your application form that:

- risks to their long-term future will be reduced if you buy them
- the price accurately reflects their condition and value
- you have a collecting policy and the purchase is in line with your policy
- the items will be accessible to the public once purchased
- you can show that you have adequate plans for their long-term care and maintenance

We will fund buying works of art, archives, objects and other collections that are important to the heritage and which were created more than 10 years ago. We will also fund buying more recent items of heritage importance, but only if they are part of a larger collection, which is more than 10 years old.

If your project includes buying a heritage item, land or building, the terms of the grant will last indefinitely. We may require a charge on the item(s). If you wish to dispose of what you have bought in future, you can ask for our permission, and we may claim back our grant. If you already have the item(s) on loan to your organisation, you will need to show us what extra benefits buying them will bring.

There is unlikely to be sufficient public benefit in the acquisition of a heritage item by one publicly funded collection from another for us to consider funding the purchase.

We will not support purchases that we think are above market value.

We will not give priority to a purchase simply because of an export stop. An export stop gives organisations a chance to raise money needed to buy an item or collection that is intended for export. The export stop defers the export licence for a specified period in order that an offer may be made from within the UK.

If you intend to apply to us you should contact your local office as soon as possible, and within the first deferral period.

If you need an urgent decision from us, you must contact your local office to discuss this before you apply. We can only consider offering fast-track decisions for buying heritage items or collections if the deadline means we cannot assess your application within our usual timetable.

Our staff will discuss with you the implications of our fast-track procedure for your application. If you have a short amount of time to buy the item(s), we ask you to provide us with details of how this object will be integrated into your existing learning activities and public programmes.

We do not require you to have a separate activity plan but we will expect activities and programmes to be appropriate for the object you are acquiring.

Costs

The eligible costs associated with a purchase include:

- the purchase price itself
- fees incurred by your organisation as the buyer including valuations; agent's fees; and the buyer's premium for purchases at auction
- unreclaimable VAT

Ineligible costs include:

- seller's fees (for example, legal and agents' fees)

You should also include the costs of all the other activities you will do in your project once you have bought the item(s). The costs of your activities must be in proportion to the cost of the item(s).

The information we need about the purchase

You will need to provide:

- information about the history and significance of the item(s)
- a statement about why you are the right organisation to own the item(s). This should be supported by what you say in your policies, such as your acquisition or collections-management policy
- evidence that you will become the full owner of the item(s) or a good case for well-planned joint ownership
- documentary proof of the provenance (origin) of the item(s). Examples of proof include sale documents, legal documents, export documents, written statement by the current owner, history of the item(s)
- evidence that the current owners are the owners (have legal title) and have the right to both sell the item(s) and transfer the title to the new owner
- an independent valuation on an open market basis for the item(s) you wish to buy; this should include the valuer's reasoning to support the valuation, not just a statement of the value; you do not need to commission a valuation for an item (or items) which is the subject of an export stop or part of the Treasure Valuation Process
- Evidence that you have followed current guidance on portable antiquities, illegal trade, and items and collections that could be sensitive. You should provide a statement outlining your research into the relevant laws and guidelines on ethical acquisitions.
- a description of how you will manage the item(s) and keep it secure, both at the time you buy it and in the future
- a conservator's report saying whether the item(s) have conservation needs and, if so, how you will meet those needs. The report should include evidence that your organisation has the right environmental conditions to house the purchase

Projects involving land, habitats and species

Biological-recording projects

Any species observations must comply with the standards for data quality and accessibility as set out by the National Biodiversity Network (NBN) on the NBN Atlas website. These observations must be made available to the public on an open licence at capture resolution, subject to sensitive species restrictions.

There are several ways of achieving this. NBN Atlas Data Partners may prefer to supply datasets directly to the NBN Atlas. Alternative options include through online recording tool iRecord or they can be shared with your local or regional environmental record centre for onward transmission to the NBN Atlas website. Please ensure if submission to the NBN Atlas is via a third party they are aware of the requirements to submit this data at capture resolution on an open licence.

If you are unsure how best to proceed, please contact the NBN directly to discuss the most appropriate data supply route. You must also meet our digital requirements.

The information we need about agricultural state aid

You will need to provide state aid clearance from Defra if agricultural state aid rules are likely to apply.

Working on private land

Many priority habitats and species occur on land that is owned by private individuals or for-profit organisations.

We do accept applications for landscape and nature projects that are on both public and privately owned land, provided that public benefit outweighs any private gain for the individual land owner(s) where they are private individuals or for-profit organisations.

In order to include private land your overall project must meet all four criteria below:

- have a core of good-quality priority habitat or support a significant population of priority species from which to extend out from
- enhance and/or expand the extent and quality of habitat that will help to meet UKBAP habitat and species targets
- contribute to long-term sustainable management of the area
- demonstrate a strategic approach to the conservation of a priority habitat or species

Even when working on private land we will expect some degree of public access to be provided.

We also accept the principle of zoned levels of physical access within your project area and that physical access may not always be appropriate or desirable for habitat conservation reasons. There should already be public access to the land that you own, and you may also have some infrastructure, for example paths or hides, that can help to accommodate increased public access.

Third party ownership requirements

For landscape and nature projects

Where the land (which may include different plots of land over a wide area) that is the subject of grant funding, is owned by a third party or multiple third parties (including private owners), legal agreements should be put in place between each land owner and the grantee.

There is no prescribed form of agreement but we have specific requirements which should be included in any third party land owner agreements. At a minimum, the land owner agreements should include the following:

Details of the parties:

- confirmation as to how the land is held (freehold or leasehold)
- a description of the property (including plans)
- covenants on the part of the land owner to maintain the land and provide public access in accordance with the terms of the grant (as applicable)
- a provision that any onward disposal should be subject to the third party agreement
- that the agreement will last from the start of the work on the third party land until 10 years following Project Completion

You will need to provide us with copies of the landowner agreements to ensure compliance with these requirements. The landowner agreements will need to be completed and in place before any grant monies are released for work on each plot of land owned by a third party.

For capital works to built heritage (for example, historic buildings, ornamental gardens)

If your project involves substantial work to a heritage building that is owned by a third party we will usually expect the owner to become a joint grantee or to grant you a lease which meets our requirements. In some situations, rather than make the owner a joint grantee, we may ask them to sign a side letter agreeing to comply with the terms of grant insofar as they relate to matters within their control.

Legal costs

You may include the costs of adapting and setting up any third-party agreements, including the cost of taking legal advice, as part of the costs in your application.

Expand All accordions

What next?

Use this handy checklist to make sure you are ready to apply:

- I have read this guidance document
- I have read the terms and conditions of this grant programme
- I have drawn up a project budget and checked my costings
- I have planned how to evaluate my project
- I have filled in all sections of the online application form
- I have prepared all the mandatory supporting documents

When you are ready, apply on our application portal

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 Customer service page.

Page updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

Changes:

- **1 March 2023:**
  - It was previously stated that the priority outcomes would remain in effect until the end of the 2022-2023 financial year. This end date was removed.
  - Information about COVID-19 risks and regulations was brought up-to-date. For example, information about social distancing was removed from the overview.
- **23 March 2023:** A link to the application form questions and help notes was included.
- **7 December 2023:** We are no longer accepting applications for grants between £3,000–£10,000. Grants from £10,000–£10million will reopen in January with new Heritage 2033 guidance and forms.

Application form questions and help notes – £3,000 to £10,000

See all updates

Questions from our National Lottery Grants for Heritage – £3,000 to £10,000 application form.

Page created: 23 March 2023.

Use this page to see what questions appear on the application form before you start your application.

It also includes **help notes** that appear on the form.

You might find it helpful to refer to our application guidance when answering the questions.

About your project

Project title

Give your project a title or name that we can refer to it by.

[Text field – 255 characters]

When will your project happen?

- Project start date [Enter date]
- Project end date [Enter date]

We don’t expect projects at this grant level to last for more than one year.

Is the project taking place at the same location as your organisation's address?

[Select one of the following]

- Yes, the project is taking place at the same location as my organisation's address
- No, the project is not taking place at the same location as my address

If no

Find your address: enter postcode > select an address > edit selected address details.

Describe your idea

This helps us to understand what your project is all about. Explain the ambitions of your project, how it relates to heritage and what you will spend the money on.

[Text field – 500 words]

Will capital work be part of your project?

By capital work we mean repair, conservation, new build, digitisation, or work to stabilise the condition of objects.

Examples of capital work:

- conservation of a heathland
- repairs to a war memorial
- digitisation of a photographic archive

For projects involving physical works, for example conservation to a historic building or new building work, please read the ownership requirements section of the £3,000 to £10,000 grant programme guidance and look at receiving a grant guidance.

[Select one of the following]

- No, capital work is not part of my project
- Yes, capital work is part of my project

If yes

If your project involves capital work, please send us a condition survey, or another appropriate document, such as a draft or outline conservation plan.

A condition survey explains the condition of a building and work that will need to be done to it. It is usually done by a chartered surveyor.

[Upload a file]

Do you need permission from anyone else to do your project?

Examples of what might need permission:

- Agreement from the owner of a heritage asset
- Access rights from a landowner
- Planning permission from the council
- Consent to record audio or take photographs of individuals

If you don’t know if you need permission, choose the ‘Not sure’ option and provide details.

Select one option:

- No, I do not need permission
- Yes, I do need permission
- Not sure if I need permission

If yes

Please provide more information about who you need permission from to do your project.

[Text field – 300 words]

If not sure

Please provide more information about who you might need permission from to do your project.

[Text field – 300 words]

What difference will your project make?

Tell us what impact your project will have on heritage, people, your community and the environment. Explain how you will build environmental sustainability into your project.

[Text field – 500 words]

Why is your project important to your community?

Explain why your community is interested in the project and why they care about it.

Tell us if the heritage of the project is included in a formal document, for example, in a local development plan.

[Text field – 500 words]

What will happen after the project ends?

Tell us how the things you produce will be made available to the public, how the outcomes will be maintained, and how you will manage the heritage in the future.

We use this information to assess the value for money of our investment in your project.

[Text field – 500 words]

Why is your organisation best placed to deliver this project?

Tell us why specifically your organisation should run this project. Demonstrate that you have made contact with relevant projects and organisations in your area.

[Text field – 500 words]

How will your project involve a wider range of people?

This is a mandatory outcome for all projects funded by the National Lottery Heritage Fund.

Your answer should explain how your audience or volunteer profile will have changed between the start and end of the project.

It might include, for example, a broader range of ages, ethnicities and social backgrounds, more disabled people, or groups who have never engaged with your heritage before.

Your answer should tell us how you will reach new groups of people through your project. Include evidence to support your plans.

[Text field – 300 words]

Will your project achieve any of our other outcomes?

Check the outcomes you will achieve and describe how you will achieve them.

- Heritage will be in a better condition
- Heritage will be identified and better explained
- People will have developed skills
- People will have learned about heritage, leading to change in ideas and actions
- People will have greater wellbeing
- The funded organisation will be more resilient
- The local area will be a better place to live, work or visit
- The local economy will be boosted

[Text field – 300 words for each outcome selected]

How much will your project cost?

Project costs help us understand how you plan to put your project into action.

Add a new cost for each project cost.

For example, if you are doing three activities, add three separate activity cost types, each with their own description and amount.

- **Cost type** [select from list]
    - New staff
    - Professional fees
    - Recruitment
    - Purchase price of heritage items
    - Repair and conservation work
    - Event costs
    - Digital outputs
    - Equipment and materials, including learning materials
    - Training for staff
    - Training for volunteers
    - Travel for staff
    - Travel for volunteers
    - Expenses for staff
    - Expenses for volunteers
    - Other
    - Publicity and promotion
    - Evaluation
    - Contingency
- **Description of cost** [Text field – 50 words]
- **Amount** – This can be an estimate [Enter figure]

Help with cost types

New staff costs

Include costs of new fixed-term contracts, secondments – who are people 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, unless you have a suitably qualified member of staff on your payroll that you are moving into a project post. You need to provide a job description for this post.

If 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 your grant 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, The Royal Institute of British Architects, 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. Digital outputs are things you create in a digital format which are designed to give access to heritage. They could also 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

For example, 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

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 for any costs that do not fit with any of the other 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

Make sure that you acknowledge the support of the National Lottery.

Evaluation

This cost heading is mandatory. All projects must be evaluated. Our advice is to budget up to 5% of your costs towards evaluation. 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.

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 within the other cost headings in the application.

Support for your project

Are you getting any cash contributions to your project?

Select one option

- Yes, I am getting cash contributions
- No, I am not getting any cash contributions

If yes: Add a cash contribution

- Description of cash contribution [Text field – 50 words]
- Amount: [Enter figure]

Is this cash contribution secured?

Select one option

- Yes and I can provide evidence
- Yes but I do not have evidence yet
- No
- Not sure

If you select 'Yes and I can provide evidence': Evidence could be a letter from the contributor, or a copy of bank statements to show the funds. [upload file]

Help with cash contributions

What do we mean by cash contributions?

Cash contributions include any additional funds you expect to receive for your project.

Do I need cash contributions?

You do not need to have cash contributions at this grant level, so don't worry if you cannot add anything to this section.

However, if you tell us that you are getting money from elsewhere, we will need to see evidence of this, as it helps with our assessment.

What is a secured contribution?

By secured we mean the cash in your bank account reserved specifically for this project, or grant money has been formally offered. You can add evidence later in your application.

Your grant request

Applicant is shown a summary of their grant request, breaking down their total project costs, their cash contributions, and the resulting grant request.

At this point, they can go back to change their costs or contributions, before continuing with the rest of the application.

Add a non-cash contribution

- Description of non-cash contribution [Text field – 50 words]
- Estimated value: An estimate of how much this would have cost if your project had to pay for it. [Enter figure]

What are non-cash contributions?

Non-cash contributions are 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, or materials being donated by a local firm.

Volunteers

Tell us what you already have in place to help with your project.

Add a volunteer

Volunteers are people who give up their time for free to help deliver your project.

- Description of volunteers [Text field – 50 words]
- Hours [Enter figure]

Evidence of support

Send us evidence to support the commitments made to your project.

What do we mean by evidence of support?

Evidence could be letters, emails or videos from people that support your project. For example:

- A supportive letter from your local MP
- An email from people involved in your project
- A video from your local school

Add evidence

Describe the evidence you are providing [Text field – 50 words]

[Upload a file]

Check your answers

Applicant is shown a summary of all their answers, with the option to go back and change an answer from this page.

Upload your organisation’s governing document

Before we assess your application, we need to see a copy of your organisation's governing document.

What is a governing document?

A governing document is an official document that sets out your organisation's purposes and rules of operation. It formalises governance and explains how and by who decisions are made.

It is sometimes called a constitution, rule book, terms of reference, memorandum and articles of association, or declaration of trust.

How it looks will depend on what sort of organisation you are.

For example: rules of association of an unincorporated local community group or club, articles of association of a company limited by guarantee, a trust deed setting up a charity.

The Charity Commission provides guidance on creating a governing document.

You do not need to upload your governing document if you are:

- a public organisation, for example, a local authority,
- a charity registered with the Charity Commissions for England, Scotland or Northern Ireland.

If you do not have a signed copy, you can submit other evidence to show that the governing document has been adopted, for example, minutes of a committee meeting.

The name on your governing document must match your organisation name and it must be signed and dated.

[Upload a file]

Upload your organisation’s accounts

Before we assess your application, we need to see your organisation's most recently audited or verified accounts.

You do not need upload your accounts if you are:

- a public organisation. For example, a local authority.

If you are a new organisation and do not have audited accounts, you can submit your last three bank statements, or a letter from your bank confirming that you have opened an account.

Make sure your accounts are recently audited or verified by an accountant.

[Upload a file]

Confirm declaration

Now that you're happy with your application, you are ready to apply for funding.

We run qualitative user research to help us to develop our products and services. This could be from a 20 minute survey to a 2 hour interview.

- Tick this box if you would like to be involved in our research, or find out more. [Tick box]
- I have read and agreed with the declaration. [Tick box]

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 all data protection laws and regulations, to include European Parliament directives and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller.

As part of the application process we will collect your name and position at the organisation you represent. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website.

When you complete the Declaration at the end of the application form, you are confirming that you understand our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and have no objection to us releasing the About your project and Support for your project sections of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

[Text box]

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 that you provide to us. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

- 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 share information with organisations and individuals working with us with a legitimate interest in National Lottery applications and grants or specific funding programmes.
- 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 National Lottery Heritage Fund.

[Tick box if you would like to be 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.

Are you applying on behalf of a partnership?

- Yes [Tick box]
- No [Tick box]

If yes: Please tell us the organisation(s) you will be delivering your project in partnership with and provide a contact for each partner organisation (name and position).

[Text box]

Page updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

Receiving a grant guidance – £3,000 to £10,000

See all updates

This guidance sets out how you will receive your Grant of £3,000 to £10,000. It also explains what we expect of you before, during and after receiving it.

Page last updated: 13 April 2023. See all updates.

Introduction

Congratulations on being awarded a Grant, we look forward to helping you deliver a successful Project. The funding you will receive is public money from National Lottery players, and as such we are duty-bound to ensure that it is managed in an accountable way. This means that there are a number of processes that you need to follow throughout the life of your Project. We try to make these proportionate to the level of Grant you are receiving.

We appreciate that this may be the first time you have received funding from us and you may be unsure how to request your Grant and keep us informed about your progress. This document will explain what to do and will answer any queries you may have.

We like to work in a collaborative way, so keep in touch with us if you need our support. Your first point of contact with The National Lottery Heritage Fund is the person named in your Grant notification email. We expect you to respond promptly to any requests for information and to discuss any substantial changes to your Project with us. You must address any issues we identify throughout your Project.

We would like to visit or meet all of the organisations we fund but unfortunately, this is not always possible. However, please invite us to key project events and openings and we will aim to send a representative where possible.

We will carry out checks at the end of your Project to confirm that it has delivered the Outcomes identified in your Application and the Approved Purposes set out in the Legal Agreement. You do not need to submit any invoices to us, but it is very important that you keep them as they may be required for auditing purposes.

This document sets out our standard practices but please note we may choose to vary our processes depending on the specific circumstances of your Project.

We have created a useful Glossary of Terms which is located in Appendix B. If you are unsure of any terms used in this document, please refer to this section.

Top tips

- don’t start your Project before we give you permission
- consider evaluation of your Project from the beginning
- acknowledge your funding and promote The National Lottery
- keep track of your Project spend
- keep all invoices and receipts
- know your Approved Purposes
- review and learn from what you are doing
- make sure you speak to us about any issues
- keep Project evidence, for example from launches, workshops and promotion
- above all else, enjoy your Project

Project timeline

1. Grant award
2. submit the Legal Agreement within **three months** of the date you received the email asking you to complete this
3. deliver your project activity within **12 months**
4. submit End of Grant Report within **three months** of completing your Project
5. duration of Grant Contract: **up to five years**

How we will work with you

This section explains the guidelines we expect you to follow when delivering your Project. If you are unsure of any of the points raised, please get in touch with us.

Important documents

We recommend that you familiarise yourself with the following documents before embarking on your Project:

- Grant Contract
- Application Guidance
- acknowledgement section of our website
- Evaluation guidance
- Good practice guidance

All guidance is available in the Funding and Good practice guidance sections of the website.

Grant Expiry Date

Your Grant Expiry Date is the date by which **you must complete your Project and send us your End of Grant Report**. We allow up to 18 months to complete your Project including three months to complete the Legal Agreement, 12 months to deliver your Project activity and three months to send us your End of Grant Report.

If you experience delays in delivering your Project, you can request an extension to the Grant Expiry Date.

We try to be flexible but cannot guarantee an extension. If your Project takes more than a maximum of two years to complete from the date you completed your Legal Agreement, we may close your Grant and ask for the repayment of all or part of your Grant.

Promotion of your National Lottery Grant

Promoting and acknowledging The National Lottery is a condition of your Grant Contract.

Our website has advice for acknowledgement, promotion and the branding we expect you to use.

You must acknowledge your Grant publicly as soon as your Project starts by displaying The National Lottery Heritage Fund acknowledgment logo.

You must also make sure you include The National Lottery logo on any information you produce about your Project, for example, on public consultation or fundraising information or materials. Please refer to our website for more information.

If you do not comply with our acknowledgment guidelines we reserve the right to request repayment of some or all of your Grant.

If you need any help or have any questions about acknowledging your Grant, please get in touch with us.

Grant publicity

It is important to publicise your Grant award to local media so that National Lottery players know where their money is being spent. We will publish the fact that you have been awarded a Grant on our website within 20 days of your Grant being awarded.

We can assist you with queries about publicity and the media. A template press release can be found on our website. The template includes the correct wording, so you will just need to insert your Project information where required.

Procurement: consultants, contractors and suppliers

In all projects, whenever you use your Grant to purchase goods, works or services, we will ask you to give us details of the procurement (which is the buying, tendering and selection process). If you have already purchased goods, works or services for your project, you will need to tell us how you did it. We cannot pay your Grant if you have not followed the following procedure.

You should always consider equality of treatment, transparency, mutual recognition and proportionality when procuring any goods, works or services.

If you are a Public Body grantee or your project is subject to Public Procurement legislation, then you must follow the relevant legislation.

Procedures to recruit consultants and contractors must be fair and open and comply with relevant equality and employment legislation. Fees for any consultants or other professionals that you recruit during the project should be in line with professional guidelines and be based on a clear written specification. You need to obtain written permission from us first if you have links to any of the contractors, suppliers or consultants you wish to appoint. This includes, for example, if they are close friends or relatives, or if there is any financial link such as ownership of these suppliers.

If you are unsure about your obligations, we advise you to take professional or legal advice.

Under £10,000

If you are buying goods, works or services for under £10,000 you do not need to openly tender for these or obtain multiple quotes. We will still expect you to show overall value for money.

Between £10,000 and £50,000

You must get at least three competitive quotes for all goods, works and services worth £10,000 or more (excluding VAT) that we have agreed to fund.

You do not necessarily need to appoint the contractor, supplier or consultant who provides the lowest quote. When deciding who to appoint for your project, you should look at the overall value for money the quote presents and the skills, experience and financial viability of the contractor, supplier or consultant.

Above £50,000

For all goods, works and services worth more than £50,000 (excluding VAT), you must provide proof of competitive tendering procedures. Your proof should be a report on the tenders you have received, together with your decision on which to accept.

You do not necessarily need to appoint the contractor, supplier or consultant who provides the lowest quote. When deciding who to appoint for your project, you should look at the overall value for money the quote presents and the skills, experience and financial viability of the contractor, supplier or consultant.

In some circumstances, you do not need to undertake a competitive tendering procedure and you can invite only one organisation to tender. This is where:

- The total price of the contract is less than £10,000.
- A framework agreement is in place for the supply of goods, works or services which has been previously competitively tendered, and the goods or services are directly relevant to the scope of the project works to be undertaken.
- There is a project contract in place, which has previously been competitively tendered, and it is logical to extend to cover additional project work. In this case you must confirm that:
    - In the case of capital works the prices of most elements of work, including preliminaries, overheads and profits can be directly applied from the existing contract to the new work.
    - The new work is smaller in scale, and is of a similar type to the main contract work.
    - The contractor will not claim disruption or prolongation cost to the main contract if the new work is introduced.
    - The existing contract restricts work being undertaken by others.
- The goods, works or services required are unique as set out in a non-branded requirement specification and it is not possible to obtain them from other sources by competitive tender.
- You can demonstrate that you have tried to tender the goods, works or services openly and competitively but had not received sufficient interest. The only tender received was submitted by a service provider who believed they were doing so in competition with others.

- Emergency work where it can be shown that time taken to obtain tenders would put the project at risk and add considerably to eventual costs.
- The company providing the single tender is not connected, either through ownership or through family connections, with senior representatives of the grantee.

We will also require you to consider social values in your procurement, including:

- diverse supply chains
- improved employability and skills
- inclusion, mental health and wellbeing
- environmental sustainability
- safe supply chains

You should ensure any contractor/supplier/consultant who may contribute to the creation of Digital Outputs is aware of our requirement for projects to share these under a Creative Commons Attribution 4.0 International licence or equivalent, and ensure you have agreement for the resulting work to be shared in this way.

Where this is not possible, you must seek written agreement to make alternative arrangements with us, for example to use an alternative Open Licence, prior to issuing any contract of work.

Recruitment of staff

All staff posts must be advertised with the following exceptions:

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your Project.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the Project. In this case we will fund the cost of their additional hours spent on the Project and you will need to tell us about the role they will undertake.

We may ask to see evidence of the recruitment procedure you followed so keep these records safe.

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 post, whichever cost is less (backfilling is where an employee is assigned to a new job and their position is temporarily filled by another employee).

If you wish to appoint any new members of staff on your Project who are linked with any members of staff at your organisation, for example, any close friends, relatives, or ex-members of staff, you will need to obtain written permission from us first.

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

We are committed to ensuring that the heritage sector is inclusive and sustainable. You must use the Living Wage rate (and London Living Wage where applicable) for all Project staff.

Agree your Grant

Once we have told you that you have been awarded a Grant, you will receive an email asking you to sign into your online account to check and agree your Grant. This is known as the Legal Agreement. Once you have completed the Legal Agreement process, we will then ask you to submit your bank details so we can pay you your Grant.

To agree to the Grant, you will need to:

- Tell us if there are any changes to your Project since you first applied, for example changes to partners or cash contributions.
- Check the details we have about your project are correct.
- Send us any new evidence for your project, for example cash contributions, permissions or licenses.
- Read the terms and conditions of the Grant and the Standard Terms of Grant.
- Read the Receiving a Grant guidance.
- Tell us details of two legal signatories for your organisation, so we can send them a link to download, read, sign and upload the terms and conditions.

You will also need to send us:

- Proof of cash contributions and/or a fundraising plan (mandatory if applicable)
- Proof of Property ownership including, for example, up-to-date copies of the Land Registry title register (with plan), leases and evidence of any existing mortgages (mandatory if applicable) etc.
- Proof of any necessary statutory permissions or licences (mandatory if applicable).

The Legal Agreement must be submitted within three months of the date you received the email asking you to complete this. If there are substantial delays, we may decide to withdraw the offer of your Grant.

Once you have completed the Legal Agreement, you will receive another email asking you to provide us with your bank details and a copy of a recent bank statement, paying in slip or cheque.

Get your Grant Payment

Once you have completed the Legal Agreement, you will receive another email asking you to provide us with your bank details so we can pay you your Grant. We will need a copy of a recent bank statement, paying in slip or cheque.

Your bank account name must match the name of the organisation in your Application.

Before we are able to grant you permission to start your project and release your Grant, you will need to complete the following tasks (if applicable):

- Secure all partnership funding (if identified in your Application).
- Obtain statutory permissions, for example listed building consent or faculty.
- Secure any necessary licences, for example a newt or bat licence.
- Secure ownership of freehold or leasehold Property to meet our requirements – please see Appendix A.

We will release 100% of your Grant once the Legal Agreement has been processed. We will use the information you supply with this form to help us to monitor your Project’s progress and performance.

We aim to release your Grant within 10 working days of receiving your completed form and supporting documents. You can then start work on your Project. You should not start any work on your Project until you have our written permission to do so. If you do so, it is at your own risk.

End of Grant Report

Once you have finished your project, you will need to complete the End of Grant Report. We recommend that you do this as soon as you can gather all the information together and while the Project is still fresh in your mind.

Please let us know when you have finished or are about to finish your project so we can send you the End of Grant Report.

You will also need to send us:

- photographic record of your Project (mandatory)
- an evaluation report (mandatory)
- proof that you have acknowledged your grant (mandatory)
- any other relevant documents such as proof of new statutory permissions, licences or partnership funding, a record of activities or events, job descriptions, CVs or contracts of employment (if applicable)

It is important that submitted documents are legible and are given names that usefully describe their contents.

Your End of Grant Report **must** be sent to us within **three months** of completing your Project and by your Grant Expiry Date. If we do not receive the report within this timescale, we may ask for the repayment of your Grant as we will have no evidence that the Project has taken place.

By complete we mean:

- your Project is finished, and you have achieved your Approved Purposes
- you have acknowledged your Grant and promoted The National Lottery
- you have evaluated your Project and created a short report (maximum 10 pages)
- you can supply Project photographs (jpegs) and proof of acknowledgment of our funding

Updating us on your Project

Once we have confirmed you have permission to start your Project, you do not need to complete any further forms until you have finished your Project. You must send us your End of Grant Report within three months of completing your Project and by your Grant Expiry Date.

However, you must get in touch with us as soon as possible about any problems or significant issues (for example issues that could lead to changes in costs, serious delays, or failure to deliver the Approved Purposes and Outcomes) that arise during the course of your Project so that we can respond and support you as appropriate. Let us know in advance about any events and update us on any successes and good news stories.

Project changes

You cannot change the Approved Purposes of your Project without our prior written agreement. If you want us to consider any changes to your Approved Purposes you must send us written details of the reasons for the request and explain how it will affect:

- the quality and Outcomes of your Project
- the cost of your Project
- the time you need to complete your Project
- the future viability of your Project

Any changes that are agreed with us must be in writing and should also be reported in your End of Grant Report.

Timetable delays

If you think that you will not be able to complete your Project before your Grant Expiry Date , then get in touch with us so we can discuss this with you. We try to be flexible but cannot guarantee an extension and we do not expect your Project to take more than a maximum of two years to complete from the date you completed your Legal Agreement.

Budget changes

If you need to move funds between the cost headings in your Application in order to achieve your Approved Purposes you must demonstrate how these changes have helped you to deliver your Project in your End of Grant Report. Get in touch with us in advance if you want to discuss any substantial changes.

If you spend less than your agreed costs and your Project completes under budget you will need to return any Grant that has not been spent to us when completing your End of Grant Report.

If the total Project costs increase during the course of the Project, we will only consider increasing your Grant in exceptional circumstances. In this case you will have to provide further information.

Under budget Projects

If you spend less than your agreed costs and your Project completes under budget you will need to return any Grant that has not been spent to us. This will be calculated based on your overall Project costs and the Grant Percentage.

Worked example:

- Total Project costs are £8,000, your organisation is contributing £800 from reserves and your Grant is £7,200. The Grant Percentage is therefore 90% (your Grant divided by total Project costs).

If your Project completes under budget you will need to return part of your Grant to us based on the Grant Percentage.

Worked example:

- If your total evidenced Project spend is £7,500, then based on the Grant Percentage of 90% your Grant would be adjusted to £6,750. Therefore, you would need to return £450 to us via BACS transfer (please email us for our bank details).

Project Completion Date and duration of Grant Contract

At the end of your Project, we will send you correspondence to let you know that we have received all the necessary documentation to record your Project as complete. The formal Project Completion Date is the date shown on this correspondence.

Your Grant Contract states the duration that the Grant Contract will apply to your Project during which you must maintain your ongoing Project commitments. These start once we have processed your Legal Agreement and may last for a number of years after your Project completes, depending on the nature of your Project.

- **Activity** (for example an exhibition and/or event with no Digital Outputs): the Grant Contract ends on the Project Completion Date.
- **Capital** (for example new building or restoration works): five years after the Project Completion Date.
- **Digital Outputs** (for example the creation of a website): five years after the Project Completion Date.
- **Acquisition**: if your Project includes buying a heritage item, land or building, the terms of the Grant Contract will last indefinitely. If you wish to dispose of what you have bought in future, you must ask for our permission and we may claim back all or part of your Grant (see Appendix A for more information).

A delay in sending us your End of Grant Report will extend the duration of the Grant Contract.

Appendix A: property ownership

Property ownership

If you are successful with your Application, we expect you to own any Property (land, buildings, heritage items or intellectual property) on which you spend your Grant. If you do not meet our ownership requirements, we will need you to improve your rights (for example, by changing or extending a lease) or we will require the owner to be tied into the Grant Contract.

For Capital Projects involving work to a building or land

We expect you to own the freehold, but if your organisation does not own the freehold you will need a lease with at least five years left to run after the Project Completion Date. Otherwise the owner will need to be a joint grantee or sign a formal letter that we will prepare, agreeing to keep to the Grant Contract.

For acquisitions

If your Project involves buying land or buildings, you must buy them freehold or with a lease with at least 99 years left to run after the Project Completion Date, and the Grant Contract will last indefinitely. We cannot fund private individuals or ‘for profit’ commercial organisations to buy buildings or land.

Heritage items

For Projects involving buying a heritage item or carrying out conservation work to a heritage item (for example, a steam train or a painting), we expect you to buy or own the item outright. We cannot fund private individuals or ‘for profit’ commercial organisations to buy heritage items.

If you are borrowing item/s as part of the Project (for example, for an exhibition) and are asked to contribute towards the costs of conservation then we may accept this cost if it forms a small part of your Project. The owners of the item/s may need to be tied into the Grant Contract if a Grant is awarded. Contact us to talk about this if you think this will apply to your Project.

Digital Outputs

If you create Digital Outputs as part of your Project we expect you either to own the copyright on all the digital material or to have a formal agreement with the copyright owner to use the material and to meet our requirements.

Appendix B: glossary of terms

Application – your completed Application form and any documents or information you send us to support your request for a Grant.

Application Guidance – the document setting out the scope of the programme and how to apply.

Approved Purposes – the Approved Purposes summarise the Project described in your Application.

Funder – the Trustees of the National Heritage Memorial Fund who administer The National Lottery Heritage Fund.

Grant – the amount we have awarded you for your Project.

Grant Contract – made up of:

- 'Check your Project details'
- Terms and Conditions
- any Additional Grant Conditions, if applicable
- Standard Terms of Grant
- Receiving a Grant guidance
- your Application

Grant Expiry Date – the date by which you must complete the Project.

Grant Percentage – Grant divided by total Project costs.

Legal Agreement – the process you must complete to check and agree your Grant. This includes checking your Project details (including the Grant, Approved Purposes and Grant Expiry Date) and agreeing the Grant Contract.

Open licence – an open licence grants permission to access, re-use and redistribute a work with few or no restrictions. There are various open licences available but the default open licence required is the Creative Commons Attribution 4.0 International (CC BY 4.0) licence, or equivalent.

Outcomes - we describe the difference we want to make with our funding through a set of nine Outcomes. Outcomes are changes, impacts or benefits that happen as a direct result of your Project. All of the Projects we fund will achieve one or more of these Outcomes.

Project – the purposes we have approved as set out in the Application. These will take into account any changes we and you have agreed in writing up to the date of our decision to award you the Grant and any changes that we tell you about in the Legal Agreement. These purposes are sometimes described as Approved Purposes and include you getting and using partnership funding as set out in the Application and how you said you would use the Property (if any).

Project Completion Date – the date of the letter we send you letting you know that the Project is recorded as complete. Note that this will be after the date by which you have completed all work on the Project.

Property – land, buildings, heritage items or intellectual property which will benefit from your Grant.

We, us, our – means Funder.

You, your – means the Grant Recipient/Grantee.

Guidance updates

Guidance updates

We will regularly review this guidance and respond to user feedback. We reserve the right to make changes as required. We will communicate any changes as quickly as possible via this webpage.

Changes:

- **13 April 2023:** Substantial edits were made so that this guidance supports users of our new grant management system. The old system has now closed. These updates include:
    - removal of text related to the old grant management system, including what steps users should take to complete our old application forms
    - removal of processes that related to our old system, for example the posting of grant notification letters
    - updating of language and terminology so that it matches our new system