National Lottery Grants for Heritage – £10,000 to £250,000

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: 3 November 2023. See all updates.

Important

We are no longer accepting project enquiry forms or applications for grants from £10,000–£250,000 under our current Strategic Funding Framework. This programme 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 is for applications for grants from £10,000 to £250,000. It 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 five years?
- Do you require a grant of between £10,000 and £250,000?
- Are you a not-for-profit organisation, a private owner of heritage (grants up to £100,000) or a partnership?

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 for applications: there is no deadline so you can apply whenever you are ready.
- To consider: you can get advice on your project before you apply by submitting an optional Project Enquiry Form. See the Project Enquiry Form's questions.
- 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.
- Your contribution: for applications of £100,000 to £250,000 you must contribute at least 5% of your project costs.

Application questions and help notes

See the application form questions and help notes.

Further reading

- receiving a grant £10,000 to £100,000: tells you what you need to do if you are successful and has more detail about our requirements
- receiving a grant £100,000 to £250,000
- standard terms of grant £10,000 to £100,000: outlines the terms of our grants.
- standard terms of grant £100,000 to £250,000
- 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
- Project Enquiry Form: £10,000 to £250,000: information about our optional project enquiry form, including its questions

When you are ready, apply on our application portal

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Who can apply?

Under this programme, we accept applications from:

£10,000–£100,000:

- applications from not-for-profit organisations, private owners of heritage and partnerships
- 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

£100,000–£250,000:

- applications from not-for-profit organisations and partnerships led by not-for-profit organisations

- 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
- your contribution: you must contribute at least 5% of your project costs

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.

Partnerships

We encourage you to work with other people to develop and carry out your project. If you plan to work with another organisation to carry out a significant proportion of your project we advise you to formalise your relationship with a partnership agreement.

If your project partners will provide goods or services paid for through our grant, we will need to see your partnership agreement as part of your application (see Supporting documents).

If you are making a joint application, you will need to decide which organisation will be the lead applicant.

The lead applicant will fill in the application form and, if you are successful, receive the grant and report on progress. We usually expect the owner of the heritage to be the lead applicant.

If the owner of the heritage is not making the application, then we will ask them to sign up to the terms of grant.

We do not recommend a particular type or format of partnership agreement. It is up to the parties involved in partnerships to work out what is best for them.

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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 organisations who want to build their capacity or achieve significant strategic change.

This could include developing new skills or knowledge, exploring new models of governance, leadership, business and income in order to improve the management of your heritage for the long term.

If you are applying for a larger grant we will consider the extent to which your proposed project helps protect our previous investment when we assess your application's value for money.

To find out more about this type of activity, please read our 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

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)
- 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)
- Full Cost Recovery
- digital outputs
- repair and conservation

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 (unless calculated through Full Cost Recovery). If you are moving an existing member of staff into a post created by this project, or extending the hours of an existing member of staff, this can be covered in your project costs. The post will need a clear job description and specified hours
- 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.

Full cost recovery

If you are an organisation in the voluntary sector, we can cover a proportion of your organisation’s overheads. **Funding to cover a proportion of your organisations’ running costs, alongside direct project costs, can be important for your sustainability. If your organisation is eligible we would encourage you to consider including full cost recovery in your budgets.** Costs should be proportionate to the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the funded project in a new post. We expect this contribution to be calculated using Full Cost Recovery.

By voluntary sector we mean organisations that are independent of government and whose governance, finance and resources have a voluntary focus. For example, a voluntary sector organisation might have a board of trustees, be funded by grants and donations, and rely upon volunteers to carry out their aims.

We cannot accept applications that include Full Cost Recovery from public sector organisations (for example, government-funded museums, local authorities or universities).

Recognised guidance on calculating the Full Cost Recovery amount that applies to your project is available from organisations such as The National Lottery Community Fund. You will need to show us how you have calculated your costs, based on recent published accounts. You will then need to tell us on what basis you have allocated a share of the costs to the project you are asking us to fund, and we will assess whether this is fair and reasonable.

Capital works inflation costs

Funding applications should include appropriate costs to adequately cover predicted capital works inflation.

Inflation for construction projects is likely to remain high for the foreseeable future. Each project should make appropriate provision for inflation based on the project timescale, plus other factors such materials used, labour demands and location.

Applicants can access analysis and projections for inflation costs from sources such as the Building Cost Information Service and consultancies including Gardiner & Theobold Market Intelligence, Turner & Townsend and Rider Levett Bucknall.

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 demonstrate that the public benefit of your project outweighs 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.

Community grant schemes

As part of your project, you can ask us to contribute towards a ring-fenced pot of money that you can use to fund other groups/organisations to deliver small discrete projects. We call these grants ‘community grants’. These community grants will contribute to the overall aims of your project. Any grants like this must demonstrate good value for money, and public benefit should outweigh any private gain. You will manage the funding pot, develop an application process

with a decision panel and monitor progress. The community grant scheme must also be publicised by you so it is widely known and open to all.

You can award grants to not-for-profit community groups or private owners of heritage (for example, owners of archives, land or buildings). The grants you award can be for both capital works and activities.

We recommend that the total community grant scheme pot does not exceed £200,000 in total.

You should limit any individual grant to:

- activity: £10,000
- capital: £25,000

Some projects may need to exceed the limit in order to conserve heritage that is key to the character of an area, for example, if you are restoring a building as part of a townscape scheme. If your project needs a larger community grants budget or bigger awards to individual third parties, you will need to tell us about this in your Expression of Interest form and justify this in your application.

If your project includes community grants to either organisations or individuals for capital works to the heritage they own, these grants must be governed by a ten-year future management and maintenance agreement.

Acquisitions of land, buildings or heritage items are not allowable under community grant schemes.

Any grants to third parties must demonstrate good value for money and public benefit should outweigh any private gain.

Expand All accordions

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
- address environmental sustainability
- 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.

Project Enquiry Form

Our application process is competitive and we cannot fund every good quality application that we receive. To help you develop your idea, we offer advice before you apply, which we will not use when assessing your project.

When you have read this application guidance, you can tell us about your idea by submitting a project enquiry form online. We will then contact you within ten working days to let you know whether you meet our requirements and to offer

you some advice to help you develop your project further.

Find out more about the Project Enquiry Form, including what questions you will be asked.

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

If your project involves capital works, you should also read the following documents on our website:

- Conservation planning guidance
- Building maintenance 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 inflation and 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. You can find out more about our minimum requirements for acknowledgement on our website. As well as acknowledging your grant, we ask you to provide special access and/or offers for National Lottery players.

We encourage you to develop innovative and creative offers or promotions designed to thank National Lottery players for their support and to raise awareness of your funding. Examples of these, and other imaginative things that projects have done can be found on our website.

Evaluation

We recommend you build in evaluation from the beginning of your project. Our evidence shows that the more carefully projects budget for their evaluation, the higher the quality of the final report. We have recommended minimum spends on evaluation and you can find further guidance on this on our website.

At the end of your project we will expect some evaluation feedback, in two parts:

- your own evaluation report, sent in before we pay the last 10% of your grant
- An evaluation questionnaire, within one year of completion. You can see the information we will want you to report in our evaluation guidance on our website.

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Your contribution

Your contribution will depend on the amount of grant you are asking for.

For grants between £10,000 and £100,000

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.

For grants between £100,000 and £250,000

At this grant level, we ask that you contribute at least 5% of your project costs. We describe this contribution as ‘partnership funding’ and it can be made up of cash, non-cash contributions, volunteer contributions or a combination of all of these.

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.

National Lottery funding

You can use funding from another National Lottery distributor to contribute towards your project as partnership funding. However, this can’t count towards your minimum contribution of 5%, which must be made up of contributions from your own or other sources, not including the National Lottery.

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How we assess your application

Assessment process

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.

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).

- Assessment time: we aim to assess applications within eight weeks, but on occasion assessment may take longer. (Please note: we cannot start assessing your application until all the required checks are completed and we receive all the required supporting information.)
- decision meeting: monthly panel meeting
- decision maker: Director of Area or Nation

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
- how project outcomes will be sustained
- 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

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

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.

Information we need

You will need to know enough detail about your project to be able to provide us with realistic costs.

The section below outlines the level of information we need to be able to make a judgement about the outcomes that your project will achieve.

Level of information

Activities

Information about the group or groups of people you will work with: include estimates of numbers. Show us that you have been in contact with these groups and that they are keen to take part.

Information about the activities your project will deliver: in some cases you will be able to give us exact details of activities you will do to engage people or communities (or both). As a minimum, provide us with a detailed plan for Year 1 and/or Year 2 and describe the process you will go through to develop your project in Years 2 and/or 3. You can include costs relating to this development work.

Information about which partners you will work with (if any): if you will be developing partnerships during your project, show us that you have made initial contact and that they are willing to be involved.

Capital

Details of the capital work you intend to do, providing certainty that you will have sufficient resources to develop them further, and sufficient contingency budget.

Some visual aids showing what difference the capital work will make, such as photographs of how the heritage looks now, and images of how it will look at the end of your project.

Depending on the complexity of your project, we may ask you to submit: a survey of the physical heritage (for example a condition survey of a historic building or monument), or a tree survey; evidence showing that the work you plan to do follows good practice (for example a letter of support from your Conservation Officer or the appropriate statutory body).

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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).

Project plan (mandatory)

All applicants must submit a project plan.

We recommend you use the template provided on our website.

Partnership agreements (if applicable)

If you plan to work with another organisation to carry out your project, it is good practice to have a partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. This agreement should reflect the needs of your project and you may need to seek independent advice.

You only need to provide your partnership agreement if your partner organisation will receive grant payments to deliver part of your project.

We do not recommend a particular type or format of partnership agreement. It is up to the parties involved in partnerships to work out what is best for them.

Condition survey

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document (for example, 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 so you know which are the most critical and need to be tackled most urgently.

Job descriptions (if applicable)

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post.

Please note: You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff or are moving an existing member of staff into a project post.

Briefs for internally or externally commissioned work (if applicable)

Briefs describe any work you plan to commission during your project. If you are commissioning work (for example, from an artist or an architect) then you should submit a brief.

The brief should describe the works, how long they will take, how much they will cost and the skills required. You can find a template brief on our website.

Images (no more than six, if applicable)

If relevant, please provide images that help illustrate your project.

For example, if your project focus is a local photography archive, you may wish to provide a few images of the collection.

If you are seeking to improve a landscape or conservation area you should include a map of the area that shows the location of all the projects you will deliver.

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

Calculation of full cost recovery (if applicable)

If you are including full cost recovery in your project budget, you must include a document that outlines your calculation.

Ownership documents (if applicable)

If you are planning any capital works, or intending to purchase land/buildings/ collections, please provide copies of any relevant ownership documents (for example, Land Registry ownership documents, or a lease or heads of terms).

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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 (for all capital projects, if any changes have taken place since application)
- details of statutory permissions and/ or licences required and obtained (if applicable)
- confirmation of partnership funding (if applicable)
- project cashflow forecast (only applicable for projects that are undertaking capital works or for grants over £100,000)
- project management structure and methods for choosing consultants, contractors and suppliers (for grants over £100,000)
- project timetable or work programme (for grants over £100,000)

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

If your grant request is below £100,000, we will pay your grant in three instalments:

1. we will give you 50% of the grant up-front
2. once you have spent the first half of your total eligible project costs, we will give the next 40%
3. we will pay the final 10% of your grant when you have finished your project and sent us a final completion report and project evaluation

If your grant request is above £100,000, we will pay instalments of our grant after the work that you are asking us to pay for has been done. We will also retain the last 10% of your grant until we are satisfied that the project is complete and you have submitted your completion report and evaluation.

Payment percentage

We will fund a percentage of your total project costs. If you or another organisation is contributing cash to the project, then we will be granting you less than 100% of the project costs. We describe this percentage as the ‘payment percentage.’

Here’s an example where the payment percentage is 90%:

- total project costs: £50,000
- your cash contribution: £5,000
- your grant £45,000 Payment percentage: 90%

We will pay you the ‘payment percentage’ of the total amount you spend on the project.

- If you spend less on the project than you were expecting, then we will not pay you the full grant
- If you spend more on the project than you were expecting, then we will be unable to give you more than the grant we awarded you

Here’s an example, where the total amount spent on the project was less than expected:

- total project costs in the application form: £50,000
- payment percentage: 90%
- total amount spent on the project: £45,000
- total amount we pay £40,500: (90% of £45,000)

Reporting

For grants of under £100,000 we will expect you to report on the progress of your project at least once during the project life and once at completion alongside your evaluation report.

If you are requesting a grant of over £100,000 we will expect you to report on the progress of your project at least each time you request a payment in arrears. Progress reporting will be per quarter at a minimum, including on completion with the evaluation report.

We will expect evidence of delivery and expenditure, such as photos, reports, invoices and receipts. More detailed information on our monitoring process can be found in the Receiving a grant guidance: £10,000 to £100,000 and Receiving a grant guidance: £100,000 to £250,000 documents on our website.

Terms of grant

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

- standard terms of grant £10,000 to £100,000
- standard terms of grant £100,000 to £250,000

The duration of terms of grant depends on the amount you are awarded, the nature of the organisation applying and the type of project.

For grants from £10,000 to £100,000, 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 if you are a not-for-profit organisation or 10 years after the Project Completion Date if you are a private owner of heritage
- **digital:** five years after the Project Completion Date if you are a not-for-profit organisation or 10 years after the project finishes if you are a private owner of heritage
- **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.

For grants from £100,000 to £250,000, the terms of grant will last from the date of Permission to Start until:

- **activity:** the Project Completion Date
- **capital:** 20 years after the Project Completion Date
- **digital:** 20 years after the Project Completion Date

- **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 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 but you must talk to us about this before reapplying.

Expand All accordions

Legal and policy requirements

Ownership

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

Land and buildings

For projects that include works on land and buildings, you must own the freehold or have a lease that meets our requirements:

For grants from £10,000 to £100,000:

- **not-for-profit organisation:** your lease must have five years left to run after the Project Completion Date
- **private owner:** your lease must have at least ten years left to run after the Project Completion Date
- **land/buildings in third party ownership:** we will either require the owner to sign up to our terms and conditions directly with us or require you to enter into a legally binding agreement with the owner

For grants from £100,000 to £250,000 you must own the freehold or have a lease which meets the following requirements:

- your lease must have 20 years left to run after the Project Completion Date
- if a third party owns the land (which may include a project partner) we will either require them to sign up to our terms and conditions directly with us or require you to enter into a legally binding agreement with the owner

All leases must meet the following requirements:

- we do not accept leases with break clauses (these give one or more parties to the lease the right to end the lease in certain circumstances)
- we do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent)

- you must be able to sell on, sublet the whole or part, and mortgage your lease but if we award you a grant, you must first have our permission to do any of these

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.

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), you must buy or own the item outright.

Private individuals or for profit organisations cannot use our funding to acquire 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 your partnership agreement, or tied into the Standard terms of grant, if a grant is awarded. Please include this in your project enquiry form, if you think this will apply to your project.

If you are planning a capital building project with the purpose of storing or displaying a collection that you do not own we will require the owner of the collection to be tied into the Standard terms of grant (and any additional conditions set out in the grant notification letter) if a grant is awarded. Please include this in your project enquiry form, if you think this will apply to your project.

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 and/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 £10,000 and £250,000, 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

These obligations extend to **10 years** if the lead applicant is a private owner of heritage **and** has applied for over £10,000 as the Grant Contract will last for **10 years** from the Project Completion Date.

We expect:

- digital outputs (including websites) to be accessible. If you are awarded over £100,000 we also expect you to meet at least W3C Single A accessibility standard.
- you to use open data and tools where possible
- you 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. As an overview, projects with any goods, works or services worth more than £9,999 (excluding VAT), must get at least three competitive?tenders/quotes. 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 must give full reasons if you do not select the lowest tender. Depending on the nature of your project you may be required to comply with UK Procurement Legislation.? ?

If a project partner is providing goods or services paid for through the grant, then you need to tell us why they have been chosen and why an open tender process is not appropriate. We will consider whether this is the best way to carry out your project and expect you to show value for money and meet any relevant legal requirements.?

Partners are not subcontractors. They will take on an active role in the project and will be involved in the?project. They will help to report on progress, attend regular partnership meetings and support project evaluation. We will ask to see your partnership agreement as a supporting document with your application.?

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

- you have a suitably qualified member of staff on your payroll that you are moving into a project post. (You still need to provide a job description for this post)?
- you are extending the hours of a suitably qualified member of staff on your payroll so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about their role?
- if you are a voluntary organisation and are including a proportion of a staff member’s time in your full cost recovery calculation?

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 £9,999, (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.

State aid and subsidy control

At the point of publication of this Guidance for Applicants, public funding for organisations is no longer governed by the European Commission's 'State aid' rules as set out in Article 107-109 of the Treaty of the Functioning of the European Union and associated regulations and guidelines. Instead all grant decisions made after 11pm on the 31st December 2020 are subject to the new UK subsidy control regime, the principles of which are set out in Chapter 3 (Subsidies) of Title XI (Level Playing Field) of the Trade and Cooperation Agreement.

There is expected to be further guidance, a consultation and possibly new legislation in this area to build upon those principles. You will be expected to comply with the principles of the subsidy control regime and to satisfy any future requirements. Agreements that have been entered into will be reviewed and varied accordingly. We reserve the right to impose further requirements and additional conditions in relation to this matter.

It is an applicant's responsibility to check whether State aid or subsidy control clearance is required. Applicants should seek independent legal advice if they are unsure whether a project will require clearance.

Expand All accordions

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, skill sharing, 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 on evaluation, read the guidance on our website

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

With your application you will need to provide:

- 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. Unless, however, the acquisition directly relates to saving collections at risk. In that circumstance, the collection, or part of that collection, should be at risk of loss from the public domain due to the organisational failure of the current owner.

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 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. 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. 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.

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.

The lead applicant for the project must however be a not-for-profit organisation or a public body if your grant request is for £100,000 or more.

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.

Community grants

You may wish to make payments to third party owners (including private owners) for activities and capital works that contribute to achieving outcomes for heritage, people or communities (we call these community grants). If you are the lead applicant, you are responsible for ensuring that the specific project outcomes are delivered by third party landowners (including private owners) and that the terms of grant are complied with, including repayment of the grant if necessary.

This should be formalised through third-party agreements that define the outcomes to be delivered on third party land and secure the management and maintenance of capital works from the start of the work on the project until 10 years after the project’s completion. This should be a legal agreement between you and the community grant recipient.

For examples of the sort of terms and conditions you may wish to include in your contractual agreements see the Community Grants guidance on our website.

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 the project plan (template available on our website)
- I have prepared all the mandatory supporting documents
- I can meet the ownership requirement for the grant funded property (if applicable)
- I have any permissions or licences I need (for example, a bat licence or listed building consent)

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.

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:

- **24 November 2022:** new guidance for capital works inflation costs was added to the 'What can we fund?' section.
- **1 March 2023:**
    - It was previously stated that the priority outcomes would remain in effect until the end of the 2022-23 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.
- **31 May 2023:** in the 'Legal and policy requirements section' under 'Digital outputs', £100,000 was changed to £10,000 to read: These obligations extend to 10 years if the lead applicant is a private owner of heritage and has applied for over £10,000 as the Grant Contract will last for 10 years from the Project Completion Date.
- **3 November 2023**: applications have temporarily closed for grants from £10,000 to £250,000 under our current Strategic Funding Framework, reopening in January with new Heritage 2033 guidance.

Project Enquiry Form: £10,000 to £250,000

15/02/2019

See all updates

Submitting a Project Enquiry Form to our National Lottery Grants for Heritage £10,000 to £250,000 funding programme.

Attachment	Size
PDF View Project Enquiry Form £10,000 to £250,000 questions as PDF(42.15 KB)	42.15 KB
PDF View Ffurflen Ymholiad Prosiect - Cwestiynau £10,000 i £250,000 (Cymraeg) as PDF(39.55 KB)	39.55 KB

Before submitting

The Project Enquiry Form is a great way to get feedback and advice from us before you start work on a full application to this programme.

It is an optional step and does not form part of the formal application process. You can progress to application at any time.

The feedback you will receive from your Project Enquiry Form is designed to help you develop a project that is in line with:

- the programme's full application guidance
- our 2022–2023 priorities for National Lottery Grants for Heritage

Please refer to both of these before submitting a form.

You can also see the Project Enquiry Form questions by scrolling to the bottom of this page or by downloading the PDF from this page.

How to submit

When you are ready, please complete the form on our application portal.

Before submitting, you will need to register an account for yourself and for the organisation you are applying for.

Hearing back from us

Once you have submitted a form a member of your local Engagement team will contact you within 10 working days.

Depending on the nature of your project and the information you provide, we may give you feedback via email or arrange to speak to you.

Our advice may include:

- whether we are the appropriate funder for your project
- what areas you may want to develop further to ensure your project meets our outcomes strongly
- how you can strengthen the heritage focus of your project

Project Enquiry Form questions

Have you spoken to anyone at The Fund about your idea?

If so, tell us their name.

What is the need for this project?

For example, is there a risk of loss to your heritage? Or, is there an opportunity to tie in with an anniversary or commemoration? Tell us about any research you have done with your audience. You have 200 words.

Describe what you will do during the project

Include any tasks you have to do to achieve the project goal. You have 200 words remaining.

Do you have a title for the project?

This can be changed at any time. Don't worry if the project does not have a title yet, you can leave this blank.

Tell us about the heritage of the project

Include who it is important to and why. You have 100 words.

What outcomes do you want to achieve?

An outcome is a result of what your project does. Tell us which of our 9 outcomes you plan to achieve. You have 200 words.

Who will be involved in the project?

Tell us about who will run the project, any partnerships and if people will volunteer on the project. You have 100 words.

How long do you think the project will take?

Tell us an estimated start and end date if you have them. You have 50 words.

How much is the project likely to cost?

If you know, tell us about the most important costs. These costs can be estimated. You have 200 words.

How much funding are you planning to apply for from us?

£[enter amount]

Application form questions and help notes – £10,000 to £250,000

See all updates

Questions from our our National Lottery Grants for Heritage – £10,000 to £250,000 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.

You can submit a Project Enquiry Form to get feedback and advice from us before you start work on a full application to this programme.

About your organisation

Tell us about your organisation's main purpose and activities

[Text field – 500 words]

How many board members or trustees does your organisation have?

[Enter figure]

Are you VAT registered?

- No, I am not VAT registered
- Yes, I am VAT registered

If yes: [Enter VAT number]

Does your organisation use social media?

If so, please provide us with some information (for instance, your organisation's Twitter handle).

[Text field – 500 words]

How much did your organisation spend in the last financial year?

[Enter figure]

What level of unrestricted funds is there in your organisation’s reserves?

[Enter figure]

About your project

Tell us what advice you have received in planning your project and who from

[Text field – 500 words]

Is this your organisation’s first application to us?

- Yes, this is my organisation’s first application????? [Tick box]
- No, this is not my organisation’s first application [Tick box]

If no:

- Most recent project title [Text field – 255 characters]
- Most recent project reference number. Your most recent project reference number should be in the format HG-12-12345 [Enter project reference]

Project title

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

When will your project happen?

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

Why does your project need to happen now?

[Text field – 500 words]

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

- Yes, the project is taking place at the same location as my organisation’s address [Tick box]
- No, the project is not taking place at the same location as my address [Tick box]

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 either the £10,000 to £100,000 grant programme guidance or the £100,000 to £250,000 grant programme guidance.

You may also wish to look at the full receiving a grant guidance for projects of £10,000 to £100,000 or receiving a grant guidance for projects of £10,000 to £250,000.

- No, capital work is not part of my project [Tick box]
- Yes, capital work is part of my project [Tick box]

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]

If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.

Please select the option that applies.

- Your organisation
- Project Partner
- Neither
- N/A

If 'Your organisation' is selected, tell us:

- If your organisation has the freehold of the building or land, or own outright the heritage items;

- If your organisation has the lease of the building or land and how many years are left to run on the lease;
- If your organisation has, or are you planning to take out, a mortgage or other loans secured on the building or land, or heritage item;
- If so, give us details of the lender and the amount of the mortgage or loan.

[Text field – 500 words]

If you have one, upload an ownership document. [Upload a file]

If ‘Project partner’ is selected, tell us:

- The name of the partner organisation;
- If the project partner has the freehold of the building or land, or own outright the heritage items;
- If the project partner has the lease of the building or land and how many years are left to run on the lease;
- If the project partner has, or are you planning to take out, a mortgage or other loans secured on the building or land, or heritage item;
- If so, give us details of the lender and the amount of the mortgage or loan.

[Text field – 500 words]

If ‘Neither’ is selected:

If you do not currently meet our ownership requirements, tell us the date when you expect to do so.

[Text field – 500 words]

Does your project involve the acquisition of a building, land, or heritage items?

- No, my project does not involve the acquisition of a building, land, or heritage items [Tick box]
- Yes, my project involves the acquisition of a building, land, or heritage items [Tick box]

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]

Is the heritage considered to be at risk?

- No, the heritage is not considered to be at risk [Tick box]
- Yes, the heritage is considered to be at risk [Tick box]

If yes

Explain why you consider the heritage to be at risk and how.

[Text field – 500 words]

Does the heritage have any formal designations?

Select all that apply

- Accredited Museum, Gallery or Archive
- Designated or Significant (Scotland) Collection
- DMCS funded Museum, Gallery or Archive
- World Heritage Site
- Grade I or Grade A listed building
    - How many buildings of this type are included in your project?
- Grade II* or Grade B listed building
    - How many buildings of this type are included in your project?
- Grade II, Grade C or Grade C(S) listed building
    - How many buildings of this type are included in your project?
- Local list
    - How many buildings of this type are included in your project?
- Scheduled Ancient Monument

    - How many monuments of this type are included in your project?
- Registered historic ship
    - What is the certificate number? [Text field – 255 words]
- Conservation Area
- Registered Battlefield
- Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)
- National Park
- National Nature Reserve
- Ramsar site
- Regionally Important Geological and Geomorphological Site (RIGS)
- Special Area of Conservation (SAC) or e-SAC
- Special Protection Areas (SPA)
- Grade I listed Park or Garden
    - If applicable, what is the registration or inventory number(s)? [Text field – 255 words]
- Grade II* listed Park or Garden
    - If applicable, what is the registration or inventory number(s)? [Text field – 255 words]
- Grade II listed Park or Garden
    - If applicable, what is the registration or inventory number(s)? [Text field – 255 words]
- Protected Wreck Site
- National Historic Organ Register
- Site of Special Scientific Interest
- Local Nature Reserve
- Other
    - Please specify [Text field – 255 words]

Does your project involve heritage that attracts visitors?

- No, my project does not involve heritage that attracts visitors [Tick box]
- Yes, my project involves heritage that attracts visitors [Tick box]

If yes

- How many visitors did you receive in the last financial year? [Enter figure]
- How many visitors a year do you expect on completion of your project? [Enter figure]

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 measures will you take to increase positive environmental impacts and decrease negative environmental impacts?

[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]

Will your project be delivered by a partnership?

- No, the project will not be delivered by a partnership [Tick box]
- Yes, the project will be delivered by a partnership [Tick box]

If yes

Who are your partners?

Please provide a named contact from each organisation. Please note if you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement.

This document should outline both partner's roles and responsibilities and should be signed by all parties. This agreement should reflect the needs of your project and you may need to seek independent advice.

You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.

[Text field – 500 words]

If you have one, upload a partnership agreement. [Upload file]

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 fields – 300 words for each outcome selected]

How will your project be managed?

Tell us who will make decisions, the experience of the people involved and their roles in the project. We know all projects have risks. We want to know what risks have been considered and how they will be managed.

[Text field – 500 words]

If you already have a risk register, you can upload that here instead. [Upload file]

How will you evaluate your project?

[Text field – 500 words]

How do you plan to acknowledge your grant?

In your answer, tell us how you plan to provide special access or offers to National Lottery players

[Text field – 500 words]

Tell us about any jobs or apprenticeships that you will create to deliver your project

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post. Please note: You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff or are moving an existing member of staff into the project post.

[Text field – 500 words]

Upload any job descriptions. [Upload files]

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
- New build work
- Community grants
- Full Cost Recovery
- Inflation

Description of cost

[Text field – 50 words]

Amount

This can be an estimate [Enter figure]

VAT 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?

- 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 [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

Describe the evidence you are providing

[Text field – 50 words]

[Upload a file]

Supporting documents

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]

Upload your project plan

All projects must submit a project plan. We recommend you use the template provided on our website.

[Upload a file]

Upload briefs for any internally or externally commissioned work

Briefs describe any work you plan to commission during your project. If you are commissioning work (e.g. from an artist or architect) then you should submit a brief. The brief should describe the works, how long they will take, and how much they will cost. You can find a template brief on our website.

For fees over £10,000 you should obtain 3 competitive tenders or quotes. For fees over £50,000 we will expect you to provide proof of the competitive tendering process.

[Upload a file]

Upload project images

If relevant, please provide images that help illustrate your project. For example, if your project focus is a local photography archive, you may wish to provide a few images of the collection. Or, if your project involves a community garden, you may wish to provide a map.

If you are seeking to improve a landscape or conservation area you should include a map of the area that shows the location of all the projects you will deliver.

[Upload a file]

Upload calculations for full cost recovery

If you are an organisation in the voluntary sector, we can cover a proportion of your organisation's overheads commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the project.

We expect this contribution to be calculated using Full Cost Recovery. If you are including Full Cost Recovery in your project budget, you must include a document that outlines your calculation. You can find a spreadsheet to help you calculate this figure on our website.

[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.

Confirm declaration

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 kept 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
- No

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: £10,000 to £100,000

See all updates

This guidance sets out how you will receive your Grant of £10,000 to £100,000. It also explains what we expect of you before, during and after receiving it.

Page last updated: 8 July 2025. 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 we have a duty to make sure 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 throughout your Project to confirm that you are delivering the Outcomes identified in your Application and the Approved Purposes set out in the Legal Agreement process.

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 D of this document. If you are unsure of any terms used in this document, 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 track of your Project timetable
- keep all invoices and receipts organised
- know your Approved Purposes
- review and learn from what you are doing
- remember to claim your Grant
- 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

- grant award
- submit the Legal Agreement within six months of the date you received the email asking you to complete this
- deliver your Project activity
- submit Completion Report within three months of completing your Project
- duration of terms of Grant Contract: up to 10 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 this website.

We recommend that all those closely involved in the delivery of your Project are familiar with the Application you submitted to us. In particular the Outcomes and the Approved Purposes you committed to deliver.

Grant Expiry Date

Your Grant Expiry Date is given in your Legal Agreement. It is based on the Project timescale that you identified in your Application.

You must complete your Project and submit your Completion Report and Final Payment Request by the Grant Expiry Date.

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 five 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 the Grant Contract. You can find out more about our minimum requirements for acknowledgement on our website. As well as acknowledging your Grant we expect you to provide special access and/or offers to National Lottery players, on at least an annual basis. For example, we may ask you to participate in a campaign to thank National Lottery players, for instance the #ThanksToYou campaign.

We encourage you to develop innovative and creative offers or promotions designed to thank National Lottery players for their support and to raise awareness of our funding. Examples of these, and other imaginative things that projects have done can be found on our website.

You must acknowledge your Grant publicly as soon as your Project starts by displaying The National Lottery acknowledgment logo. The logo can be found on our website's acknowledgement section.

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. You must also include the logo on all designs or

plans you produce, on all specialist reports or surveys, and on all tender documents or job adverts that are funded by your Grant. Please refer to our website for more information.

If you do not comply with our acknowledgment guidelines we reserve the right to stop making payments and 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. If any of the contractors, suppliers or consultants you wish to appoint are linked, for example close friends or relatives, or if there is any financial link such as ownership of these suppliers you will need to get written permission from us first.

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:??
    - for 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 well-being
- 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 a post 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 get 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.

VAT

We cannot cover the costs of VAT that you can reclaim, it is therefore your responsibility to seek appropriate advice.

If your VAT status changes during your Project, we will reduce our contribution to the costs where you have managed to claim back the VAT.

Photographic record

We expect you to capture photographs throughout your Project showing your progress which you should submit with your Project Update (where relevant). You will need to provide at least five high-resolution photos showing different aspects of your Project with your Completion Report and Final Payment Request.

We may make use of your images in publicity material. You give us the right to use those you provide us with at any time, including altering them. You must get all the permissions required for both you and us to make use of them before you use them or send them to us. These images, along with other Digital Outputs from your project, should also be

shared with an Open Licence (Creative Commons Attribution 4.0 International). If you are not the rights holder, you must ensure you have agreement to share these images under this specified Open Licence.

You must ensure that you collect appropriate written consent from anyone who appears in these images that they can be reused in relation to publicity and promotional materials, and that they can be shared online under the specified Open Licence. This is particularly important where images include young people or vulnerable adults and where specific permission must be sought in advance. If you require any guidance on this please speak to us.

If your images are not suitable for sharing under an Open Licence, other arrangements will need to be put in place. Please speak to us as soon as possible.

Community Grants Scheme

As part of your Project, you may have asked us to contribute towards a ring fenced pot of money that you can use to fund other groups/organisations (who we call Community Grantees) to deliver small discrete projects (Community Grants).

These Community Grants will contribute to the overall aims of your Project. Any grants like this must demonstrate good value for money, and public benefit should outweigh any private gain. You will manage the funding pot, develop an application process with a decision panel and monitor progress. The Community Grant Scheme must also be publicised by you, so it is widely known and open to all.

These grants may include activities on and/or capital works to land in third party ownership (see Appendix B).

Our website has more information about delivering a Community Grant Scheme and FAQs.

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.

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 this 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)

- proof of any necessary statutory permissions or licences (mandatory if applicable)
- updated Project plan (mandatory if substantially changed since you applied for your grant)
- project cashflow forecast (mandatory for Projects that are undertaking capital works)

The Legal Agreement must be completed within six 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.

Before we are able to grant you permission to start your project and pay the first instalment of your Grant, you will also 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 let you know once we have processed your Legal Agreement. 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.

Payment of your Grant

Once you have completed the Legal Agreement process, we will pay you the first instalment of your grant.

You will receive an email asking you to provide us with your bank details and a copy of a recent bank statement, paying in slip or cheque. We aim to release your Grant within 10 working days of receiving your completed form and supporting documents.

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

Your Grant will be paid in three instalments:

- you will receive 50% of your Grant in advance once your Legal Agreement has been processed
- you will receive the next 40% once you are able to provide evidence that the first 50% of your total Project costs have been spent and you have submitted a Project Update and Payment Request
- the final 10% of your Grant will be paid in arrears once your Project is complete and you have submitted the Completion Report and Final Payment Request

We will only pay the full final 10% of your Grant if:

- the total Project costs have been spent
- you can evidence that the final 50% of project costs have been spent in your Completion Report and Final Payment Request

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 identified in your Legal Agreement.

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 are ready to claim the second instalment of your Grant.

However, you must get in touch with us as soon as possible about any problems or significant issues that happen during your Project. These issues could be things that lead to changes in costs, serious delays, or failure to deliver the Approved Purposes and Outcomes. This is so 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

We may then re-assess the Project or take any other action we consider necessary. We may give permission for the change only if you agree to keep to extra terms and conditions.

Any changes that are agreed with us must be in writing and should also be reported in your Progress Report and/or Completion Report and Final Payment Request.

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 five years to complete from the date you completed your Legal Agreement.

Budget changes

If you need to make minor changes and move funds between the cost headings in your Application in order to achieve your Approved Purposes, you can report on this in your Project Update. You must demonstrate how these changes have helped or are helping you to deliver your Project.

You must get in touch with us in advance if you want to propose any substantial changes to these cost headings and for any major spending of your contingency.

If you spend less than your agreed costs and your Project completes under budget, we will adjust your final payment accordingly and you may need to return some of your Grant to us.

If the total Project cost increases 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.

If we agree to any changes to your Project, including offering you a grant increase, your local office will write to you via email confirming the changes offered. You will need to confirm you accept this by replying to the email within the five working days.

Project update

When you have spent the first 50% of your Grant you will need to submit a Project Update.

We will monitor the progress of your Project to confirm that it is delivering the Outcomes identified in your Application and the Approved Purposes set out in your Legal Agreement. In between submitting your Project Update, it is important that you keep us informed of progress in reaching key milestones, for example appointment of contractors or staff, or issues arising so that we can respond and support you as appropriate.

You will also need to send us:

- photographs showing the progress of your Project (mandatory)
- a record of activities or events that you have arranged (mandatory)
- job descriptions/details of recruitment (mandatory if applicable)
- procurement reports (mandatory if applicable)

Payment Request

In order to request the second payment of your Grant (40%), you will need to submit a Payment Request at the same time as your Project Update.

You will also need to send us:

- project invoices received during the reporting period (mandatory)
- table of costs for amounts of less than £250 (mandatory if applicable)

We aim to release your Grant within 10 working days of receiving your completed form and supporting documents.

Completing your Project

Completion Report and Final Payment Request

Once your Project is complete you must send us the Completion Report and Final Payment Request. This will allow you to claim the final payment of your Grant (up to 10%). 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 more information about the Completion Report and Final Payment Request.

You will also need to send us:

- Certificate of Practical Completion (mandatory for Projects that have undertaken capital works)
- Project invoices received during reporting period (mandatory)
- table of costs for amounts of less than £250 (mandatory if applicable)
- photographic record of your Project (mandatory)
- Evaluation Report (mandatory)
- record of Community Grants awarded (mandatory if applicable)

This **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 withhold your final payment or ask for the repayment of some or all of your Grant.

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 a Practical Completion Certificate (for Projects that have undertaken capital works)
- you have evaluated your Project and created a report
- you can supply high resolution digital Project photographs and proof of acknowledgment of our funding
- you have listed the project's Digital Outputs and provided the web address (URL) of the website or websites where they can be accessed

Please note that we will not make your final payment until we have received and reviewed all the required information including your Evaluation Report. Once you have made your final Grant request, we will not accept any further requests for payments from you. You should therefore agree your final accounts with your contractors and suppliers before you apply for the final Grant payment.

We will continue to keep in contact with you at intervals after the Project is completed including through our customer surveys.

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. If the underspend is less than 10% of your Grant we will adjust the final payment of your Grant accordingly.

If the underspend exceeds 10% of your Grant you will need to return the unspent Grant to us through BACS transfer (please email us for our bank details). Your final payment will be calculated based on your overall Project costs and the Grant Percentage identified in your Legal Agreement.

Worked example:

- if your total Project costs are £38,000, your organisation is contributing £8,000 from reserves and your Grant is £30,000, the Grant Percentage is 79% (Grant divided by total Project costs)

If your Project is under budget we will adjust your final payment accordingly and you may need to return part of your Grant to us based on the Grant Percentage.

Worked example:

- if your Project is £3,000 under budget and your total evidenced spend is £35,000, then based on the Grant Percentage of 79% your Grant would be adjusted to £27,650
- your final payment would then be adjusted from £3,000 to £650

Project Completion Date & Grant Contract Duration

The formal Project Completion Date is the date of the correspondence we will send you at the end of your Project letting you know that we have received all the necessary documentation to record your Project as complete.

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 if you are a not-for-profit organisation (ten years if you are a private owner of heritage).
- Digital Outputs (for example the creation of a website): five years after the Project Completion Date if you are a not-for-profit organisation (ten years if you are a private owner of heritage).
- 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 Completion Report and Final Payment Request will extend the duration of the Grant Contract.

Appendix A: property ownership

Ownership

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, you will need to improve your rights.

Land and buildings – for capital works

You must either own the freehold or have a lease which meets the following requirements:

- Not for profit organisation: your lease must have five years left to run after the Project Completion Date
- Private Owner: your lease must have at least ten years left to run after the Project Completion Date
- we do not accept leases with break clauses (these give one or more parties to the lease the right to end the lease in certain circumstances)
- we do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent)
- you must be able to sell on, sublet the whole or part, and mortgage your lease, but if we award you a Grant you must first have our permission to do any of these

Land or buildings in third party ownership

Land or buildings in third party ownership: if a third party owns the land (which may include a Project partner) we will either require the owner to sign up to your Grant Contract directly with us or require you to enter into a legally binding agreement with the owner. See Appendix B.

Acquisitions of land or buildings

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.

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), you must buy or own the item outright.

We cannot fund private individuals or for-profit organisations to buy buildings, land or 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 your Partnership Agreement or 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.

If your capital building Project is for the purpose of storing or displaying a collection that you do not own, we will require the owner of the collection to be tied into the Grant Contract (and any Additional Conditions set out in the Legal Agreement) if a Grant is awarded. Contact us to discuss this if you think this will apply to your Project.

Digital Outputs

We have specific requirements, which are set out in your Grant Contract, for ‘digital outputs’ produced as part of any National Lottery Heritage Fund Project. We are using the term ‘digital output’ to cover anything you create in your Project in a digital format which is designed to give access to heritage and/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. The requirements do not apply to digital outputs that have no heritage content or do not engage people with heritage, such as a website that contains only information about your organisation, Project or events listings.

All Digital Outputs must be:

- ‘Available’: for example the outputs are freely available online, or copies of the digital files are held securely and you can give access to these on demand. This applies 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-BY 4.0) licence. Code and metadata do not need to be licensed in this way, but should be released under a

Public Domain Dedication unless we have agreed otherwise.

If the lead applicant is a private owner of heritage, the Grant Contract will last for **10 years** from the Project Completion Date. In these cases, all Digital Outputs must therefore be ‘available’ ‘usable’ and ‘open’ for **10 years** from the Project Completion Date.

Our website has more information about our licensing requirements for projects.

Appendix B: land in third party ownership

For natural and landscape Projects

Where the land which is the subject of your Grant is owned by a third party or multiple third parties, agreements should be put in place between the Grantee and each land owner. 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 for 10 years following the Project Completion Date

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, such as buildings or ornamental gardens

If your Project involves substantial work to a heritage building which 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 (as set out above).

In some situations, rather than becoming a joint Grantee the Property owner may sign a formal letter that we will prepare, agreeing to keep to the Grant Contract.

Community Grants

You may wish to make Community Grants payments to third party owners (including private owners) for activities and capital works that contribute to achieving Project Outcomes. If you are the lead applicant, you are responsible for ensuring that the specific Project Outcomes are delivered by third party landowners (the Community Grantees) and that the Grant Contract is complied with, including repayment of the Grant if necessary.

This should be formalised through third-party agreements that define the Outcomes to be delivered on third party land and secure the management and maintenance of capital works from the expected date of the works’ completion, until

10 years after the Project Completion Date. This should be a legal agreement between you and the Community Grantee.

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.

Appendix C: invoices submitted with Payment Requests

All invoices submitted to us as evidence of spend should be clear, legible, and be for eligible works against the Approved Purposes we have agreed to fund. They must include the following information for us to be able to pay against them. They should be clear enough to read and not damaged or tampered with.

They must all relate to works agreed to be funded by us and the client named on them should be the organisation submitting the payment.

Invoices must have:

- an invoice number
- the date they were raised
- the date payment is expected and the payment terms
- how payment is made and to who
- company details, including name, address, email address, telephone number, company number, VAT registration number (if VAT registered)
- a description of the services provided
- the gross (without VAT), VAT amount if VAT registered and the net (total) amount due

Appendix D: 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.

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 (taking account of 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

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

Receiving a grant guidance: £100,000 to £250,000

See all updates

This guidance sets out how you will receive your grant of £100,000 to £250,000.
It also explains what we expect of you before, during and after receiving it.

Page last updated: 8 July 2025. See 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 it is our duty to make sure 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 throughout your Project to confirm that you are delivering the Outcomes identified in your Application and the Approved Purposes set out in the Legal Agreement.

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 D of this page. If you are unsure of any terms used in this document 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 track of your Project timetable
- keep all invoices and receipts organised
- know your Approved Purposes
- review and learn from what you are doing
- remember to claim your Grant
- 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 **six months** of the date you received the email asking you to complete this
3. deliver your Project activity
4. submit Completion Report within **three months** of completing your Project
5. duration of Grant Contract: **up to 20 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 starting 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.

We also recommend that all those closely involved in the delivery of your Project are familiar with the Application you submitted to us. In particular the Outcomes and the Approved Purposes you committed to deliver.

Grant Expiry Date

Your Grant Expiry Date is given in your Legal Agreement. It is based on the Project timescale that you identified in your Application.

You must complete your Project and send us your Completion Report and Final Payment Request by the Grant Expiry Date.

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 five 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 the Grant Contract. You can find out more about our minimum requirements for acknowledgement on our website. As well as acknowledging your Grant we expect you

to provide special access and/or offers to National Lottery players, on at least an annual basis. For example, we may ask you to participate in a campaign to thank National Lottery players, for instance the #ThanksToYou campaign.

We encourage you to develop innovative and creative offers or promotions designed to thank National Lottery players for their support and to raise awareness of our funding. Examples of these, and other imaginative things that Projects have done can be found on our website.

You must acknowledge your Grant publicly as soon as your Project starts by displaying the National Lottery acknowledgment logo. The logo can be found on the acknowledgement section of our website.

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. You must also include the logo on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents or job adverts that are funded by your Grant. Please refer to our website for more information.

If you do not comply with our acknowledgment guidelines we reserve the right to stop making payments and 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 ask that you keep your Grant confidential until we have discussed and agreed your publicity plans. We will publish 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. If any of the contractors, suppliers or consultants you wish to appoint are linked – for example close friends or relatives, or if there is any financial link such as ownership of these suppliers – you will need to get written permission from us first.

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 get 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. 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:
    - for 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 get 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 get 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 make sure that any contractor/supplier/consultant or Partner 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. Also, make sure 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 (where an employee is assigned to a new job and their position is temporarily filled by another employee), whichever cost is less

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 get 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 organisationally-sustainable. You must use the Living Wage rate (and London Living Wage where applicable) for all Project staff.

VAT

We cannot cover the costs of VAT that you can reclaim, it is therefore your responsibility to seek appropriate advice.

If your VAT status changes during your Project we will reduce our contribution to the costs where you have managed to claim back the VAT.

Photographic record

We expect you to capture photographs throughout your Project showing your progress. You should submit the photos with your Project Updates (where relevant). You will need to provide at least five high-resolution photos showing different aspects of your Project with your Completion Report and Final Payment Request.

We may make use of your images in publicity material. You give us the right to use those you provide us with at any time, including altering them. Before sending them to us, you must get all the permissions required for both you and us to make use of them.. These images, along with other Digital Outputs from your project, should also be shared with an Open Licence (Creative Commons Attribution 4.0 International). If you are not the rights holder, you must make sure you have agreement to share these images under this specified Open Licence.

You must make sure that you collect appropriate written consent from anyone who appears in these images that they can be reused in relation to publicity and promotional materials, and that they can be shared online under the specified Open Licence. This is particularly important where images include young people or vulnerable adults and where specific permission must be sought in advance. If you require any guidance on this please speak to us.

If your images are not suitable for sharing under an Open Licence, other arrangements will need to be put in place. Please speak to us as soon as possible.

Community Grants Scheme

As part of your Project, you may have asked us to contribute towards a ring fenced pot of money that you can use to fund other groups/organisations (who we call Community Grantees) to deliver small discrete Projects (Community Grants).

These Community Grants will contribute to the overall aims of your Project. Any Grants like this must demonstrate good value for money, and public benefit should outweigh any private gain. You will manage the funding pot, develop an application process with a decision panel and monitor progress. The Community Grant Scheme must also be publicised by you, so it is widely known and open to all.

These grants may include activities on and/or capital works to land in third party ownership (see Appendix B).

Our website has more information about delivering a Community Grant Scheme and FAQs.

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.

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 this 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)
- updated Project plan (mandatory if substantial changes since you applied for your grant)
- project cashflow forecast (mandatory for Projects that are undertaking capital works)

The Legal Agreement must be submitted within six 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.

Before we are able to grant you permission to start your Project, 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

Once we have processed your Legal Agreement, we will confirm this to you. 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.

Payment of your Grant

We will pay your Grant in arrears once you are able to provide invoices or receipts that demonstrate your Project expenditure. We will agree a payment schedule with you and payments will be made as the Project progresses, subject to you providing evidence of expenditure.

You will need to submit a Payment Request to request payment of your Grant. We typically expect a Project Update to be submitted with the Payment Request, as we usually only release payments after being satisfied with the progress of your Project.

We will pay a proportion of the costs you have incurred based on the Grant Percentage. For example, if you provide invoices totalling £50,000 and the Grant Percentage is 85%, your Grant payment will be £42,500.

We aim to release your Grant payment within 10 working days of receiving a Payment Request and all the mandatory supporting documents.

We withhold the final 10% of your Grant until the Project is completed. We will only pay the full 10% if the total Project costs have been spent and are evidenced in your Completion Report and Final Payment Request.

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

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 are ready to claim the first instalment of your Grant.

However, you must get in touch with us as soon as possible about any problems or significant issues that arise during the course of your Project. For example, issues that could lead to changes in costs, serious delays, or failure to deliver the Approved Purposes and Outcomes. This is 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

We may then re-assess the Project or take any other action we consider necessary. We may give permission for the change only if you agree to keep to extra terms and conditions.

Any changes that are agreed with us must be in writing and should also be reported in your Project Update and/or Completion Report and Final Payment Request.

Timetable delays

If you think that you will not be able to complete your Project before the 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 five years to complete from the date you submitted your Legal Agreement.

Budget changes

All money spent on the Project should be reported against the cost headings in your Application.

If you need to make minor changes and move funds between these cost headings in order to achieve your Approved Purposes, you can report on this in your Project Update. You must demonstrate how these changes helped you to deliver your Project.

You must get in touch with us in advance if you want to propose any substantial changes to these cost headings and for any major spending of your contingency.

If you spend less than your agreed costs and your Project completes under budget, we will adjust your final payment accordingly and you may need to return some of your Grant to us.

If the total Project cost increases 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.

If we agree to any changes to your Project, including offering you a grant increase, your local office will write to you via email confirming the changes offered. You will need to confirm you accept this by replying to the email within the five working days.

Project update

When you are ready to claim the first instalment of your Grant you will need to submit a Project Update with your Payment Request. When we process the Legal Agreement, we will agree with you how many Project Updates we expect you to provide throughout the delivery of your Project.

We will monitor the progress of your Project to confirm that it is delivering the Outcomes identified in your Application and the Approved Purposes set out in your Legal Agreement. In between submitting your Project Update, it is important that you keep us informed of progress in reaching key milestones, for example appointment of contractors or staff, or issues arising so that we can respond and support you as appropriate.

You will also need to send us:

- photographs showing the progress of your Project (mandatory)
- a record of activities or events that you have arranged (mandatory)
- job descriptions/details of recruitment (mandatory if applicable)
- procurement reports (mandatory if applicable)

Payment Request

When you have invoices or receipts to demonstrate your Project expenditure you will need to submit a Payment Request with your Project Update in order to request a payment of your Grant.

You will also need to send us:

- project invoices received during the reporting period (mandatory)
- table of costs for amounts of less than £500 (mandatory if applicable)

When you submit your first Payment Request, you will need to complete the Tell us your bank details form and send us 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.

We aim to release your Grant within 10 working days of receiving your completed form and supporting documents.

Completion Report and Final Payment Request

Once your Project is complete you must send us the Completion Report and Final Payment Request. This form will allow you to claim the final payment of your Grant (up to 10%). 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 Completion Report and Final Payment Request.

This form **must** be submitted within **three months** of completing your Project. If we do not receive the report within this timescale, we may withhold your final Grant payment or ask for the repayment of some or all of your Grant.

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 a Practical Completion Certificate (for Projects that have undertaken capital works)
- you have evaluated your Project and created a report
- you can supply high resolution digital Project photographs and proof of acknowledgment of our funding
- you have listed the project's Digital Outputs and provided the web address (URL) of the website or websites where they can be accessed

Please note that we will not make your final payment until we have received and reviewed all the required information including your Evaluation Report.

Once you have made your final Grant request, we will not accept any further requests for payments from you. You should therefore agree your final accounts with your contractors and suppliers before you apply for the final Grant payment.

We will continue to keep in contact with you at intervals after the Project is completed including through our customer surveys.

Projects completing under budget

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. If the underspend is less than 10% of your Grant we will adjust the final payment of your Grant accordingly.

If the underspend exceeds 10% of your Grant you will need to return the unspent Grant to us through BACS transfer (bank details are available upon request). Your final payment will be calculated based on your overall Project costs and the Grant Percentage.

Worked example:

- Total Project costs are £140,000, your organisation is contributing £20,000 from reserves and your Grant is £120,000. The Grant Percentage is therefore 86% (Grant divided by total Project costs).

If your Project completes under budget, we will adjust your final payment accordingly and you may need to return part of your Grant to us based on the Grant Percentage.

Worked example:

- If your Project is £5,000 under budget and your total evidenced spend is £135,000, then based on the Grant Percentage of 86% your Grant would be adjusted to £116,100. Therefore, your final payment would be adjusted from £12,000 to £8,100.

Project Completion Date and duration of Grant Contract

The formal Project Completion Date is the date of the correspondence we will send you at the end of your Project letting you know that we have received all the necessary documentation to record your Project as complete.

Your Grant Contract states the duration that the Grant Contract will apply to your Project. During this time, 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): 20 years after the Project Completion Date.
- **Digital Outputs** (for example the creation of a website): five years from the Project Completion Date. If the lead applicant is a private owner of heritage, the Grant Contract will last for 10 years from 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 submitting your Completion Report and Final Payment Request will extend the duration of the Grant Contract.

Appendix A: property ownership

Ownership

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, you will need to improve your rights.

Land and buildings – for capital works

You must either own the freehold or have a lease which meets the following requirements:

- your lease must have 20 years left to run after the Project Completion Date
- we do not accept leases with break clauses (these give one or more parties to the lease the right to end the lease in certain circumstances)
- we do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent)

- you must be able to sell on, sublet the whole or part and mortgage your lease but if we award you a Grant, you must first have our permission to do any of these

Land or buildings in third party ownership

Land/buildings in third party ownership: if a third party owns the land (which may include a project partner) we will either require them to sign up to the Grant Contract directly with us or require you to enter into a legally binding agreement with the owner. See Appendix B.

Acquisitions of land or buildings

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.

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), you must buy or own the item outright.

We cannot fund private individuals or for-profit organisations to buy buildings, land or heritage items.

If you are borrowing item/s as part of your 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 your partnership agreement or 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.

If your capital building Project is for the purpose of storing or displaying a collection that you do not own, we will require the owner of the collection to be tied into the Grant Contract if a Grant is awarded. Contact us to discuss this if you think this will apply to your Project.

Digital Outputs

We have specific requirements, which are set out in your Grant Contract, for ‘digital outputs’ produced as part of any The National Lottery Heritage Fund Project. We are using the term ‘digital output’ to cover anything you create in your Project in a digital format which is designed to give access to heritage and/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.

All Digital Outputs must be:

- ‘Available’ (i.e. the outputs are freely available online, copies of the digital files are held securely and you can give access to these 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-BY 4.0) licence, with the exception of code and metadata, which should be released under a Public Domain Dedication, unless we have agreed otherwise.

There is more information about our licensing requirements for projects on our website.

We expect:

- websites to meet at least W3C Single A accessibility standard
- you to use open data, software and services where possible
- you to contribute Digital Outputs to appropriate heritage collections and open knowledge projects

Appendix B: land in third party ownership

For natural and landscape Projects

Where the land which is the subject of your Grant is owned by a third party or multiple third parties, agreements should be put in place between the Grantee and each land owner. 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:

1. details of the parties
2. confirmation as to how the land is held (freehold or leasehold)
3. a description of the Property (including plans)
4. 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)
5. a provision that any onward disposal should be subject to the third-party agreement
6. that the agreement will last for 10 years following the Project Completion Date

You will need to provide us with copies the landowner agreements to ensure compliance with these requirements. The land owner 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, such as buildings, ornamental gardens

If your Project involves substantial work to a heritage building which 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 (as set out above). In some situations, rather than join in the owner we may ask them to sign a side letter which we will prepare.

Community Grants

You may wish to make Community Grants payments to third party owners (including private owners) for activities and capital works that contribute to achieving Project Outcomes. If you are the lead applicant, you are responsible for making sure that the specific Project Outcomes are delivered by third party landowners (the Community Grantees). Also, that the Grant Contract is complied with, including repayment of the Grant if necessary.

This should be formalised through third-party agreements that define the Outcomes to be delivered on third party land and secure the management and maintenance of capital works. This is from the expected date of the works' completion, until 10 years after the Project Completion Date. This should be a legal agreement between you and the Community Grantee.

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.

Appendix C: invoices submitted with Payment Requests

All invoices submitted to us as evidence of spend should be clear, legible, and be for eligible works against the Approved Purposes we have agreed to fund. They must include the following information for us to be able to pay against them. They should be clear enough to read and not damaged or tampered with.

They must all relate to works agreed to be funded by us and the client named on them should be the organisation submitting the payment.

Invoices must have:

- an invoice number
- the date they were raised
- the date payment is expected and the payment terms
- how payment is made and to who
- company details, including name, address, email address, telephone number, company number, VAT registration number (if VAT registered)
- a description of the services provided
- the gross (without VAT), VAT amount if VAT registered and the net (total) amount due

Appendix D: 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 (taking account of 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

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