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

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: 16 November 2023. See all updates.

Important

We are no longer accepting development round applications for grants over £250,000 (delivery round applications and Expressions of Interest are not affected). 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 £250,000 to £10million. At this grant level, you must first send us an Expression of Interest. If you are invited to apply, your application will then go through a development and a delivery phase. This guidance will tell you more about the programme and the types of project we can fund.

Is this the right programme for you?

- Is your organisation looking to connect people and communities to heritage in the UK?
- Will your heritage project be delivered over five years?
- Do you require a grant of between £250,000 and £10million?
- Are you a not-for-profit organisation or a partnership led by a not-for-profit organisation?

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.

Heritage enterprise

Some heritage projects seek to achieve economic growth by investing in heritage. We call these ‘heritage enterprise’ projects. Heritage enterprise applications also must demonstrate how they meet our priority outcomes. The maximum you can apply for under heritage enterprise is £5m.

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.
- Before you apply: you must submit an Expression of Interest form to tell us about your idea and we will let you know if you are invited to apply.
- Deadline for applications: quarterly.
- Assessment process: we will assess your application in 12 weeks and, following assessment, it will be assigned to a quarterly decision meeting.
- Your contribution (partnership funding): you must contribute at least 5% of your project costs for grants up to £1million and at least 10% for grants of £1million or more.

Application form questions and help notes

View the application form questions and read help notes:

- Development stage questions and help notes
- Delivery stage questions and help notes

Further reading

You will also find the following resources useful when making your application:

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

When you are ready, submit your Expression of Interest on our application portal

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Who can apply?

Under this programme, we accept applications from:

- not-for-profit organisations
- partnerships led by not-for-profit organisations

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

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.

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.

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

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
- include a development phase that will last up to two years
- include delivery phase that will last up to five years

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:

- the purchase price of collection items or property
- repair and conservation
- event costs (including room hire, refreshments and equipment)
- capital works
- repair and maintenance (revenue)
- new staff post s
- paid training placements
- training costs
- professional fees (for example, legal costs)
- volunteer expenses
- 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

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

Refer to the Application form and help notes for more details.

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.

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.

You can find more information about community grants and building maintenance on our website.

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Before you apply

All of the heritage projects that we support need to:

- clearly focus on heritage – this can be national, regional or local heritage of the UK
- achieve one or more of the outcomes on this page, including the mandatory one
- 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 to consider these points in the early stage of planning your application.

Guidance

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

The following are essential reading for all projects:

- Activity plan guidance
- Information on acknowledging your grant
- Evaluation guidance
- Understanding your heritage
- Environmental sustainability guidance

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

- Conservation plan guidance
- Building maintenance guidance

We expect all projects to follow best practice in project management. We have some guidance on this and templates for key documents (for example, project cashflow) is available on our website.

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 expect you to provide special access and/or offers for National Lottery players, on at least an annual basis.

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

If your grant is for more than £1 million towards a new exhibition space, visitor centre, community garden or other public facility, we would also like to discuss how The National Lottery might best be incorporated into the name of the space or site.

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.

Grant request: £250,000 to £1million

- contribution: at least 5% of the costs of your development phase and 5% of the costs of your delivery phase

Grant request: £1million to £10million

- contribution: at least 10% of the costs of your development phase and 10% of the costs of your delivery phase

We describe this contribution as ‘partnership funding’ and it can be made up of cash, non-cash contributions, volunteer time or a combination of all of these. We will assess whether your project offers good value for money and take your contribution into account.

If your project involves capital work, the value of increased future costs of management and maintenance for up to five years after practical completion can be included as partnership funding. See our online guidance on building maintenance for more information.

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 time

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% or 10%, which must be made up of contributions from your own or other sources, not including the National Lottery.

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The application process

Expression of Interest

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

We recognise the work that goes into preparing an application and so to keep competition at manageable levels, and give you the best chance possible, we ask all applicants for a grant above £250,000 to complete a short Expression of Interest (EOI) form.

We will use the information you provide to decide whether or not to invite you to submit a development phase application. An invitation to apply does not guarantee a grant from us in the future but does indicate that we see potential in your initial proposals.

If you are successful, your EOI approval will remain valid for 12 months and a Development Phase application will need to be submitted within this time.

We aim to respond to your EOI within 20 working days of receipt. If we decide to invite you to apply, we will contact you to discuss next steps. If we are not inviting you to apply we will explain our reason.

Development and delivery phases

All applications should include a development phase to help you work on your project proposal. During this phase, you will gain a better understanding of the costs, resources, timeline and the needs of your audiences.

You will decide how long you need to develop your delivery phase proposals. You may take up to two years, depending on the complexity of your project.

Once you have submitted your application form it is not possible for us to return this to you for further work, or to release a new copy. It is therefore important to make sure that you are happy with your answers before you submit your application.

Your application will be in competition with other projects in both the development and delivery phases. A development phase award does not guarantee that you will receive delivery phase award.

Urgent decisions

In exceptional circumstances, we may consider a fast-track application process, if there is a compelling need for a faster decision (for example, if you have an opportunity to buy a heritage item at an auction but need to move quickly). If you think this applies to your project, you should submit an Expression of Interest form and we will discuss this with you.

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How we assess your application

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

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).

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.

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

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

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

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.

Our decision makers use their judgement to choose which applications to support, taking account of quality, achievement of outcomes, risk and value for money. They may also consider issues such as achieving a geographical spread of our funding and whether your application is a priority for funding (as set out in our Strategic Funding Framework 2019–2024).

Our decision may be made a few weeks after our 12-week assessment period, depending on the next meeting date. Make sure you allow for this when planning your project timeline.

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Information we need

The information below shows the different levels of information you will need to have considered for your development phase and delivery phase application. See also the list of supporting documents.

Development phase application

Activities

Outline proposals:

- who is your project likely to involve?
- the nature and range of activities that will engage people with heritage

Capital work

Outline proposals:

- draft or outline conservation plan
- details of ownership – whether freehold or leasehold
- an initial breakdown of the capital work you plan to carry out
- plans for architectural elements up to and including RIBA work stage 1*
- plans for non-architectural elements, such as interpretation or digital outputs, at the equivalent of RIBA work stage 1
- independent valuation if the project is for the acquisition of collections or single objects

Project outcomes

Outline information about the outcomes your project might achieve

Project management

- detailed information about the work you will do during your development phase
- detailed information about how you will manage your development phase, including briefs for work to be undertaken by consultants, new job descriptions
- detailed timetable for your development phase
- outline information about how you will manage your delivery phase
- outline timetable for delivery phase

After the project ends

- your organisation’s current business plan
- outline information about how you will sustain the outcomes of your project after funding has ended, including funding additional running costs

Project costs

- detailed costs for your development phase
- outline costs for your delivery phase
- possible sources of partnership funding for your delivery phase and/or a fundraising strategy for your development phase

Delivery phase application

Activities

Detailed proposals:

- A detailed action plan, showing all the activities in your project. This will be included in your Activity Plan or Area Action Plan.

Capital work

Detailed proposals:

- a conservation plan, if required
- ownership should be confirmed and meet our requirements
- detailed plans and proposals for capital work you plan to deliver
- plans for architectural elements up to and including RIBA work stage 3
- plans for non-architectural elements, such as interpretation or digital outputs at the equivalent of RIBA work stage 3

Project outcomes

Detailed information about the outcomes your project will achieve

Project management

- detailed information about how you will manage your delivery phase, including briefs for work to be carried out by consultants and new job descriptions
- detailed timetable for your delivery phase

After the project has finished

- your organisation's business plan, updated to reflect your plans for project delivery and sustaining the project's benefits after funding has ended, including funding additional running costs
- detailed information about how you will evaluate your project
- information about your management and maintenance policies – either as a management and maintenance plan or included in your conservation plan

Project costs

- detailed costs for your delivery phase
- an indication that you will have secured partnership funding in place before you start your delivery phase

Your development phase

During your development phase you will build on your project ideas. The work you do in your development phase will depend on your project but it is likely to include consultation with people outside of your organisation, activities to strengthen your organisation (such as a governance review, review of your organisation's business plan), detailed

design and planning, and survey work.

Development phase review

We will review your project during your development phase to see how you are progressing with your delivery phase application and additional plans. For projects involving capital work, we will look at your plans when they are in line with RIBA work stage 2.

The main purpose of the review is to confirm:

- that the project is being developed in line with the approved purposes and outcomes
- costs and partnership funding updates indicate a viable project
- risks are manageable
- overall the project still offers good or improved value for money

If there have been significant changes, the review provides the opportunity for us to highlight risks, areas of concern and where further work is needed.

If there are serious concerns, your project may fail the development phase review and we will recommend that you do not apply for a delivery phase.

To help you plan your development phase, here are some key tasks you will need to carry out:

1. For projects involving capital works to land or buildings, you should continue to work through the conservation planning process, refining your understanding of your heritage and the opportunities to share your heritage with others so that your project will fully capitalise upon its potential while addressing any risks and threats that you have identified. You will be asked to share your draft conservation plan with us during the development phase.
2. For any capital work to buildings, undertake any **surveys, consultations or investigations** necessary to develop your detailed plans and proposals, for example, an access audit or an assessment of the current environmental performance of your building. Consider whether there are any legal issues relating to ownership of land or property that you need to resolve to ensure you meet our requirements for the delivery phase.
3. Consult new and existing audiences in order to develop a detailed programme of activities to demonstrate how you will achieve the outcome a ‘wider range of people will be engaged with heritage’. This will form your **activity plan or area action plan**.
4. Develop **detailed timetable, costs and cash flow** for your delivery phase.
5. Consider in detail how your project will **impact on your organisation** and how you will manage this change. You may need to carry out a governance review and update your organisation’s business plan and fundraising strategy.
6. Consider how you will **sustain project outcomes** after funding has ended, and how you will meet any additional running costs. If you are producing a management and maintenance plan, this information will feed into this and your updated organisational business plan.
7. Consider how you will **evaluate your project**, and collect baseline data so that you can measure the difference your project makes.
8. Consider how you will **buy goods, works and services** during your delivery phase. Our receiving a grant guidance contains information on procurement.
9. Consider how you will acknowledge our grant and promote the role of the National Lottery players in supporting your project.

10. Undertake the work necessary to produce all relevant **supporting documents** for your delivery phase application.

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Supporting documents

You will need to submit the relevant supporting documents from this section with your online application and we must receive them by the published application deadline.

This list includes the supporting documents for the development phase application and the delivery phase application.

Some of the documents will not apply to your project and the additional information in this table 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.

Development phase supporting documents

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)

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.

Last three years' accounts and current year's management accounts

Audited accounts are independently examined and should be signed off annually. We would also like to see your management 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).

Detailed cost breakdown

Spreadsheet detailing the cost breakdown provided in Section six: Project costs of the online application form.

This document is mandatory for all applicants.

Partnership agreements (if applicable)

If you are 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 be signed by all parties.

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.

Job descriptions (if applicable)

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

Briefs for internally or externally commissioned work (if applicable)

Briefs describe any work you plan to commission in your development phase. 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.

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

Images (no more than six)

Please provide images that help illustrate your project. These images will be used to present to decision makers so should be of a high quality and relevant to your project.

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 a local care home then a letter of support will show us that they want to take part.

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

Calculation of full cost recovery for the development phase (if applicable)

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

Find out more about calculating full cost recovery on The National Lottery Community Fund website.

Business plan

We would like to see a copy of your organisation's current business plan. If you do not have a business plan please submit the planning document you work with to manage your heritage. If you are an organisation that manages multiple sites or are, for example, a Local Authority, please submit the planning documents most relevant to the heritage in your application.

Your business plan is mandatory for all applicants.

Condition survey (if applicable)

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

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

Ownership documents (if applicable)

If you are planning any capital works, or intending to purchase land/buildings/ collections, please provide copies of Land Registry ownership documents and in the case of leasehold property, any lease, heads of terms or draft lease.

If you do not meet our ownership requirements, please tell us how you plan to address this in your development phase.

You should attach the relevant supporting documents to your application form. We can accept most standard file formats.

When submitting supporting documents, please use the document names above so we can easily identify each document. Not using this format may delay your application.

We will not begin assessing your application until you submit all of the relevant supporting documentation.

Delivery phase supporting documents

- activity plan or area action plan
- project timetable
- cash flow for the project
- income and spending forecasts for five years following completion
- project management structure
- spreadsheet detailing the cost breakdown
- calculation of Full Cost Recovery (if applicable)
- briefs for internally and externally commissioned work
- job descriptions for the delivery phase
- business plan (updated)
- images
- flow-chart summarising decision making for third party grants (if applicable)
- management and maintenance plan (if applicable)
- design specification (if applicable)
- interpretation plan (if applicable)
- fully developed conservation plan (if applicable)

For applications between £5m and £10m

Applications received in 2023 will be assessed on the criteria of our current Strategic Funding Framework 2019-2024. However, due to the timelines involved in developing projects at this scale, we want you to consider our new Heritage 2033 investment principles:

- saving heritage
- protecting the environment
- inclusion, access and participation
- organisational sustainability

You will need to submit a supporting document of 500 words or less outlining how your project will respond to all four principles.

Expand All accordions

What happens after you apply?

If your application is successful

We will contact you about arranging a start-up meeting. At this meeting you may be introduced to a consultant who will support you in developing or delivering specific aspects of your project, or help review risks. We will review your project at suitable stages.

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
- project management structure and methods for choosing consultants, contractors and suppliers
- project timetable or work programme

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

For development grants of less than £100,000 we pay your grant in three instalments:

1. We will give you 50% of the grant upfront.
2. Once you have spent the first half of your total eligible project costs, we will give you the next 40%.
3. We will pay the final 10% of your grant when you have finished your development phase.

For development and delivery grants of £100,000 or more, we will pay instalments of our grant after the work that you are asking us to pay for is complete. 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

You or another organisation will contribute towards your project and so we will be granting you a percentage 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

We will expect you to report on the progress of your project at least each time you request a payment in arrears. You will need to provide a progress report at least every quarter, including when you complete your project, alongside your 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 document 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.

The duration of the terms of grant depends on the type of project.

They will last from the date of Permission to Start until:

- **activity:** the date the project finishes (known as 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 the 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 with us 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. If you do not meet our ownership requirements, you will need to improve your rights in your development phase (for example, by changing or extending a lease) or include the owner as a joint applicant in your application, if applicable.

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 projects involving work to a building or land, if your organisation does not own the freehold, you will need a lease with at least 20 years left to run after the expected day of the Project Completion Date
- 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
- 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 and mortgage your lease but if we award you a grant, you must first have our permission to do any of these

Taking security for the grant

Legal charge: It is our policy to take a charge over the grant-funded property when you are a non-public body, your project involves capital works and your grant is over £250,000.

Restriction on title: If you are a public body such as a local authority or a university we will require a restriction on your Land Registry title to ensure you seek our consent before entering into any future transactions relating to the grant funded property.

If any of the above applies to your project, you will need to send us your solicitor's contact details as soon as possible following your delivery phase award.

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 Standard terms of grant if a grant is awarded. Please include this in your Expression of Interest 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 Expression of Interest 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 above £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 twenty years from the project completion date
- 'usable’ (the outputs function as intended and is 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

If you are creating digital outputs:

- you must provide a management and maintenance plan with your delivery phase application
- you may include the value of the increased future costs of management and maintenance for ten years as partnership funding We expect websites to meet at least W3C Double A accessibility standard

We expect:

- websites to meet at least W3C Double 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.

Insuring works and property

We need to protect National Lottery investment and so we ask you, with your contractors, to take out insurance for any property, works, materials and goods involved. All of these must be covered for their full reinstatement value against loss or damage, including inflation and professional fees.

If your project is affected by fire, lightning, storm or flood to the extent that you cannot achieve the outcomes set out in your application, we may have to consider claiming back our grant payments.

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
- ownership requirements for community grants

Evaluation budgeting and reporting

We recommend budgeting for evaluation in the following ways:

- Projects between £250,000 and £1m should allow a budget of between 2% and 7% of their total projects costs and consider using independent external evaluators. Evaluation budgets for projects within this scale should not be less than the minimum permitted. For example, if a project applies for funding of £255,000 we would expect a minimum of £5,100 (2%) to be allocated to evaluation, unless there is evidence provided in the description section of evaluation cost heading that this level of resource is not needed or appropriate.
- Projects over £1m should allow a budget of up to 7% of the total project costs and always consider using independent external evaluators. Evaluation budgets for projects over £1m should not be less than £20,000, unless there is evidence provided in the description section of evaluation cost heading that this level of resource is not needed or appropriate.

You must send us an evaluation report before we pay the last 10% of your grant. 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 its money 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 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 participants and (where appropriate) visitors you have engaged, 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. For larger projects involving capital works, we will ask for some of this information again, five years after project completion and 10 years after project completion.

An evaluation questionnaire has been included below which gives you an outline of the data you will need to collect during your project. For visitors, volunteers, trainees and staff, we also ask for demographic details by gender, age, ethnicity, sexual orientation, disability and social class.

These numbers will not, on their own, 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.

Evaluation questionnaire

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

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

Costs

The eligible costs associated with a purchase include:

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

Ineligible costs include:

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

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

The information we need about the purchase

You will need to provide:

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

Projects involving land, habitats and species

Biological-recording projects

Any species observations must comply with the standards for data quality and accessibility as set out by the National Biodiversity Network (NBN) on the NBN Atlas. 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. However, 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 however 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 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 (for example, historic 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. 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 Grantee.

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

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 development 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 and other essential reading
- 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 prepared all the mandatory supporting documents

When you are ready, submit your Expression of Interest 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 development stage and delivery stage application form questions and help notes was included.
- **30 May 2023:** the size of grants available to apply for has increased from £5million to £10million. References to the maximum grant amount have been updated throughout this guidance.
- **16 November 2023:** we are no longer accepting development round applications for grants over £250,000 (delivery round applications and Expressions of Interest are not affected). This programme will reopen in January with new Heritage 2033 guidance and forms.

Submitting an Expression of Interest: grants above £250,000

03/02/2022

See all updates

Page last updated: 6 November 2023. See all updates.

We ask all applicants requesting a grant of more than £250,000 to complete an Expression of Interest (EOI).

This is because we recognise the amount of work that goes into applying for funding and planning a project. The EOI stage helps us to filter any projects which are unlikely to receive funding, and saves you time working on a full application unnecessarily.

The EOI word count is deliberately short (maximum 1,000 words) to minimise the time and effort for you to complete this stage.

We will use the information you provide to decide whether to invite you to submit a development phase application. If you are successful, you must apply within **12 months** of receiving the invitation. If your EOI is unsuccessful, you **cannot** submit a project application. You will need to submit a new EOI first. You must wait three months before you do this.

Before submitting

Please make sure you have read:

- what we fund
- the four investment principles we expect heritage projects to take into account

Full information on what we fund can be found in the National Lottery Grants for Heritage: £250,000–£10million application guidance.

Common reasons EOIs are unsuccessful

EOIs are not always successful. Some common reasons include:

- not taking into account **all four** investment principles
- repeating our list of investment principles rather than telling us **how** your project will respond to them
- telling us about capital work only
- not explaining the need/demand for the project nor wider support for it

Expression of Interest questions

You can see the questions on the EOI below.

Have you spoken to anyone at the Heritage Fund about your idea?

If so, tell us their name.

Describe what you will do during the project.

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

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.

Please outline how your project will respond to our four investment principles.

You have 300 words.

Tell us about the heritage of the project.

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

What is the need for this project?

What work have you done that shows the potential benefits of the project? You have 200 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?

Submit an amount.

When are you likely to submit a funding application, if asked to do so?

You have 50 words.

How to submit

When you are ready, please complete the EOI on our Get funding for a heritage project service.

You will need to register an account for yourself and for the organisation you are applying for.

Hearing back from us

We aim to respond to your EOI within **20 working days**.

We will let you know via email whether you are successful in being invited to submit a development phase application.

If we are not inviting you to apply at this time, we will give you feedback.

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

2 October 2023: we updated our EOI for grant applications over £250,000 under our new strategy, Heritage 2033. This guidance has been changed to support applicants using this updated application process.

The changes include:

- removing guidance relating to our outcomes
- adding guidance relating to our four investment principles

6 November 2023: we added the EOI questions to the web page and removed the PDF.

Application form questions and help notes – £250,000 to £10million (development phase)

See all updates

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

Page updated: 30 May 2023. See all updates.

Use this page to see what we will ask you before you begin your application.

It also includes **help notes** to help you answer the questions.

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

Please note that you need to submit and pass an Expression of Interest before you can go on to a full application at this range.

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

About the project

Name of your organisation

[This cannot be adjusted]

Project reference number

[This cannot be adjusted]

Project title

[Text field – 255 characters]

Please note your title will be published on our website and seen by our decision takers. We recommend keeping it simple and to the point.

Is this your organisation's first application to the Heritage Fund?

[Select yes or no]

Tell us the reference number of your most recent application.

[Text field – 255 characters]

Tell us the project title of your most recent application.

[Text field – 255 characters]

Tell us your idea

[Text field – 5,000 characters]

In no more than 5,000 characters, please provide a summary of your project. If necessary use bullet points.

Please note that the summary you provide is the only part of your application form seen by decision takers. This is presented alongside our assessment of your application.

Where will your project take place?

- Project street [Text field – 255 characters]
- Project city [Text field – 255 characters]
- Project county [Text field – 255 characters]
- Project post code [Text field – 100 characters]

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

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

[Enter reference]

Explain what need and opportunity your project will address.

[Text field – 5,000 characters]

- Tell us about any problems and opportunities there are relating to how:
    - your heritage is managed now and its condition
    - people engage with the heritage now
- Tell us how your project will address the above two problems and opportunities.
- Tell us how your project fits with any local strategies or wider initiatives.
- Tell us about any feasibility and options appraisals that have been carried out and why your project is the best and most viable way forward.
- If your project will improve an area of landscape or townscape, tell us about the current condition of the area.

Why does your project need to happen now?

[Text field – 5,000 characters]

- Tell us if the risk to your heritage is critical.
- Tell us about any partnership funding that is available to you now that won’t be in the future.

- Tell us what will happen if you do not get a grant from us.

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

[Text field – 5,000 characters]

- Tell us if you have received any specialist advice.
- Tell us about any consultation you have done with your local community and those who will be involved in your project.
- Tell us if this has shaped your project proposals.
- Tell us if you have received any pre-application advice on planning and/or listed building consent matters.

Tell us about the people who will benefit from your project.

[Text field – 5,000 characters]

We would like to know more about the range of people that will be involved with and/or benefit from your project. Tell us about any action you will take to overcome barriers to involving people with heritage.

Give us an indication of the main groups of people that will benefit from your project. Tell us how your project has been designed to support an increase in engaging these groups with heritage.

Provide an estimate of the number of participants that will be involved in your project. By participants we mean the people who are taking part in your project rather than the people who are contributing their time to help deliver your project.

Does your project involve heritage that attracts visitors?

[Select yes or no]

How many visitors did you receive in the last financial year?

[Number field]

How many visitors a year do you expect on completion of your project?

[Number field]

Will your project be delivered by a partnership? Tick if yes.

[Tick box]

Who are your partners? Please provide a named contact from each organisation.

[Text field – 5,000 characters]

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 partners' roles and responsibilities and should be signed by all parties.

If your partner owns the heritage you are working on, we will usually ask them to sign up to the terms of the grant too.

You need to provide a partnership agreement if you are working with another organisation who is delivering a significant part of your project.

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

[Text field – 5,000 characters]

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.?

See our Environmental sustainability requirement and Environmental sustainability guidance for more information.

How do you plan to acknowledge your grant?

[Text field – 5,000 characters]

Promoting and acknowledging The National Lottery is a condition of our grants. Read the guidance on our website for the minimum requirements for doing this. We expect 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.

If your grant is for more than £1m towards a new exhibition space, visitor centre, community garden or other public facility, we would also like to discuss how The National Lottery might best be incorporated into the name of the space or site.

About the heritage

Tell us about the heritage in your project and why it is important to your organisation and community.

[Text field – 5,000 characters]

Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.

Provide an explanation of what is important about the heritage. Tell us whether it is:

- a source of evidence of knowledge
- of aesthetic, artistic, architectural, historic, natural or scientific interest
- of social or community value

Tell us who the heritage is important to. This could include experts and/or the local community.

Select the type of heritage that best describes your project.

- collections
- community heritage
- landscapes and nature
- historic buildings and monuments
- industrial, maritime and transport

- cultures and memories
- other

Please note you can only select one option.

Select the sub-type of heritage that best describes your project.

For 'collections':

- museums
- libraries
- archives

For ‘historic buildings and monuments’:

- historic buildings
- places of worship
- archaeology
- monuments/memorials

See our website for more information about each heritage type.

Is the heritage considered to be at risk? Tick if yes.

[Tick box]

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

[Text field – 5,000 characters]

Briefly explain why the heritage is under threat, and what actions have been taken (if any) to minimise the risk. It could be at risk of loss through physical damage or neglect, financial shortfalls or people passing on in the case of oral and community histories.

If your project involves a building or a monument, tell us if it is on the buildings or monuments at risk register.

If your project involves several buildings in a conservation area, tell us if the conservation area is on the at risk register.

If your project involves natural heritage, tell us if the landscape, geology, habitat or species is at risk and in what way (for example, identified in a Biodiversity Action Plan as a priority).

Has a condition survey been undertaken for the heritage asset in the last five years? Tick if yes.

[Tick box]

Does the heritage have any formal designations?

Select all that apply:

- DCMS funded Museum, Library, Gallery or Archive
- World Heritage Site

- Grade I or Grade A Listed Building
    - How many Grade I or Grade A listed buildings are included in your project? [Number field]
- Grade II* or Grade B listed building
    - How many Grade II* or Grade B listed buildings are included in your project? [Number field]
- Grade II, Grade C or Grade C(S) Listed Building
    - How many Grade II, Grade C or Grade C(S) listed buildings are included in your project? [Number field]
- Local List
    - How many local list buildings are included in your project? [Number field]
- Scheduled Ancient Monument
    - How many scheduled ancient monuments of this type are included in your project? [Number field]
- Registered Historic Ship
    - What is the certificate number of the registered historic ship? [Text field – 255 characters]
- Registered Battlefield
- National Park
- Ramsar Site
- Registered Park or Garden
- Grade I listed Park or Garden
    - What is the registration or inventory number/s of the Grade I listed Park or Garden? [Text field – 255 characters]
- Grade II* listed Park or Garden
    - What is the registration or inventory number/s of the Grade II* listed Park or Garden? [Text field – 255 characters]
- Grade II listed Park or Garden
    - What is the registration or inventory number/s of the Grade II listed Park or Garden? [Text field – 255 characters]
- Protected Wreck Site
- National Historic Organ Register
- Site of Special Scientific Interest
- Other (please specify) [Text field – 255 characters]

Will you be undertaking any capital work as part of your project? Tick if yes.

[Tick if yes]

Please provide details.

[Text field – 5,000 characters]

Tell us:

- the name of the building(s), collections, landscapes or habitat
- if any Statutory Permissions or Licenses are required to carry out the project, and if these are in place

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 war 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. 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:

- supporting nature's recovery
- delivering nature-based solutions to climate change
- helping people reconnect with nature

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

Statutory Permissions or Licences

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

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

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

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

- your organisation
- project partner
- neither
- N/A

Please provide details about your capital works owner.

[Text field – 5,000 characters]

Please read the ownership requirements section of the programme guidance and refer to the receiving a grant guidance .

Tell us:

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

If ‘neither’ is selected

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

Are there are legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

[Tick box]

Please provide details.

[Text field – 5,000 characters]

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

Select one of:

- yes
- no
- N/A

Please read the buying land and buildings section and the buying heritage items and collections section of the programme guidance and refer to the receiving a grant guidance.

Managing your project

Has your organisation taken on a project of this scale in the last five years? Tick if yes.

[Tick if yes]

Please provide details.

[Text field – 5,000 characters]

Tell us why this is the most appropriate project for your organisation to take on at this time.

[Text field – 5,000 characters]

What other strategies have been considered? What will you do if the project does not go ahead?

Does your organisation need to undertake any capacity building activity to better deliver your project?

[Text field – 5,000 characters]

For example, do you need to review your financial or HR system, develop your business plan or build fundraising capacity? Do you need to bring in any extra skills or expertise?

Tell us whether you will be making changes to the governance of your organisation to enable you to deliver your project more effectively. You can include the costs of professional support for a governance review.

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

[Text field – 5,000 characters]

Provide an estimate of any jobs and/or apprenticeships that will be created and will be directly involved in delivering your project. Tell us what their main roles will be and whether they are full-time or part-time positions.

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, tell us how they are qualified for the role created by the project.

Describe how you will choose the staff.

You will need to provide a job description for each role created for the development phase of your project as a supporting document to your application.

What work will you do during the development phase of your project?

[Text field – 5,000 characters]

Read about the key tasks you need to complete during your development phase in the programme guidance.

Tell us how you will produce all of the supporting documents required with your delivery phase application.

Welsh language

If your project is to take place in Wales, you must consider the Welsh language in all aspects of your work. You should 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.

See our Welsh language guidance for more information.

Who are the main people responsible for the work during the development phase of your project?

[Text field – 5,000 characters]

Provide detailed information about the team that will work on your development phase, including the person who will take overall responsibility.

Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place.

Describe how you will choose the services and goods needed during your development phase.

You will also need to send us briefs for any consultants for your development phase.

Who are the main people responsible for the work during the delivery phase of your project?

[Text field – 5,000 characters]

Provide outline information about the team that will work on your delivery phase, including the person who will take overall responsibility.

Tell us if you will need extra support from consultants or new staff.

Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place.

What work will you do during the delivery phase of your project?

[Text field – 5,000 characters]

Provide outline information about what your project will do during your delivery phase.

Welsh language

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

How do you plan to cash flow the delivery phase of your project?

[Text field – 5,000 characters]

Grant payments are made in arrears. You therefore need to ensure you are able to successfully cash flow the expenditure of your project in order to avoid experiencing financial difficulties.

The exception to this is a development grant of less than £100k – please refer to the receiving a grant guidance for more information.

You will need to provide a cash flow with your delivery phase application.

Tell us about any financial reserves, income from your organisation or other sources of funding you will access to cash flow the delivery phase of your project.

Delivery start date

[Select date]

Delivery end date

[Select date]

Are there any fixed deadlines or key milestones that will restrict your project's timetable?

[Text field – 5,000 characters]

Please tell us about any immovable dates that will affect your project and are beyond your control.

For example:

- Dates when partnership funding offers expire or secured funds must be spent by.
- Anniversaries that your project is designed to celebrate.
- External events that are key to your project’s success**.**

Project outcomes

See our website's outcome pages for help with completing this section.

How will your project involve a wider range of people?

[This is a mandatory outcome]

[Text field – 5,000 characters]

Heritage will be in a better condition.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

Heritage will be identified and better explained.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

People will have developed skills.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

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

[Tick box]

Please provide details.

[Text field – 5,000 characters]

People will have greater wellbeing.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

The funded organisation will be more resilient.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

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

[Tick box]

Please provide details.

[Text field – 5,000 characters]

The local economy will be boosted.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

After the project ends

How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

[Text field – 5,000 characters]

- Provide outline information about how you will maintain the outcomes of your project, which you identified in your project outcomes.
- Tell us how you will manage and maintain any work you have done.
- Tell us how your project will be financially sustainable.
- Tell us how you plan to continue to engage a wider range of people after the project ends.

Capital works to public parks, cemeteries and public gardens

To ensure that quality and standards of management and maintenance are maintained following our investment, you must achieve a Green Flag Award in the first year after completion of your capital works. You must retain this award every year for a minimum of seven years.

Find more information about the Green Flag Awards.

You may include the cost of future Green Flag Award applications in your costs under ‘other costs’.

How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended?

[Text field – 5,000 characters]

For example, if the project will be overseen by a new project manager post funded by the grant, tell us how you will ensure the knowledge and skills developed by that person, along with the lessons learnt from the project, will benefit the organisation beyond the grant.

You could consider holding staff briefings, other knowledge sharing meetings or training. This could also form part of your evaluation planning.

How will you evaluate the success of your project and share the learning?

[Text field – 5,000 characters]

We expect all applicants to evaluate their project. You will need to create an evaluation plan at the start of your project. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about the outcomes your project has achieved.

At the end of your project you will be required to write an evaluation of your project and submit it with your final completion report.

Project costs and income

In this section of the form you will use a series of tables to show us:

- how much it will cost to deliver your project
- what income you will receive

Please add general descriptions of your costs and income here. A more detailed explanation and breakdown should be provided as part of your supporting documentation. If your costs are based on calculations, for example staff costs, please provide this information.

Your total project costs must match your project income. All grant requests are automatically rounded down to the nearest £100. Please keep this in mind when you match the total of your income with the total of your costs, otherwise the system will not let you proceed.

We expect your development-phase costs to be detailed. Your delivery-phase costs should be based on your best estimate.

Note on VAT (Value Added Tax)

Make sure that you only include non-recoverable VAT.

You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs to check how much VAT you will need to pay.

If your VAT status changes so you can reclaim more than you expected, you will need to return this to us.

We will consider authorising the use of contingency if you underestimate VAT, but we cannot guarantee that this will be approved. It is therefore important to include the correct amount of VAT when applying to us.

You should make sure that all quotes you get clearly show whether VAT is included or not.

Development phase costs

Please choose the appropriate cost heading from the table in the application form. **These are included below with help notes.**

We will ask you to report expenditure against these headings throughout your project.

Use the ‘Other’ heading for any costs that are not covered by the cost headings listed.

For each cost heading, please provide:

- a description [Text field – 5,000 characters]
- cost amount
- VAT amount

Choose from the following headings

- new staff
- professional fees
- opening-up works/surveys
- capacity building activity
- recruitment
- other costs (development phase)
- Full Cost Recovery
- contingency
- non-cash contributions
- volunteer time

New staff costs

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

In your separate spreadsheet, you must use a separate line for each new member of staff.

You must also openly advertise any new staff posts proposed within your application, 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 time in your Full Cost Recovery calculation.

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 back filling their position.

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

Professional fees

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

In your separate spreadsheet, you must use a separate line for each consultant.

Recruitment

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

Other

Include all other costs your know about at this stage.

Full cost recovery

Find more information about Full Cost Recovery.

Contingency

This cost heading is mandatory.

A contingency is only used to pay for unexpected costs required to deliver your project. You should carefully consider contingency costs within your application. These should be proportionate to the level of risk.

A higher level of contingency may be required if you have identified high level risks associated with project delivery or you have a particularly complex project. This could include costs associated with adapting the delivery of your project (for example, from in person to virtual).

Make sure that you include your required contingency here and not distributed across the other cost headings in the application.

The calculation of your required contingency should reflect:

- the degree of certainty with which you have arrived at your project's cost estimates
- the stage of design or development work completed
- the project timetable and any restrictions such as immovable deadlines associated with it
- the risks in relation to the type of project you are carrying out

We normally expect a larger contingency at the development phase than at the delivery phase because the project risks should reduce as you develop your project.

The level of appropriate contingency to include can be calculated either as:

- an overall percentage of your estimated project cost and benchmarked against recently completed projects of a similar type to ensure it is appropriate
- different contingency percentages applied to each major cost element of your project (for example, design development, planning and approvals, construction if relevant) reflecting the differing risks and progress made against these aspects of your project

We will only agree to you using the contingency if either:

- you can demonstrate that it is a planned mitigation measure against an identified risk or issue for the project
- it is required to address an unexpected need within your project that if left unaddressed will affect the scope, purpose or timescales to deliver your project

Non-cash contribution

This is 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.

Non-cash contributions must be included in both the cost and income section of your application form. This is because we recognise the value of these costs and your contribution.

Volunteer time

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.

Volunteer time must be included in both the cost and income section of your application form. This is because we recognise the value of this time and your contribution.

Delivery phase costs

Please choose the appropriate cost heading from the table in the application form. **These are included below with help notes.**

Use the ‘Other’ heading for any costs that are not covered by the cost headings listed.

We expect your development-phase costs to be detailed. Your delivery-phase costs should be based on your best estimate.

For each cost, please provide:

- a description [Text field – 5,000 characters]

- cost amount
- VAT amount

Delivery stage costs are split into three sections:

- capital costs
- activity costs
- other costs

Capital costs

This includes any capital work to heritage assets, as well as interpretation and producing digital outputs.

The following headings are available:

- purchase price of heritage items
- preliminary works (for example scaffolding, preliminaries, pre-construction archaeology)
- repair and conservation work
- new building work
- other capital work
- digital outputs
- equipment and materials
- other costs
- professional fees

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.

New building work

This only related to new building work (for example, an extension to a building or work to install an exhibition). If you are a private individual or commercial organisation you cannot include costs here.

Digital outputs

Costs to create or maintain ‘digital outputs’ for the required time – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage.

For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials, including learning materials

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

Other

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

Professional fees relating to any of the above

This includes any person appointed for a fixed term to help with planning and delivering capital work in your project. This may include a project manager, architects or a quantity surveyor.

Activity costs

This includes everything you plan to do in your project that you have not covered in capital costs.

The following headings are available:

- new staff
- training for staff
- paid training placements
- training for volunteers
- travel and expenses for staff
- travel and expenses for volunteers
- event costs
- equipment and materials
- other costs
- professional fees

New staff costs

For information on new staff posts, please see New staff costs in the Development phase costs section.

Training for staff

This includes the cost of all trainers and resources needed to deliver activities to help staff gain new or increased skills.

Paid training placements

This includes bursaries or payments to trainees, as well as all resources needed to deliver activities to help trainees gain new or increased skills. Examples include accreditation costs, trainers’ fees, equipment and any specialist clothing.

Training for volunteers

This includes the cost of all trainers and resources needed to deliver activities to help volunteers gain new or increased skills.

Travel for staff

This may include the cost of travelling to a site or venue. Travel costs by car should be based on 45p a mile.

Travel and expenses for volunteers

This may include food, travel and any other expenses to ensure volunteers are not out of pocket. Travel costs by car should be based on 45p a mile.

This also includes the purchase and hire of all vehicles, equipment and materials relating to the activities that your volunteers deliver during your project.

Equipment and materials

Examples may include historic costumes, hard hats to give site access, art materials or leaflets and publications. Do not include materials relating to training or volunteers here.

Other

Include any other costs such as food for events, learning activities or premises hire. Please give a clear description.

Professional fees relating to any of the above

This includes any person appointed for a fixed fee to help with planning and delivering the activities of your project. This may include consultants or artists and storytellers.

Other costs

The following headings are available:

- recruitment
- publicity and promotion
- evaluation
- other
- Full Cost Recovery
- community grants
- contingency
- inflation
- increased management and maintenance costs (maximum five years)
- non-cash contributions
- volunteer time

Recruitment

You must recruit any project manager using a brief and an appropriate selection process.

Publicity and promotion

We can fund promotional materials that relate directly to your project.

If we give you a grant, you must publicise and acknowledge this so that as many people as possible know about the benefits of National Lottery funding for heritage.

Find out more about how to acknowledge your grant.

Evaluation

You must evaluate your project. Staff in your organisation can do this or, depending on the scale and how complicated your project is, you may want to employ somebody to help.

We recommend budgeting for evaluation in the following way, as a minimum:

- Projects between £250,000 and £1m should allow a budget of between 2% and 7% of their total projects costs and consider using independent external evaluators.
- Projects over £1m should allow a budget of up to 7% of the total project costs and always consider using independent external evaluators. Evaluation budgets for projects over £1m should not be less than £20,000. If evaluation costs at this level are not appropriate for your project, please explain why in the cost heading description.

Other

Include any other costs. In your separate spreadsheet, please include a clear description.

Full Cost Recovery

Find more information about Full Cost Recovery.

Contingency

Your contingency may reduce when you apply for your delivery phase as risks should reduce as your project develops.

Inflation

Funding applications should include appropriate costs which will 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 bcis.co.uk and consultancies, including Gardiner & Theobold Market Intelligence, Turner & Townsend and Rider Levett Bucknall.

If in doubt please seek guidance from a Quantity Surveyor.

Increased management and maintenance costs (maximum five years)

In your separate spreadsheet, add separate lines for:

- New staff costs per year (name and cost of each post) x number of years (maximum five).
- Other increased costs per year x number of years (maximum five).

Increased management and maintenance costs begin when the capital works are complete.

Non-cash contributions

This is 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.

Non-cash contributions must be included in both the cost and income section of your application form. This is because we recognise the value of these costs and your contribution.

Volunteer time

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.

Volunteer time must be included in both the cost and income section of your application form. This is because we recognise the value of this time and your contribution.

Project income

Use the tables to show us any project income from other sources of funding that you expect to receive to help you carry out the project.

Provide a description [Text field – 5,000 characters] and amount for each income stream.

Also tick the boxes to let us know if you have secured each item, and if you have evidence of this. By secured we mean:

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

You do not have to have all the contributions in place when you apply to us. However, you must have them by the time you are ready to apply for permission to start.

We will assess whether your partnership funding expectations are realistic.

Development phase income

The following headings are available:

- local authority
- other public sector
- central government
- private donation - individual
- private donation - trusts/charities/foundations
- private donations - corporate
- commercial/business
- own reserves
- other fundraising
- loan/finance
- non-cash contributions
- volunteer time

Delivery phase income

The following headings are available:

- local authority
- other public sector
- central government
- private donation – individual
- private donation – trusts/charities/foundations
- private donations – corporate
- commercial/business
- own reserves
- other fundraising
- loan/finance
- increased management and maintenance costs (maximum five years)
- non-cash contributions
- volunteer time

Summary of project costs

These summary figures are automatically generated from the breakdown figures you supply:

- total costs
- total contribution
- grant request
- grant percentage

About your organisation

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

[Text field – 5,000 characters]

We ask for this information to help us assess whether the project that you want to undertake is a good fit with your organisation’s main purpose and what it aims to achieve.

- Describe the purpose and aims of your organisation.
- Describe your organisation’s regular activities and explain how they are funded.
- Describe the size and staff structure of your organisation, your governing body and your financial situation.
- Tell us how many paid staff and volunteers work for your organisation.

How many people does your organisation employ?

[Number field]

How many board members or Trustees does your organisation have?

[Number field]

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

[Number field]

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

[Number field]

Are you VAT-registered?

Select one of:

- yes
- no
- N/A

Please provide your VAT number.

[Number field]

Do you consider your organisation's mission and objectives to be any of the following?

- black or minority ethnic-led
- disability-led
- LGBT+-led
- female-led
- young people-led
- mainly led by people from Catholic communities
- mainly led by people from Protestant communities

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

[Text field – 5,000 characters]

Governance

Tell us how you review the governance and senior management arrangements in place for your heritage.

[Text field – 5,000 characters]

Tell us:

- When the Trustee and Senior Management skills audit was last undertaken.
- When a Governance review was last undertaken.
- Have all the recommendations from the review been implemented?

Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your grant funding? Tick if yes.

[Tick box]

When do you intend undertaking this review?

[Text field – 5,000 characters]

- How many board members of Trustees does your organisation have?
- How much did your organisation spend in the last financial year?
- What level of unrestricted funds is there in your organisation's reserves?
- Do you have a financial reserves policy? We may want to see this.

Supporting documents

Before we assess your application, we need to see your supporting documents.

Choose a clear, descriptive file name for each supporting document so we can easily identify each one.

Supported file types: .jpg, .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx

[Upload files]

Below is the list of supporting documents that are relevant to this grant programme. Please do not submit any additional documents in addition to those requested.

We must receive all supporting documents, whether they are in digital format or hard copy, by the published application deadline.

We will not begin assessing your application until you submit all of the relevant supporting documents.

List of supporting documents

1. **Timetable for the development phase:** a detailed timetable for the development phase of your project.

2. **Risks for the development phase:** a document to tell us the risks to the development phase of your project and how they will be managed.
3. **Timetable for delivery phase:** a summary timetable for the delivery phase of your project.
4. **Risks for the delivery phase:** a document to tell us the risks to the delivery phase of your project and how they will be managed.
5. **Main risks document for after the project is completed:** a document to tell us about the main risks facing the project after it has been completed and how they will be managed.
6. **Governing document or constitution:** you do not need to upload your governing document if you are a public organisation, for example a local authority, or a commercial organisation.
7. **Accounts:** Your most recent audited or accountant verified accounts for the last three years. We would also like to see your management accounts for the last three years. If you are a newly formed organisation and do not have a set of audited accounts, you can submit your last three bank statements or a letter from your bank confirming that you have opened an account. You do not need to upload your accounts if you are a public organisation – for example, a local authority.
8. **Detailed cost breakdown:** spreadsheet detailing the cost breakdown in the Project costs section of the application. This document is mandatory for all applicants.
9. **Partnership agreements:** 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.
10. **Job descriptions:** 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. You also need to provide job descriptions if you have a suitably qualified member of staff that you are moving into a project post.
11. **Briefs for internally or externally commissioned work:** briefs describe any work you plan to commission during the development phase of your project. If you are commissioning work, for example, from an artist or an architect, then you should upload a brief. The brief should describe the works, how long they will take, and how much they will cost. Template brief for commissioned work. For fees over £10,000 you should get three competitive tenders or quotes. For fees over £50,000 we will expect you to provide proof of the competitive tendering process.
12. **Images:** if relevant, please provide images that help to show us your project. For example, if your project focus is a local photography archive, upload images of the collection. Or if your project involves a community garden, upload a map. If you want to improve a landscape or conservation area, upload a map of the area that shows the location of all the projects you will deliver.
13. **Letters of support:** letters of support are a way of showing that you have spoken to other people and that they are interested in and committed to your project. Please upload up to six letters of support from the people involved in your project. For example, if you plan 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 and dated.
14. **Calculations of full cost recovery included in your development-phase costs:** If you have included Full Cost Recovery, upload documents to tell us how you have worked out the share that relates to your project.
15. **Business plan:** if you do not have a business plan, please upload the planning document you work with to manage your heritage. If you are an organisation which manages multiple sites or are, for example, a Local Authority, upload the planning documents most relevant to the heritage.

16. **Condition survey:** if your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline conservation plan. This should tell us the current condition of the heritage and the works 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, including what works are most critical and need to be tackled most urgently.
17. **Ownership documents:** if you are planning any capital works, or intending to purchase land, buildings or collections, please provide copies of any relevant ownership documents. For example, Land Registry ownership documents or a lease or heads of terms.
18. **Heritage Enterprise supporting documents:** if you are making a Heritage Enterprise application, you could upload:

- A viability appraisal that provides a reasonable indication of the conservation deficit.
- Design specification for any capital works to be undertaken during the development phase.
- Two or three of the most recent and relevant documents that describe the vision and strategy for the area, if applicable. For example, documents from the local development framework, area action plan, master plan, regeneration strategy or tourism strategy.

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.

Standard Terms for Development Phase Grants - £250,000 to £10million

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 field – 5,000 characters]

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 Heritage Fund.

- 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.

Tick this box if you agree to the declaration.

[Tick box]

Tick this box if you wish to be involved in research.

[Tick box]

Tick this box if you wish to be kept informed of our work.

[Tick 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.

- **30 May 2023:** the size of grants available to apply for has increased from £5million to £10million. References to the maximum grant amount have been updated throughout this guidance.

Application form questions and help notes – £250,000 to £10million (delivery phase)

See all updates

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

Page updated: 30 May 2023. See all updates.

Use this page to see what we will ask you before you begin your application.

It also includes **help notes** to help you answer the questions.

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

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

About the project

Project title

[Automatically pulled through from development stage application]

Is this your organisation's first application to us?

[Select yes or no]

If no,

- Please tell us the reference number of your most recent application. [Text field – 255 characters]
- Please tell us the project title of your most recent application. [Text field – 255 characters]

Tell us your idea

[Text field – 5,000 characters]

In no more than 5,000 characters, please provide a summary of your project. If necessary use bullet points.

Please note that the summary you provide is the only part of your application form seen by decision takers. This is presented alongside our assessment of your application.

Where will your project take place?

- Project street [Text field – 255 characters]
- Project city [Text field – 255 characters]
- Project county [Text field – 255 characters]
- Project post code [Text field – 100 characters]
- For landscape projects, please provide an Ordnance Survey grid reference for your landscape. [Text field – 5,000 characters]

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

Explain what need and opportunity your project will address.

[Text field – 5,000 characters]

- Tell us about any new problems or opportunities that have arisen during development
- Tell us about any consultations or survey work you have done during the development phase.
- If you have produced one, refer us to your conservation plan.
- Where necessary, refer us to your activity plan.

Why does your project need to happen now?

[Text field – 5,000 characters]

Provide information from any further research you have carried out during the development phase. This could include findings about risk to your heritage or conditional partnership funding.

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

[Text field – 5,000 characters]

Provide any information from any further consultation or survey work you have done during your development phase. Where necessary, refer to your activity plan.

Tell us about the people who will benefit from your project.

[Text field – 5,000 characters]

We would like to know more about the range of people that will be involved with and/or benefit from your project. Tell us about any action you will take to overcome barriers to involving people with heritage.

Provide specific information about the main groups of people that will benefit from your project, including an estimate of the number of participants. By participants we mean the people who are taking part in your project rather than the people who are contributing their time to help deliver your project.

Tell us how your project has been designed to support an increase in engaging these groups with heritage. Where necessary, refer us to your activity plan.

Does your project involve heritage that attracts visitors?

[Select yes or no]

If yes,

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

Will your project be delivered by a partnership?

[Select yes or no]

If yes, who are your partners? Please provide a named contact from each organisation.

[Text field – 5,000 characters]

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 partners' roles and responsibilities and should be signed by all parties.

If your partner owns the heritage you are working on, we will usually ask them to sign up to the terms of the grant too.

You need to provide a partnership agreement if you are working with another organisation who is delivering a significant part of your project.

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

[Text field – 5,000 characters]

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.?

See our Environmental sustainability requirement and Environmental sustainability guidance for more information.

How do you plan to acknowledge your grant?

[Text field – 5,000 characters]

Promoting and acknowledging The National Lottery is a condition of our grants. Read the guidance on our website for the minimum requirements for doing this. We expect 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.

If your grant is for more than £1m towards a new exhibition space, visitor centre, community garden or other public facility, we would also like to discuss how The National Lottery might best be incorporated into the name of the space or site.

About the heritage

Tell us about the heritage in your project and why it is important to your organisation and community.

[Text field – 5,000 characters]

Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.

Provide an explanation of what is important about the heritage. Tell us whether it is:

- a source of evidence of knowledge
- of aesthetic, artistic, architectural, historic, natural or scientific interest
- of social or community value

Tell us who the heritage is important to. This could include experts and/or the local community.

Make sure this takes account of any planning work you have done during the development phase, or refer us to your conservation plan if you have produced one.

Select the type of heritage that best describes your project.

- collections
- community heritage
- landscape and nature
- historic buildings and monuments
- industrial, maritime and transport
- cultures and memories
- other

Please note you can only select one option.

Select the sub-type of heritage that best describes your project.

For 'collections':

- museums
- libraries
- archives

For 'landscapes and nature':

- public parks
- cemetery
- pay-to-enter parks and gardens
- semi-natural and natural landscapes, habitats and species
- marine
- geodiversity

For ‘historic buildings and monuments’:

- historic buildings
- places of worship
- archaeology
- monuments/memorials

See our website for more information about each heritage type.

Is the heritage considered to be at risk?

[Select yes or no]

If yes, explain why and how you consider the heritage to be at risk.

[Text field – 5,000 characters]

Briefly explain why the heritage is under threat, and what actions have been taken (if any) to minimise the risk. It could be at risk of loss through physical damage or neglect, financial shortfalls or people passing on in the case of oral and community histories.

If your project involves a building or a monument, tell us if it is on the buildings or monuments at risk register.

If your project involves several buildings in a conservation area, tell us if the conservation area is on the at risk register.

If your project involves natural heritage, tell us if the landscape, geology, habitat or species is at risk and in what way (for example, identified in a Biodiversity Action Plan as a priority).

Make sure this takes account of any planning work you have done during the development phase, or refer us to your conservation plan if you have produced one.

Does the heritage have any formal designations?

Select all that apply:

- DCMS funded Museum, Library, Gallery or Archive
- World Heritage Site
- Grade I or Grade A Listed Building
    - How many Grade I or Grade A listed buildings are included in your project? [Number field]
- Grade II* or Grade B listed building
    - How many Grade II* or Grade B listed buildings are included in your project? [Number field]
- Grade II, Grade C or Grade C(S) Listed Building
    - How many Grade II, Grade C or Grade C(S) listed buildings are included in your project? [Number field]
- Local List
    - How many local list buildings are included in your project? [Number field]
- Scheduled Ancient Monument
    - How many scheduled ancient monuments of this type are included in your project? [Number field]
- Registered Historic Ship
    - What is the certificate number of the registered historic ship? [Text field – 255 characters]
- Registered Battlefield
- National Park
- Ramsar Site
- Registered Park or Garden
- Grade I listed Park or Garden

    - What is the registration or inventory number/s of the Grade I listed Park or Garden? [Text field – 255 characters]
- Grade II* listed Park or Garden
    - What is the registration or inventory number/s of the Grade II* listed Park or Garden? [Text field – 255 characters]
- Grade II listed Park or Garden
    - What is the registration or inventory number/s of the Grade II listed Park or Garden? [Text field – 255 characters]
- Protected Wreck Site
- National Historic Organ Register
- Site of Special Scientific Interest
- Other (please specify) [Text field – 255 characters]

Will you be undertaking any capital work as part of your project?

[Select yes or no]

Please provide details.

[Text field – 5,000 characters]

Tell us:

- the name of the building(s), collections, landscapes or habitat
- if any Statutory Permissions or Licenses are required to carry out the project, and if these are in place

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 war 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. 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:

- supporting nature’s recovery
- delivering nature-based solutions to climate change
- helping people reconnect with nature

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

Statutory Permissions or Licences

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

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

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

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

- your organisation
- project partner
- neither
- Not applicable

Please provide details about your capital works owner.

[Text field – 5,000 characters]

Please read the ownership requirements section of the programme guidance and refer to the receiving a grant guidance .

Tell us:

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

If 'neither' is selected

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

Are there are legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

[Tick box]

Please provide details.

[Text field – 5,000 characters]

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

Select one of:

- yes

- no

Please read the buying land and buildings section and the buying heritage items and collections section of the programme guidance and refer to the receiving a grant guidance.

Managing your project

Has your organisation taken on a project of this scale in the last 5 years?

Please provide details.

[Text field – 5,000 characters]

Tell us why this is the most appropriate project for your organisation to take on at this time.

[Text field – 5,000 characters]

What other strategies have been considered? What will you do if the project does not go ahead?

Does your organisation need to undertake any capacity building activity to better deliver your project?

[Text field – 5,000 characters]

For example, do you need to review your financial or HR system, develop your business plan or build fundraising capacity? Do you need to bring in any extra skills or expertise?

Tell us whether you will be making changes to the governance of your organisation to enable you to deliver your project more effectively. You can include the costs of professional support for a governance review.

What work have you undertaken to strengthen the capacity of your organisation to deliver this project during the development phase?

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

[Text field – 5,000 characters]

Tell us about any jobs and/or apprenticeships that will be created and will be directly involved in delivering your project. Tell us what their main roles will be and whether they are full-time or part-time positions.

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, tell us how they are qualified for the role created by the project. Tell us how you will manage the work they are currently doing, or if this is coming to an end.

You will need to provide a job description for each role created for the delivery phase of your project as a supporting document to your application.

Who are the main people responsible for the work during the delivery phase of your project?

[Text field – 5,000 characters]

Provide detailed information about the team that will work on your delivery phase, including the person who will take overall responsibility.

Tell us if you will need extra support from consultants or new staff.

Explain who is responsible for making decisions and approving changes to your project.

Describe the reporting structure and how often meetings will take place.

Describe how you will choose the services and goods needed during your delivery phase.

You will also need to send us:

- project management structure
- briefs for any consultants

If you are sending us a project business plan, tell us where to find the information above in this.

What work will you do during the delivery phase of your project?

[Text field – 5,000 characters]

Welsh language

If you are delivering your project in Wales, you will need to tell us how you will promote and support the Welsh language and reflect the bilingual nature of Wales. See our Welsh language guidance for more information.

How do you plan to cash flow the delivery phase of your project?

[Text field – 5,000 characters]

Tell us about any financial reserves, income from your organisation or other sources of funding you will access to cash flow the delivery phase of your project. You will need to provide a cash flow table with your delivery phase application.

Grant payments are made in arrears, so you will need to demonstrate that you can successfully finance your project expenditure until your grant funding is received.

Delivery start date

[Select date]

You will not be able to start the delivery phase of your project until your application has been successful.

Delivery end date

[Select date]

Are there any fixed deadlines or key milestones that will restrict your project's timetable?

[Text field – 5,000 characters]

Please tell us about any immovable dates that will affect your project and are beyond your control.

For example:

- Dates when partnership funding offers expire or secured funds must be spent by.
- Anniversaries that your project is designed to celebrate.
- External events that are key to your project's success**.**

Project outcomes

See our website's outcome pages for help with completing this section.

How will your project involve a wider range of people?

[This is a mandatory outcome]

[Text field – 5,000 characters]

Heritage will be in a better condition.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

Heritage will be identified and better explained.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

People will have developed skills.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

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

[Tick box]

Please provide details.

[Text field – 5,000 characters]

People will have greater wellbeing.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

The funded organisation will be more resilient.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

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

[Tick box]

Please provide details.

[Text field – 5,000 characters]

The local economy will be boosted.

[Tick box]

Please provide details.

[Text field – 5,000 characters]

After the project ends

How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

[Text field – 5,000 characters]

Provide detailed information about how you will maintain the outcomes of your project in line with any consultation or research that you did during your development phase.

- Tell us if and how your organisation will change during the project, and how this will enable you to sustain the benefits of our investment.
- If you are sending us a project business plan, tell us where to find the information in this.
- If your project involves capital work, refer to your management and maintenance plan where relevant.
- If you have produced a conservation plan, refer to this where relevant.
- Tell us how you will continue to engage a wider range of people after the project ends.
- If appropriate, tell us about any strategies or policies that you will use to maintain the outcomes of your project**.**

Capital works to public parks, cemeteries and public gardens

To ensure that quality and standards of management and maintenance are maintained following our investment, you must achieve a Green Flag Award in the first year after completion of your capital works. You must retain this award

every year for a minimum of seven years.

Find more information about the Green Flag Awards.

You may include the cost of future Green Flag Award applications in your costs under ‘other costs’.

How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended?

[Text field – 5,000 characters]

For example, if the project will be overseen by a new project manager post funded by the grant, tell us how you will ensure the knowledge and skills developed by that person, along with the lessons learnt from the project, will benefit the organisation beyond the grant.

You could consider holding staff briefings, other knowledge sharing meetings or training. This could also form part of your evaluation planning.

How will you evaluate the success of your project and share the learning?

[Text field – 5,000 characters]

We expect all applicants to evaluate their project. You will need to create an evaluation plan at the start of your project. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about the outcomes your project has achieved.

At the end of your project you will be required to write an evaluation of your project and submit it with your final completion report.

Project costs and income

In this section of the form you will use a series of tables to show us:

- how much it will cost to deliver your project
- what income you will receive

Please add general descriptions of your costs and income here. A more detailed explanation and breakdown should be provided as part of your supporting documentation. If your costs are based on calculations, for example staff costs, please provide this information.

Your total project costs must match your project income. All grant requests are automatically rounded down to the nearest £100. Please keep this in mind when you match the total of your income with the total of your costs, otherwise the system will not let you proceed.

We expect you to provide detailed costs for your delivery phase. Your delivery phase costs may have changed as a result of detailed planning and survey work completed during your development phase.

Note on VAT (Value Added Tax)

Make sure that you only include non-recoverable VAT in this column.

You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs to check how much VAT you will need to pay.

If your VAT status changes so you can reclaim more than you expected, you will need to return this to us.

We will consider authorising the use of contingency if you underestimate VAT, but we cannot guarantee that this will be approved. It is therefore important to include the correct amount of VAT when applying to us.

You should make sure that all quotes you get clearly show whether VAT is included or not.

Costs

Please choose the appropriate cost heading from the list provided in the application form. **These are included below with help notes.**

We will ask you to report expenditure against these headings throughout your project.

Use the 'Other' heading for any costs that are not covered by the cost headings listed.

For each cost, please provide:

- a description [Text field – 5,000 characters]
- cost amount
- VAT amount

Delivery stage costs are split into three sections:

- capital costs
- activity costs
- other costs

Capital costs

This includes any capital work to heritage assets, as well as interpretation and producing digital outputs.

The following headings are available:

- purchase price of heritage items
- preliminary works (for example scaffolding, preliminaries, pre-construction archaeology)
- repair and conservation work
- new building work
- other capital work
- digital outputs
- equipment and materials
- other costs

- professional fees

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.

New building work

This only related to new building work (for example, an extension to a building or work to install an exhibition). If you are a private individual or commercial organisation you cannot include costs here.

Digital outputs

Costs to create or maintain ‘digital outputs’ for the required time – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage.

For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials, including learning materials

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

Other

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

Professional fees relating to any of the above

This includes any person appointed for a fixed term to help with planning and delivering capital work in your project. This may include a project manager, architects or a quantity surveyor.

Activity costs

This includes everything you plan to do in your project that you have not covered in capital costs.

The following heads are available:

- new staff
- training for staff
- paid training placements
- training for volunteers
- travel and expenses for staff

- travel and expenses for volunteers
- event costs
- equipment and materials
- other costs
- professional fees

New staff costs

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

In your separate spreadsheet, you must use a separate line for each new member of staff.

You must also openly advertise any new staff posts proposed within your application, 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 time in your Full Cost Recovery calculation.

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 back filling their position.

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

Training for staff

This includes the cost of all trainers and resources needed to deliver activities to help staff gain new or increased skills.

Paid training placements

This includes bursaries or payments to trainees, as well as all resources needed to deliver activities to help trainees gain new or increased skills. Examples include accreditation costs, trainers' fees, equipment and any specialist clothing.

Training for volunteers

This includes the cost of all trainers and resources needed to deliver activities to help volunteers gain new or increased skills.

Travel for staff

This may include the cost of travelling to a site or venue. Travel costs by car should be based on 45p a mile.

Travel and expenses for volunteers

This may include food, travel and any other expenses to ensure volunteers are not out of pocket. Travel costs by car should be based on 45p a mile.

This also includes the purchase and hire of all vehicles, equipment and materials relating to the activities that your volunteers deliver during your project.

Equipment and materials

Examples may include historic costumes, hard hats to give site access, art materials or leaflets and publications. Do not include materials relating to training or volunteers here.

Other

Include any other costs such as food for events, learning activities or premises hire. Please give a clear description.

Professional fees relating to any of the above

This includes any person appointed for a fixed fee to help with planning and delivering the activities of your project. This may include consultants or artists and storytellers.

Other costs

The following heads are available:

- recruitment
- publicity and promotion
- evaluation
- other
- Full Cost Recovery
- community grants
- contingency
- inflation
- increased management and maintenance costs (maximum five years)
- non-cash contributions
- volunteer time

Recruitment

You must recruit any project manager using a brief and an appropriate selection process.

Publicity and promotion

We can fund promotional materials that relate directly to your project.

If we give you a grant, you must publicise and acknowledge this so that as many people as possible know about the benefits of National Lottery funding for heritage.

Find out more about how to acknowledge your grant.

Evaluation

You must evaluate your project. Staff in your organisation can do this or, depending on the scale and how complicated your project is, you may want to employ somebody to help.

We recommend budgeting for evaluation in the following ways as a minimum:

- Projects between £250,000 and £1m should allow a budget of between 2% and 7% of their total projects costs and consider using independent external evaluators.
- Projects over £1m should allow a budget of up to 7% of the total project costs and always consider using independent external evaluators. Evaluation budgets for projects over £1m should not be less than £20,000. If evaluation costs at this level are not appropriate for your project, please explain why in the cost heading description.

Other

Include any other costs. In your separate spreadsheet, please include a clear description.

Full Cost Recovery

Find more information about Full Cost Recovery.

Contingency

Your contingency may reduce when you apply for your delivery phase as risks should reduce as your project develops.

Inflation

Funding applications should include appropriate costs which will 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 bcis.co.uk and consultancies, including Gardiner & Theobold Market Intelligence, Turner & Townsend and Rider Levett Bucknall.

If in doubt please seek guidance from a Quantity Surveyor.

Increase management and maintenance costs (maximum five years)

In your separate spreadsheet, add separate lines for:

- New staff costs per year (name and cost of each post) x number of years (maximum five).
- Other increased costs per year x number of years (maximum five).

Increased management and maintenance costs begin when the capital works are complete.

Non-cash contributions

This is 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.

Non-cash contributions must be included in both the cost and income section of your application form. This is because we recognise the value of these costs and your contribution.

Volunteer time

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.

Volunteer time must be included in both the cost and income section of your application form. This is because we recognise the value of this time and your contribution.

Income

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

Provide a description [Text field – 5,000 characters] and amount for each income stream.

Also tick the boxes to let us know if you have secured each item, and if you have evidence of this. By secured we mean:

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

You do not have to have all the contributions in place when you apply to us. However, you must have them by the time you are ready to apply for permission to start.

We will assess whether your partnership funding expectations are realistic.

The following headings are available:

- local authority
- other public sector
- central government
- private donation – individual
- private donation – trusts/charities/foundations
- private donations – corporate
- commercial/business

- own reserves
- other fundraising
- loan/finance
- increased management and maintenance costs (maximum five years)
- non-cash contributions
- volunteer time

Summary of project costs

These summary figures are automatically generated from the breakdown figures you supply:

- total costs
- total contribution
- grant request
- grant percentage

Your organisation

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

[Text field – 5,000 characters]

We ask for this information to help us assess whether the project that you want to undertake is a good fit with your organisation’s main purpose and what it aims to achieve.

- Describe the purpose and aims of your organisation.
- Describe your organisation’s regular activities and explain how they are funded.
- Describe the size and staff structure of your organisation, your governing body and your financial situation.
- Tell us how many paid staff and volunteers work for your organisation.

How many people does your organisation employ?

[Number field]

How many board members or Trustees does your organisation have?

[Number field]

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

[Number field]

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

[Number field]

Are you VAT-registered?

[Select yes or no]

If yes, please provide your VAT number.

[Number field]

Do you consider your organisation's mission and objectives to be any of the following?

- black or minority ethnic-led
- disability-led
- LGBT+-led
- female-led
- young people-led
- mainly led by people from Catholic communities
- mainly led by people from Protestant communities
- none of the above

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

[Text field – 5,000 characters]

Governance

Tell us how you review the governance and senior management arrangements in place for your heritage.

[Text field – 5,000 characters]

Tell us:

- When the Trustee and Senior Management skills audit was last undertaken.
- When a Governance review was last undertaken.
- Have all the recommendations from the review been implemented?

Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your grant funding?

[Select yes or no]

If yes, when do you intend undertaking this review?

[Text field – 5,000 characters]

- How many board members of Trustees does your organisation have?
- How much did your organisation spend in the last financial year?
- What level of unrestricted funds is there in your organisation’s reserves?
- Do you have a financial reserves policy? We may want to see this.

Supporting documents

Before we assess your application, we need to see your supporting documents.

Choose a clear, descriptive file name for each supporting document so we can easily identify each one.

Supported file types: .jpg, .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx

[Upload files]

Below is the list of supporting documents that are relevant to this grant programme. Please do not submit any additional documents in addition to those requested.

We must receive all supporting documents, whether they are in digital format or hard copy, by the published application deadline.

We will not begin assessing your application until you submit all of the relevant supporting documents.

List of supporting documents

1. **Activity plan or area action plan.**
2. **Timetable plan or area action plan???:** a summary timetable for the delivery phase of your project.
3. **Cash flow:** this should be detailed for the first year and an outline for consecutive years.
4. **Income and spending forecasts** for five years following project completion.
5. **Project management structure:** outline your project management structure so we know who will make decisions and how you will control change during your project.
6. **Detailed cost breakdown:** mandatory spreadsheet detailing the cost breakdown in the Project costs section of the application.
7. **Risks for the delivery phase:** outline the risks to the delivery phase of your project and how they will be managed.
8. **Main risks document for after the project is completed:** outline the main risks facing the project after it has been completed and how they will be managed.
9. **Calculations of full cost recovery:** if you have included Full Cost Recovery, upload documents to tell us how you have worked out the share that relates to your project.
10. **Briefs for internally or externally commissioned work:** briefs describe any work you plan to commission during the delivery phase of your project. If you are commissioning work, for example, from an artist or an architect, then you should upload a brief. The brief should describe the works, how long they will take, and how much they will cost. For fees over £10,000 you should get three competitive tenders or quotes. For fees over £50,000 we will expect you to provide proof of the competitive tendering process.
11. **Job descriptions:** if you plan to recruit a new employee or apprentice, or move a suitably qualified employee to help deliver your project, submit a job description for all posts.
12. **Business plan:** we would like to see a refreshed business plan for your organisation which incorporates the project you are applying to undertake. If you are an organisation which manages multiple sites or are, for example, a local authority, please revise the planning documents most relevant to the heritage you are seeking funding for to include the project activity.
13. **Images:** if relevant, provide images that help to show us your project.
14. **Flow-chart summarising decision-making for 3rd party grants** (if applicable)
15. **Management and maintenance plan** (if applicable)
16. **Design specification** (if applicable)
17. **Interpretation plan** (if applicable)

18. **Fully developed conservation plan** (if applicable)
19. **Partnership agreements:** 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. The 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.
20. **Ownership documents:** if you are planning any capital works, or intending to purchase land, buildings, or collections, please provide copies of any relevant ownership documents. For example, Land Registry ownership documents, or a lease or heads of terms.
21. **Only Heritage Enterprise:**

- a development appraisal
- an activity statement

Confirm 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.

Standard terms of delivery phase grant.

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 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 Heritage Fund.

- 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.

Tick this box if you agree to the declaration.

[Tick box]

Tick this box if you wish to be involved in research.

[Tick box]

Tick this box if you wish to be kept informed of our work.

[Tick 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.

- **30 May 2023:** the size of grants available to apply for has increased from £5million to £10million. References to the maximum grant amount have been updated throughout this guidance.

Receiving a grant guidance: £250,000 to £10million

See all updates

This guidance sets out how you will receive your grant of £250,000 to £10m.

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 the Grant Notification Letter. 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 will be in touch soon to arrange a start up meeting and we may arrange numerous meetings with you, including site visits, throughout the duration of the Development and Delivery phases of your Project. We ask that you 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 your Grant Notification Letter.

Your Grant Contract with us, the Funder, is made up of the following:

- Grant Notification Letter;
- Standard Terms of Grant;
- any Additional Grant Conditions;
- signed Permission to Start form.

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

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 in Appendix D. If you are unsure of any terms used in this document, refer to this section.

This guidance refers to both Development and Delivery phases. A Development phase award does not guarantee that you will receive a Delivery phase award.

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

Development phase (two years to complete)

1. attend Development award start up meeting
2. submit Permission to Start within **six months**
3. complete Development Phase review
4. submit Delivery Round Application
5. submit Completion Report within **three months**

Delivery Phase (5 years to complete)

1. attend Delivery award start up meeting
2. submit Permission to Start within **six months**
3. deliver your Project activity
4. submit Completion Report within **three months**
5. duration of terms of 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, 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 recommend that everyone closely involved in the delivery of your Project is 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 Grant Notification Letter. 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 you do not complete your Development phase by the Grant Expiry Date your Project is at serious risk. We may decide to withdraw the offer of your Grant and you will not be able to proceed with the Delivery phase of your Project.

In the Delivery phase if your Project takes more than a maximum of five years to complete from the date of your Grant Notification Letter, 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 Lottery players, for instance the #ThanksToYou campaign.

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

If your Grant is for more than £1m towards a new exhibition space, visitor centre, community garden or other public facility, we would also like to discuss how The National Lottery might best be incorporated into the name of the space or site.

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 in the acknowledgment 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 your 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 the fact that you have been awarded a Grant on our website within 20 days of your Grant Notification Letter.

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.

Project Support Consultants (known as RoSS consultants)

We will carry out a risk assessment to determine the needs of your Project. In certain circumstances we may commission a Project consultant from our Register of Support Services (RoSS) to help support you to deliver your Project. This support may relate to general Project management, or to specific areas such as construction management, business planning, natural environment, public engagement and digital. In addition to specialist expertise, our consultants are skilled in providing mentoring as well as in monitoring Projects. The consultant is appointed and paid for by us. They work on our behalf and will report to us.

We will draw up a brief for the consultant, decide the length of the commission and formally commission the consultant. The consultant may attend or arrange progress meetings with you and your Project team, make site visits and review Project documentation as directed by us.

If you have any questions regarding the role of your consultant, speak to us.

In addition to providing you with advice and guidance, the consultant will also report back to us on your progress against your Approved Purposes or part thereof. Please note that only we can agree changes to your Approved Purposes.

Start up meeting

Once we have notified you that your Grant has been successful for either Development or Delivery phases we will usually contact you to arrange a start up meeting.

The purpose of a start up meeting is to:

- clarify Development phase work
- agree Development phase Project management, procurement and programme
- set out the reporting, monitoring and Grant claiming requirements
- discuss any legal points concerning ownership

- ensure partnership funding is in place for this phase
- discuss your Project evaluation
- discuss organisational resilience
- discuss The National Lottery acknowledgment
- if applicable, we may introduce you to a RoSS consultant

During the start up meeting we will agree the lines of communication and when your Development phase review is likely to take place.

We will also agree a reporting structure of when you should submit Project Updates.

Development phase review

As stated in your Grant Notification Letter we will undertake a formal review of your progress once outline proposals and costs have been developed. The timing of the review will be discussed at your start up meeting.

The main purpose of the review is:

- to confirm that the Project is being developed in line with the Approved Purposes identified in your Grant Notification Letter and the Outcomes you selected in your Application
- to provide an update of costs and fundraising progress
- to provide an update of compliance with our Property ownership requirements, for example, progress with lease negotiations
- to discuss whether the Project risks are manageable

You will need to submit a Project Update ahead of the review. The Project Update should be accompanied by draft key documents depending on the type of Project you are completing.

The draft key documents may include the following:

- Activity Plan or Area Action Plan
- cost plan to RIBA stage 2 equivalent
- drawings and plans at RIBA stage 2 equivalent
- Interpretation plan
- Business plan
- Conservation plan
- Delivery phase partnership funding
- details of Property ownership position
- timetable for completion of Development phase and Delivery phase
- Risk Register

If there have been significant changes to your Project the review provides the opportunity for us to highlight risks, areas of concern and where further work is needed.

If we raise serious concerns about the viability of your Project, or that it has changed significantly in terms of the Outcomes and Approved Purposes, we may fail your Development phase review. If you fail your Development phase review you will not be able to proceed with your Project or submit a Delivery phase Application.

Procurement: consultants, contractors and suppliers

In all projects, when 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 this 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, 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 our written permission 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 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 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. Or there is a project contract in place, which has previously been competitively tendered, and it is logical to extend it to cover additional 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 make sure that any contractor/supplier/consultant or Partner who may contribute to the creation of digital outputs is aware that we require projects to share these under a Creative Commons Attribution 4.0 International licence or equivalent. You need to make sure that you have agreement for the works 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.

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 new members of staff to your Project who are linked with any members of staff at your organisation, for example, any close friends, relatives, or ex-employees, you will need to get our written permission 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 Updates. You will need to provide at least five high-resolution photos showing different aspects of your Project within your Completion Report and Final Payment Request.

The images should show your Project in action and its outcome. You will need to provide a sample of images that show your Project before, during and after it is finished. When completing your Project Updates, Completion Report and Final Payment Request you can let us know if material from your Project is available on the internet and where it can be found.

We may make use of your images in publicity material. You give us the right to use images you provide us with at any time, including altering them. You must get all the permissions required for you and us to use the images 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 make sure that you collect appropriate written consent from anyone who appears in these images so that they can be used in publicity and promotional materials and 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 or organisations. We call these Community Grantees who 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).

Payment of your Grant

Development grants under £100,000

Your Grant will be paid in three instalments:

- You will receive 50% of your Grant in advance once you have successfully submitted the Permission to Start form and the Payment Request.
- 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.

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

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

We will let you know once we have authorised the payment of the 50% of your Grant. We will not make any Grant payments to you until your Permission to Start has been processed.

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

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 for your Development Phase 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 Grant Notification letter.

If you spend less than expected on your Development phase, you cannot transfer the underspend to your Delivery Grant.

Development grants over £100,000 and Delivery grants

Your Grant will be paid in arrears once you provide evidence of 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 for 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 within 10 working days of receiving your Payment Request and supporting documents.

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 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 any Grant that has not been spent to us. This will be calculated based on your overall Project costs and the Grant Percentage.

Permission to Start

Once we have told you that you have been awarded a Grant and you have received your Grant Notification Letter, you will receive an email asking you to sign into your online account and complete your Permission to Start.

We normally expect you to submit your Permission to Start form within **three** months of the date of your Grant Notification Letter. If there are substantial delays and it has not been received within six months we may decide to withdraw the offer of your Grant.

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

- secure partnership funding for Development or Delivery phase as appropriate (if identified in your Application)
- obtain statutory permissions, for example listed building consent or faculty (Delivery phase only)
- secure any necessary licences, for example a newt or bat licence
- secure ownership of freehold or leasehold Property to meet our requirements – see Appendix A (Delivery phase only)
- create a programme for how you will complete the Development or Delivery phase as appropriate
- create a cash-flow for Development or Delivery phase as appropriate
- define a Project management structure showing names and lines of responsibility
- describe your proposals for procurement

You will also 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 Grant Notification Letter and the Standard Terms of Grant

- read the Receiving a Grant guidance

You will need to send us:

- proof of cash contributions and/or a fundraising plan (mandatory if applicable)
- proof of Property ownership, 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 there have been substantial changes since you applied for your Grant)
- project cash-flow forecast (mandatory for Projects that are undertaking capital works)

The form will ask you:

- to provide details of two signatories authorised to sign on behalf of your organisation
- if you are applying on behalf of a partnership and, if so, for the full name of the person signing on behalf of your partner
- to tick a box to confirm you agree with the Declaration
- to download, sign and upload the completed form

We will inform you when we have approved your Permission to Start. 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.

Updating us on your Project

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, 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 Updates 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 identified in your Grant Notification Letter, then get in touch with us.

We try to be flexible but cannot guarantee an extension. We expect the Development phase of your Project to take no more than two years to complete from the date of your Development phase Grant Notification Letter. For the Delivery phase you have a maximum of five years to complete your Project from the date of your Delivery phase Grant Notification Letter.

Budget changes

Your Grant Notification Letter includes the Project costs agreed as part of your Grant. All money spent on the Project should be reported against these cost headings.

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

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 Grant Notification Letter. In between submitting your Project Updates, 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 to request a Grant payment.

You will also need to send us:

- project invoices received during the reporting period (mandatory)
- table of costs for amounts of less than £250 or £500, depending on the level of Grant awarded (mandatory if applicable)

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 your Project is still fresh in your mind.

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: 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 via BACS transfer (bank details are available upon request). Your final payment will be calculated based on your overall Project costs and the Payment Percentage identified in your Grant Notification Letter.

Worked example:

- Total Project cash costs are £500,000 (discounting the volunteer time and non-cash contributions). Your Grant is £400,000 and your cash contribution is £100,000. The Payment Percentage is therefore 80% (Grant divided by agreed 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 Payment Percentage.

Worked example:

- If your Project is £10,000 under budget and your total evidenced spend is £490,000, then based on the Payment Percentage of 80% your Grant would be adjusted to £392,000. Therefore, your final payment would be adjusted from £40,000 to £32,000.

Project Completion Date and Grant Contract duration

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

Your Grant Notification Letter 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 signed your Permission to Start form and may last for a number of years after your Project completes, depending on the nature of your Project, as follows:

- **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. The Grant Contract ends 20 years after the Project Completion Date.
- **Digital:** for example, the creation of a website. The Grant Contract ends 20 years after the Project Completion Date.
- **Acquisition**: if your Project includes buying a heritage item, land or building, the terms of the Grant Contract will last indefinitely. If you wish to dispose of what you have bought in future, you must ask for our permission and we may claim back all or part of your Grant (see Appendix A).

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 in your Development phase (for example, by amending or extending a lease) or include the owner as a joint applicant in your Application. For further guidance on our requirements for land in third party ownership see Appendix B.

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 Projects involving work to a building or land, if your organisation does not own the freehold, you will need a lease with at least 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 and mortgage your lease but if we award you a Grant, you must first have our permission to do any of these

Acquisitions

If your Project involves buying land or buildings, you must buy them freehold or with a lease with at least 99 years remaining.

As part of the acquisition process your solicitor will need to sign an undertaking in a form which we will supply.

Taking security for the Grant

Legal charge

It is our policy to take a charge over the Grant-funded Property when you are a non-public body, your Project involves capital works and your Grant is over £250,000.

Before Permission to Start we will require:

- your solicitor to provide official copies of the current title register with plan or the necessary information to enable us to draft the charge documentation
- an undertaking from your solicitor to act on our behalf to carry out all relevant pre-completion searches and to register the charge at the Land Registry and at Companies House (if appropriate)
- a certificate of title completed by your solicitors in a form which we will supply

You will be responsible for the fees and costs of your solicitor, but you may include the cost of legal advice as part of the Project costs in your Application.

We will not issue Permission to Start until we have received the relevant security documents completed to our satisfaction.

Restriction on Title

If you are a public body such as a local authority or a university, we will require a restriction on your Land Registry title to ensure you seek our consent before entering into any future transactions relating to the Grant funded Property.

Before Permission to Start we will require an undertaking from your solicitors to lodge such a restriction at the Land Registry.

Solicitor details

If either of the above security requirements apply to your Project, you will need to send us your solicitor's contact details as soon as possible following your Delivery phase Grant Notification Letter.

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 if a Grant is awarded. Contact us to discuss this if you think this will apply to your Project.

In some circumstances we may require a fixed charge over a heritage object or collection.

Digital outputs

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.

We have specific requirements for digital outputs produced as part of any funded Project, which are set out in your Standard Terms of Grant.

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': the outputs are freely available online, copies of the digital files are held securely and you can give access to these on demand for **20 years** from the Project completion date, unless we have agreed otherwise.
- 'Usable': the outputs function as intended and are kept up to date.

- ‘Open’: digital outputs are licensed for use under the Creative Commons Attribution 4.0 International (CC-BY 4.0) licence. Code and metadata 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 AA 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

If you are creating digital outputs you must provide a management and maintenance plan with your Delivery phase Application.

Appendix B: land in third party ownership

For nature 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 the National Lottery Heritage Fund has 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 Contract (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 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, 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, 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 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. These should 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 Request

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

Additional Grant Conditions – any additional conditions set out in your Grant Notification Letter.

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

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 set out in your Grant Notification Letter.

Grant Contract – made up of the following:

- Grant Notification Letter
- Standard Terms of Grant
- any Additional Grant Conditions
- signed Permission to Start form

Grant Expiry Date – the date by which you must complete the Project as set out in your Grant Notification Letter.

Grant Notification Letter – the letter that formally advises you of the award of your Grant.

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 Projects we fund will achieve one or more of these Outcomes.

Payment Percentage – Grant divided by Project cash costs.

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

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 Grant Notification Letter). 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.

Project Update – an online form you complete to tell us how your Project is going.

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
- updating of language and terminology so that it matches our new system

30 May 2023: the size of grants available to apply for has increased from £5million to £10million. References to the maximum grant amount have been updated throughout this guidance.