

See all updates

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

Page last updated: 17 September 2026

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

Use this guidance to apply for grants from £10,000 to £250,000.

Overview

Is this the right programme for you?

- Is your organisation looking to care for and sustain heritage in the UK?
- Will your heritage project run for no more than five years?
- Do you require a grant of between £10,000 and £250,000?
- Are you a not-for-profit organisation, a private owner of a heritage asset or a partnership?
- Does your project take into account our four investment principles?

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

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Our investment principles

Four investment principles guide all our grant decision making under our 10-year strategy, Heritage 2033:

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

You must take all four principles into account in your application. The strength of focus, and emphasis on each principle, is for you to decide and demonstrate.

The investment principles, and our strategic initiatives, will help us achieve our ambitions for heritage to be valued, cared for and sustained for everyone's future.

Things you need to know

- Your project must not start before we make a decision.
- There is no deadline so you can apply whenever you are ready.
- You can get advice on your project before you apply by submitting an optional Project Enquiry.
- Once we receive your application and all the correct supporting documents, we will assess your application and aim to give you a decision in eight weeks.
- Payments for this grant level are usually made in three stages: 50% in advance, 30% in advance, and then 20% in arrears.
- We provide lots of good practice guidance. You can read the guidance that is relevant to you to help you develop and manage your project.
- Explore our position and advice on using artificial intelligence (AI) tools in your grant application.

What we fund

We fund projects that value, care for and sustain heritage for everyone across the UK, now and in the future.

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.

This could include nature and habitats, historic buildings and environments, or cultures, traditions and people's memories. Explore a wide range of the types of heritage that your project could include.

We fund projects that:

- clearly focus on heritage – this can be national, regional or local heritage of the UK
- take into account all four investment principles
- have a clear plan with a defined start, middle and end
- have not already started
- can demonstrate the need for National Lottery investment

It is important to plan your project carefully, including costs, timescales and getting support for your project before you start to fill out an application. The guidance below will help you think about what you should include in your project and the costs we can cover.

Our heritage grants can support a broad range of activities and direct project costs, such as:

- volunteer expenses, new staff posts and training costs
- capital works, repair, maintenance and conservation
- professional fees, event costs and activities to strengthen your organisation
- acquisition of heritage and costs associated with the purchase
- costs to join Fit for the Future, a UK-wide environmental sustainability network

We cannot cover existing costs or any activity that has taken place before the grant is awarded, or anything that promotes the cause or beliefs of political or faith organisations.

We will not support projects that include installing artificial grass or plants, however specialist play safety surfacing and professional sports surfaces are allowed.

Welsh Language

If your project will take place in Wales, you must include the Welsh language in all aspects of your work. Tell us how you will promote and support the Welsh language and reflect the bilingual nature of Wales.

Make sure that translations are included in your project plan and project budget under the ‘Other’ costs category within the project costs section of the application.

For further information see our Welsh bilingual project guidance.

Promotion and acknowledgment of funding

Acknowledging your grant from the Heritage Fund is an important part of your project. It is your opportunity to show how National Lottery funding is being used to support heritage in the UK, and to publicly thank National Lottery players for making your project possible.

Planning early, and allocating appropriate budget, will help you to meet our requirements and acknowledge your grant in ways that are creative and suited to your project.

We encourage you to develop innovative offers or promotions for National Lottery players, for example, you might sign up for National Lottery Open Week to run special offers.

Please include budget for acknowledgement in the ‘Publicity and promotions’ costs category within the project costs section of the application. We recommend you base these costs on quotes from potential suppliers.

Use our acknowledgement guidance to plan your activities proportionate to the size of your grant.

Evaluation and reporting

Good quality evaluation helps you understand your impact and provides the opportunity for others to learn from your experience. In turn, this information helps us identify the difference we are making through our grants.

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.

You will need to include budget for evaluation and reporting in the ‘Evaluation’ costs category within the project costs section of your application.

Skills development

We encourage you to consider opportunities for people to develop skills as part of your project. This could include young people, those not in training or employment, and people not currently working in the heritage sector.

For example:

- heritage skills, where there are gaps, shortages or skills at risk of being lost, such as traditional crafts, building skills or digitisation
- organisational skills, including project management, business development, leadership or governance
- skills for climate adaptation and supporting net zero

You may also consider developing a skills programme, which aims to diversify the heritage workforce and support a wider range of volunteers.

You can include budget for skills development using the ‘training for staff’ and ‘training for volunteers’ cost categories within the project costs section of the application.

Full cost recovery

If you are an organisation in the voluntary sector (for example, you might have a board of trustees and be funded by grants and donations), we can cover a proportion of your organisation’s overheads through full cost recovery.

Full cost recovery means securing funding for all the costs involved in running a project. This means that you can request funding for direct project costs as well as a proportionate share of your organisation’s fixed costs.

This may include costs that partly support the project, but also support other projects or activities that your organisation provides, such as salaries of staff working across projects in administration, management, HR, or fundraising, office costs such as rent or utilities and legal or audit fees.

Funding that covers some of your running costs can be important for your sustainability, so we encourage you to consider including this in your budget in the ‘Full costs recovery’ costs category if you are eligible.

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.

Contributions from you, partners or supporters

We recommend that you consider whether other funders, organisations or people might be able to support your project either through additional cash or non-cash contributions. This will help show us that there is an interest in and commitment to your project when we come to assess your application.

While we can fund total project costs, you will need to tell us why you are unable to raise cash or non-cash contributions from your own resources or other sources if this is the case.

Who can apply?

Under this programme, we accept applications from not-for-profit organisations, private owners of a heritage asset and partnerships.

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

- charities, trusts and charitable incorporated organisations
- community and voluntary groups
- community/parish councils
- community interest companies
- faith-based or church organisations
- local authorities
- other public sector organisations
- private owners of a heritage asset, for example a building, land, object or collection

Organisations need to have a bank account, a governing document, and two or more members that are not related or living at the same address.

If you are unsure whether you are eligible to apply, get in touch with your local team by submitting a Project Enquiry.

Partnerships

We encourage you to work with other people to develop and carry out your project.

A partner is another organisation or third-party body that is integral to the delivery of your project.

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 the project, attend regular partnership meetings and support project evaluation.

If you plan to work with any other organisations to carry out a significant proportion of your project you must formalise your relationship with a partnership agreement.

Private owners of heritage

As a private owner of a heritage asset, for example a building, land, object or collection, you must demonstrate that the public benefit of your project outweighs any private gain.

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

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

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

We will not fund:

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

How to apply

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

- I have read the application guidance and application questions
- I have read the terms and conditions for this programme
- I have drawn up a project budget and checked my costings
- I have prepared all the mandatory supporting documents including a project plan, risk register and my organisation's accounts
- I can meet the ownership requirement for any items we hope to acquire with this grant, if applicable
- I have any permissions or licences I need, for example a bat licence or listed building consent
- I have planned how to evaluate my project
- I have planned how to acknowledge my grant, if my application is successful

When you are ready, you can use our optional Project Enquiry service to get feedback on your idea within 10 working days.

Or go straight to our online service to apply now.

There is no deadline for applications.

Watch our video that takes you through the process of applying for a £10,000–£250,000 grant.

Supporting documents

You will need to provide relevant supporting documents, outlined in this section, as part of the application process.

You must provide the following mandatory documents:

- a governing document (unless exempt)

- accounts information
- a project plan and risk register

Not all of the other documents listed below will apply to your project. The additional information and the application questions guidance will help you decide if they are relevant. Please do not submit any extra documents, as we will not use them in assessment.

Governing document (for example, constitution)

You must provide a copy of your organisation's governing document.

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.

Your governing document should include the following:

- the legal 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 fund your organisation if your constitution does not include the above. The Charity Commission provides guidance on creating a governing document.

We do not need to see your governing document if you are:

- a public organisation, for example, a local authority or university
- a private owner of heritage
- a charity registered with the Charity Commissions for England, Wales or Northern Ireland, or the Scottish Charity Regulator

Accounts

You must provide your most recently audited or accountant verified accounts.

If your organisation's accounts are older than 18 months, or your organisation was set up less than 14 months ago and does not have a set of audited accounts, you must provide your last three bank statements or a signed letter from your bank.

Project plan and risk register

All applicants must submit a project plan and a risk register.

We recommend you use our project plan and risk register template.

Job descriptions (if applicable)

If you plan to recruit new staff or apprentices to help deliver your project, you need to provide a job description for each new post. Each job description should include the proposed salary and working hours.

Briefs for commissioned work (if applicable)

Briefs describe any work you plan to buy in during your project.

If you are commissioning work, for example, from an artist or architect, then you should provide 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 out more information and use our briefs template.

Calculation of full cost recovery (if applicable)

If you have included full cost recovery as a cost heading in your project costs, you must provide a document that shows how you have calculated this based on recent published accounts.

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.

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

Project images (if applicable)

If relevant, provide up to six images that help illustrate your project.

Please make sure you have all the permissions required, such as copyright ownership and participant consent forms, to share these images with us, as we may use them to tell people about your project, including our decision makers.

Evidence of support (if applicable)

Provide up to six pieces of evidence of support, for example letters, emails or feedback forms, from other organisations or individuals who are supporting or taking part in your project.

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

Partnership agreements (mandatory if applicable)

If you plan to work with any other organisations to carry out your project, you will need to provide a partnership agreement. This document should outline all partner's roles and responsibilities and should be signed by all parties. This document should reflect the needs of your project and you may need to seek independent advice on how to best write an agreement.

Condition survey (if applicable)

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

The survey or report should also indicate the relative priority of the proposed works so you know which are the most critical and need to be tackled most urgently.

There are other types of survey which may be relevant to include as part of a condition survey, such as a building performance and energy efficiency survey.

Evidence of cash contributions (if applicable)

If any of your project budget is derived from cash contributions from sources other than the grant you are applying for from The National Lottery Heritage Fund, you must include a document that outlines and evidences these contributions.

This includes any cash contribution from your own organisation. This could be a letter confirming the offer of funds or a copy of a bank statement showing the funds in your account.

Ownership documents (if applicable)

If you are planning any capital works, you will need to provide copies of any documents relevant to your ownership. This could be Land Registry ownership documents, or a lease or heads of terms.

If you are intending to purchase buildings, land or heritage items, you will find more information about what to provide in our acquiring buildings, land or heritage items section.

How we assess your application

Assessment process

Please choose when to make your application carefully. Do not 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 receive a higher number of applications than we can fund and need to prioritise where our investment can make a significant difference.

You should answer all of the questions in the application.

Once you submit 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. We will not be able to start the assessment of your application until we have the relevant information and supporting documents.

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

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

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 take into account all four investment principles
- how your project's impact will be sustained

We may also consider issues such as achieving a geographical spread of our funding.

If your application does not clearly relate to UK heritage or does not take into account all four investment principles, then it may be rejected earlier during the assessment process and we will let you know.

Considering risk

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.

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.

You should also carefully consider inflation and contingency costs within your application.

Inflation for capital projects is likely to remain high for the foreseeable future. You should account for inflation based on the project timescale, plus other factors such as materials used, labour demands and location.

You 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.

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, subsidy control, or changes in law that make the project impractical
- environmental: for example, difficulties in finding sources of timber from well managed forests

Assessment time

Once we have everything we need, we aim to assess applications within eight weeks, but on occasion assessment may take longer. (Please note: we cannot start assessing your application until all the required checks are completed and we receive all the required supporting information.)

Decisions

Decisions are made on a monthly basis by the senior investment or engagement staff of your nation or area.

If your application is successful

You must wait to receive permission 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 (if applicable)
- project management structure and methods for choosing consultants, contractors and suppliers (if applicable)
- project timetable or work programme (if applicable)

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

You will need to sign up to our terms and conditions.

How we pay your grant

We will pay your grant in three instalments:

1. we will give you 50% of the grant up-front
2. once you have spent the first half of your total eligible project costs, we will give you the next 30%
3. we will pay the final 20% of your grant when you have finished your project and sent us a final completion report, project evaluation and proof you have acknowledged your grant

We will hold the last 20% of your grant until we are satisfied that the project is complete, that the grant has been spent appropriately, and you have sent us your evaluation report and proof of your acknowledgement of the funding.

If your project involves the acquisition of heritage, we will pay the full grant amount needed for the purchase in a single payment.

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, we are unable to give you more than the grant we awarded.

Reporting

We are really keen to hear about how your project is progressing and the achievements you have made with the funding. As part of your formal reporting on your grant, you must provide us with project updates during the lifetime of your project. We will let you know the frequency of reporting that best supports you and reflects the risk of the project.

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 will tell you why and we may suggest that you make another application, but you must talk to us about this before reapplying.

Acquiring buildings, land or heritage items

You may have plans to use our grant to fund the acquisition of a building, land or heritage items.

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

Private individuals or for-profit organisations cannot use our funding to acquire buildings, land or heritage items.

It is important that purchases align with our strategy and investment principles as a funder. 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 will only help to buy buildings, land or heritage items if you demonstrate in your application that:

- risks to the preservation of the buildings, land or heritage items will be reduced if the purchase is successful
- the price accurately reflects the condition and value of the heritage asset(s)
- the heritage asset(s) will be accessible to the public once purchased and the purchase will contribute to more people engaging with heritage
- you can show that you have adequate plans for the long-term care and maintenance over a period of at least 10 years after project completion
- you can demonstrate that what you wish to purchase is significant to heritage in a local, regional or national sense

Your application should include:

- Information about the history and significance of the buildings, land or heritage items.
- A statement about why you are the right organisation to own it. This should be supported by what you say in your policies, such as your acquisition, collections-management or collecting policy.
- Evidence that you will become the full owner, or a good case for well-planned joint ownership.
- Documentary proof of the provenance (origin) of the heritage item(s). Examples of proof include sale documents, legal documents, export documents, written statement by the current owner and history documents.
- Evidence that the current owners are the owners (have legal title) and have the right to both sell and transfer the title to the new owner. In the case of a property or land purchase, this may include evidence of any legal covenants, rights (such as fishing, shooting, mineral, drainage), long or short-term tenancies, rights of way or access, or any other interests which are attached to the land or building.
- An independent valuation on an open-market basis for the heritage asset(s) you wish to buy. This should include the valuer’s reasoning to support the valuation, not just a statement of the value. For land and property acquisitions we welcome valuations by the District Valuer. You do not need to commission a valuation for items which are 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 buildings, land or heritage items and keep them secure, both at the time you buy them and in the future.
- A conservator's report stating whether the heritage has any 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.

We will not support purchases that we think are above market value. An independent valuation of the item(s) you wish to purchase will take place as part of the assessment process. 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.

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

Please make sure these are reflected in your cost table.

Ineligible costs include:

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

You should also include the costs of all the other activities you will do in your project once you have bought the buildings, land or heritage items.

If you already manage the heritage asset(s) 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 existing owner have been explored before seeking a grant for purchase.

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.

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 your project includes buying buildings, land or heritage items, the terms of the grant will last indefinitely. We may require a charge on the item(s), land or buildings. If you wish to dispose of what you have bought in future, you must 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. This may not be the case, however, if the acquisition directly relates to saving heritage at risk, and a grant may be approved if the object, land, building or collection is at risk of loss from the public domain due to the organisational failure of the current owner.

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

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

Community grants

Community and third-party grants schemes are pots of money that you can use to fund other groups or organisations to deliver small projects that help you achieve your overall aims for heritage. They can help you enhance engagement and widen the impact of your project.

Community grants can be used to fund activities or capital works to heritage assets. They can be awarded to not-for-profit community groups or private owners of heritage to undertake capital works to conserve that heritage. Community grants cannot be given to acquire land, buildings or heritage items.

If you are the lead applicant, you will manage the community grant process and funding pot. You will be responsible for:

- inviting and assessing applications through a fair, open and transparent process
- establishing a panel to make decisions to award or reject grants
- reviewing progress made on the project to ensure it is satisfactory
- making grant payments
- monitoring compliance with the terms of the community grant, resolving any issues and repayment of the grant if necessary

In your application you should explain what the aims of your community grant scheme are, how it contributes to the wider project and how it will be managed.

We recommend that the community grants pot should not exceed £200,000. Individual grants should be limited to £10,000 for activities and £25,000 for capital works. If your project needs a larger community grants pot or to make bigger awards for conservation of historic buildings, you will need to justify this in your application.

You will need to formalise the grant award in a third-party agreement between you and the community grant recipient which defines the activities to be delivered and sets out the terms of the grant. Community grant recipients must sign up to our terms and conditions, with particular reference to the following (where relevant):

- overall Grant Expiry Date
- acknowledgement of National Lottery funding

- clawback
- project monitoring
- unspent grant
- procurement
- digital requirements
- land and property in third-party ownership

You will need to reflect these areas in your agreements with the community grant recipients, as you will be responsible for ensuring they understand and agree to the terms and conditions of your grant.

Agreements with third-party landowners, including private owners, must 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.

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

You will need to develop a fair and transparent application process with clear guidelines. You must submit your application and monitoring process to us for approval before the community grant scheme is launched.

You should have clear criteria for applications and make these criteria publicly available along with a list of your awards.

You must undertake due diligence before awarding community grants. As a minimum you will need to request the following from an applicant:

- the organisation's governing document (unless they are a public sector organisation or private owner of heritage)
- proof of ownership if the project involves work to land, buildings or heritage items (for example, deeds, leases or any information relating to mortgages)
- copy of recent accounts or last three months of bank statements

Decisions to award or reject applications must be made by a grants panel. Members of the panel should not all be from the same organisation, and it should not include organisations or individuals who may wish to apply for grants from the community pot. This is a conflict of interest.

You will need to ensure that the community grant recipients have complied with the terms of your community grant scheme and the grant has been used appropriately. To do this you will need to gather evidence from the community grant recipient. The level of detail you request should be proportionate to the grant amount.

You will need to resolve any issues with the community grant recipient including the arrangements for repayment or clawback of the grant.

You will have overall responsibility for reporting to us on the progress of the community grants and will need to produce an evaluation report at the end of your project. You must make sure that you allocate sufficient budget to undertake this evaluation work.

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 or have a lease that meets our requirements.

You must own the freehold or have a lease with at least five years left to run after the Project Completion Date.

The Project Completion Date is the date we let you know that we have recorded the Project as complete.

All leases must meet the following requirements:

- we do not accept leases with break clauses (these give one or more parties to the lease the right to end the lease in certain circumstances)
- we do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent)
- you must be able to sell on, sublet the whole or part, and mortgage your lease but if we award you a grant, you must first have our permission to do any of these

If the subject of your project is land or a heritage building that is owned by a third party or multiple third parties we will usually expect the owner to become a joint grantee. In some situations, rather than make the owner a joint grantee, we may ask them to sign an additional letter agreeing to comply with any terms and conditions that relate to their property.

In this instance, a legal agreement should also be put in place between each land or building owner and the grantee. There is no prescribed form of agreement but we have specific requirements which should be included in any third party owner agreements.

At a minimum, the agreements should include the following:

- confirmation as to how the land or building is held (freehold or leasehold)
- a description of the property (including plans)
- covenants on the part of the owner to maintain the property 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
- confirmation that the agreement will last from the start of the work on the third party land until five years following the Project Completion Date

The agreements will need to be completed and in place before any grant monies are released for work on any land or building owned by a third party.

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. You may have plans to use our grant to fund the acquisition of a heritage object, land, property or collection. In this instance, refer to guidance regarding grants for acquisition.

Borrowing or loaning heritage items

If you are borrowing an item or collection 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 or collection may need to be included in your partnership agreement, or sign up to the terms and conditions, if a grant is awarded. Please include this in your Project Enquiry 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 agree to the terms and conditions (and any additional conditions we set out) if a grant is awarded. Please include this in your Project Enquiry, if you think this will apply to your project.

Capital works

We can fund capital works as part of your project. Capital works are defined as works that create or improve an asset.

For example, conservation of a heathland, repairs to a memorial and digitisation of a photographic archive would all be considered as capital works. Conducting archaeological excavation and other types of archaeological activity can include capital works.

If projects involve construction, we encourage restoration, conservation and reuse rather than new build. If new build works are necessary (for example to make sites inclusive, accessible or financially viable), please explain why as part of your application. All new build aspects of a project should be delivered to the highest environmental standards.

If it is relevant to your project, we may ask you to submit a condition survey, and further evidence showing that the work you plan to do follows good practice.

You should include appropriate costs to cover predicted capital works inflation and appropriate contingency to address the risks of a heritage project involving capital works.

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

If you are the private owner of a heritage asset, your proposed capital works must significantly increase public access and public engagement with heritage. It may be helpful to indicate public enthusiasm by providing relevant evidence of support as part of your application. You must provide a compelling reason why your project requires National Lottery investment, and we will not fund works that can reasonably be considered to be the statutory duty of the owner.

Insuring works and property

You must, with your contractors, take out appropriate insurance for any property, works, materials and goods involved in your project. All of these must be covered for their full reinstatement value against loss or damage, including inflation and professional fees. They must also be covered for the full duration of your grant contract.

If your project is affected by fire, lightning, storm or flood to the extent that you cannot complete the project as detailed in your application, we may consider claiming back our grant.

Digital works

We have specific requirements for digital works produced as part of any project.

This covers anything you create in your project in a digital format that is designed to give access to heritage and/or help people engage with, and learn about, heritage.

For example, this could include 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.

We ask you to share your digital outputs under an open licence. Our default open licence is CC-BY 4.0. This helps remove barriers to the use and reuse of funded works, enabling greater engagement with the UK's heritage. It also helps to ensure others give proper credit to your work.

Our regulations around digital works vary depending on grant size.

Read further guidance on producing digital materials as part of a project.

Procurement

You must follow our procurement guidelines. As an overview, projects with any single goods, works or services worth more than £10,000 (excluding VAT), should 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 organisation and 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.

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

Staff recruitment

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

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

In these instances, you still need to provide a job description for the post that explains work the appointed staff member will carry out in the context of your project.

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

Subsidy control

If your application is successful, it is important to remember our grant comes from public funds and is subject to the Subsidy Control Act 2022. We ask that you familiarise yourself with the key requirements.

A subsidy is where a public authority provides financial support from public money that gives an economic advantage to the recipient, where that recipient can be considered to be engaged in economic activities. The majority of our grants will either not be a subsidy or will be able to proceed as a lawful subsidy which meets the requirements of the Subsidy Control Act 2022.

As a public body it is our responsibility to make the final determination of whether your grant is a subsidy and/or apply relevant exemptions as necessary and our subsidy control assessment is an important part of the application process. In preparing your application you should consider whether any particular subsidy control exemption is required for your project. We will expect your grant to comply with the principles of the subsidy control regime including the Act and published Statutory Guidance. If you are unsure whether your project will satisfy the relevant requirements you should seek independent legal advice.

We reserve the right to impose further requirements and seek further information in this respect and we will expect you to provide us with any assistance we may reasonably require in completing a subsidy control assessment.

Government embargoes and sanctions

Our grants must not be used to fund organisations who are supporting extremism, criminal activity and/or who are subject to government embargoes and sanctions.

You must follow all legislation and regulations that apply to your project and carry out your own due diligence on any funds, contracts or individuals linked to places that may be subject to government embargoes and sanctions.

If your project is affected, please contact your Investment Manager or local office. We reserve the right to withhold grant payments if we consider public funds are at risk.

Get in touch

If you have a question about our funding, please contact your local office.

If you require further help with your application, find out more about the types of assistance and support we can provide.

If you want to find out about our complaints process, please visit our Customer Service page.

We are committed to treating all customers fairly and professionally. We expect the same behaviour in return. Find out more about our policy on dealing with unacceptable behaviour.

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.

Project Enquiry: £10,000 to £250,000

30/01/2024

See all updates

Submit a Project Enquiry to get feedback on your project idea before you apply for a grant from £10,000 to £250,000.

Page last updated: 30 January 2024.

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

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

Before submitting

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

- the programme's full application guidance
- our investment principles

Please refer to the above before submitting an enquiry.

Explore our position and advice on using artificial intelligence (AI) tools in your Project Enquiry.

Watch our video that takes you through the process of applying for a £10,000–£250,000 grant.

Project Enquiry questions

You can see the Project Enquiry questions here.

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

If so, tell us their name.

What is the need for this project?

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

Describe what you will do during the project.

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

Do you have a title for the project?

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

Tell us about the heritage of the project.

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

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

The strength of focus, and emphasis on each principle, will be for you to decide and demonstrate. You have 300 words.

Who will be involved in the project?

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

How long do you think the project will take?

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

How much is the project likely to cost?

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

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

£[enter amount]

How to submit

When you are ready, please complete the questions on our online service.

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

Hearing back from us

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

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

Our advice may include:

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

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.

Application questions: £10,000 to £250,000

30/01/2024

See all updates

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

Page last updated: 3 July 2026. See all updates.

Use this page to:

- see what questions appear in the application
- get guidance on how best to answer the application questions

Each question has a word limit; however, you don't need to reach this. Only include the information we ask for that is relevant to your project.

To get feedback and advice from us before you start an application, submit a Project Enquiry.

Explore our position and advice on using artificial intelligence (AI) tools in your grant application.

Watch our video that takes you through the process of applying for a £10,000–£250,000 grant.

About your vision

Describe what your organisation would like to achieve through your project.

We will use your answer to tell people about your project, including our decision makers.

We publish details of applications and grant awards on our website and in public databases. This is in line with our commitment to transparency and open data principles. We will use the information you have provided when answering this question to describe your project.

Tell us what you hope to achieve and what you hope the legacy of your project will be.

[Text field – 150 words]

About your heritage focus

Tell us about the heritage you will focus on as part of this project.

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

Provide factual information about the heritage. For example:

- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and time period, if relevant.
- If your project is about physical heritage (such as a building, ship, historic object or collection, or nature reserve), give us factual information about it, such as its size, when it dates from, the surviving features, its condition and why it is important to your local area.

Tell us:

- if there is any official recognition of this heritage, for example, it may be a listed building (if so, tell us its grade) or a Site of Special Scientific Interest
- what is important about the heritage, for example it may be a source of artistic, architecture or scientific interest
- who the heritage is important to, such as experts and/or the local community
- why the heritage is distinct or unique
- how the heritage relates to other heritage, for example in the local area or nationally

Do not use this section to tell us about your project, or about what will happen during your project. We will ask you about this later in the application.

[Text field – 500 words]

Is this heritage at risk?

Explain why the heritage is under threat, and what actions have been taken (if any) to minimise the risk.

For example, it could be at risk of loss through physical damage or neglect, or financial shortfalls. In the case of oral and community histories, it could be at risk of loss through people passing on. Public access to the heritage may also be at risk of loss.

If your project involves a building or a monument, tell us if it is on a buildings or monuments at Risk Register.

If your project involves several buildings in a conservation area, tell us if the conservation area is on an 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).

Tell us:

- the current condition of the heritage
- how it is currently managed and by who
- how people currently engage with the heritage

Answer:

- No, it is not at risk [Tick box]
- Yes, it is at risk [Tick box]

If yes, explain why the heritage is at risk.

[Text field – 500 words]

About your project

What is the title of your project?

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

This will be seen by our decision makers, and if your application is successful, will be used in any public posts made about your project and will be published on our website. Make sure you choose a title that you are happy for a wide range of people to see.

We encourage you to keep your title short and descriptive.

[Text input – 255 characters]

When will your project happen?

Give us a timeframe for your project. This can be an estimate.

Remember that you should receive a decision on your application within eight weeks of your application being processed.

We would expect your project to take no longer than five years.

- start date of project [Enter date]
- end date of project [Enter date]

Where is your project taking place?

Your project may be taking place somewhere different than your organisation. Tell us where that is. If your project is taking place at more than one site, tell us the address where most of your project will take place.

- the same place as my organisation address [Tick box]
- somewhere else [Tick box]

If somewhere else:

Tell us your project's address.

[Enter postcode > select an address > edit selected address details]

We understand that you might not have a postcode. Tell us the closest postcode to your project's location.

Do you want to add a grid reference?

Add a grid reference if your project is taking place across a large area, at more than one site or in a place which is difficult to find using a postcode. For example, a monument in a remote location or a certain area within a larger landscape.

Grid references are used to find an exact location on a map. They can look different depending on which part of the United Kingdom they refer to. For example:

- in England, Wales and Scotland, grid references usually look like this: SJ33889035
- in Northern Ireland, grid references usually look like this: C94704480

For a more accurate result, you should use grid references with 8 or 10 numbers. You can find grid references for the sites or areas involved in your project by using a tool like the OS Grid Reference Finder.

- No, we do not want to add a grid reference [Tick box]
- Yes, we want to add a grid reference [Tick box]

If yes: Add a grid reference [Text field – 20 characters]

If you would like to add another grid reference, you will be able to add more on the next page.

Further information:

Provide more information about the grid reference. For example, the name of the site or a description of the area it covers.

[Text field – 50 words]

Have you received any advice from us about this project?

If you have spoken to anyone from The National Lottery Heritage Fund about your project, tell us about the advice you received and how you have used that advice to develop your project. For instance, if you've submitted a Project Enquiry and received feedback on your project idea.

- No, we have not received any advice from you [Tick box]
- Yes, we have received advice from you [Tick box]

If yes: Tell us more about the advice you received from us about this project

[Text field – 500 words]

Have you received any advice from anyone else about this project?

Tell us if you have received any specialist advice about your project. This could be experts in the heritage your project focuses on or other organisations who will support you to deliver your project.

This could include:

- any consultation you have done with your local community and those who will be involved in your project
- any project proposal advice, such as from an architect or conservator
- any pre-application advice on planning and/or listed building consent matters, such as from your local authority or an archaeologist
- advice about how to address wellbeing for your project participants, such as from a charity or local group who can provide support which is relevant to their lived experience

Answer:

- No, we have not received any advice [Tick box]
- Yes, we have received advice [Tick box]

If yes: Tell us more about the advice you have received from anyone else about this project

[Text field – 500 words]

Tell us what you will do during your project.

Provide an overview of what you will do during your project.

For example, describe any:

- activities that you will be doing
- events that you will be hosting
- items or resources that you will be creating
- heritage items or buildings you will be restoring
- landscapes you will be improving

This helps us to understand what your project is all about.

Your project plan should provide more detailed information about each element of your project.

[Text field – 500 words]

Will capital works be part of your project?

Capital works are defined as works that create or improve an asset. These can include physical works to landscapes, nature and buildings, repair, conservation, new build, digitisation and digital outputs of all kinds, or work to stabilise the condition of objects. Examples of capital works include:

- conservation of a heathland
- repairs or renovations to a historic building
- building an extension or new building at a heritage site

By digital outputs we mean anything created in a digital format with our funding, which is designed to give access to heritage or to help people engage with and learn about heritage. For example, environmental surveys, educational materials and digital display content. Your digital outputs might include:

- photographs, sound and video recordings
- electronic documents and databases
- website and app content
- software and code
- 3D models

Tell us if any capital works (including digital outputs) will be part of your project, even if this is only a small part of your overall project.

- No, capital works will not be part of our project [Tick box]
- Yes, capital works will be part of our project [Tick box]

If capital works are part of your project, you will need to tell us who owns the heritage. If you have them, we will need to see any ownership documents.

If digital outputs are a part of your project and other people or organisations have ownership or intellectual property rights, you will need to tell us about this. For example, if your project is to digitise a physical archive and make this freely available online, you will need to tell us who owns and/or has rights to the physical archive and who will own the digital archive.

- If your organisation owns the heritage, tell us:
- if your organisation has the freehold of the building or land, or own the heritage items outright
- if your organisation has the lease of the building or land and how many years are left to run on the lease
- If your organisation has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item. If so, give us details of the lender and the amount of the mortgage or loan. If you have one, upload an ownership document.

If a partner organisation owns the heritage, tell us:

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

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

Tell us who owns the heritage.

[Text field – 500 words]

Upload ownership document.

[Choose file]

If you select 'Yes, capital works will be part of your project', you will also need to answer these next five questions:

Do you need any permission to carry out the capital works?

Examples of what might need permission:

- agreement from the owner of a heritage asset
- access rights from a landowner
- listed buildings consent
- planning permission from the council

- consent to record audio or take photographs of individuals
- permission to digitise or to publish the digital outputs online
- permission to share the digital outputs under our default open licence

If you don’t know if you need permission, choose the ‘We are unsure if we need permission’ option.

- No, we do not need permission [Tick box]

If no: Tell us why you do not need permission to carry out the capital works [Text field – 500 words]

- Yes, we do need permission to carry out the capital works [Tick box]

If yes: Tell us who you need permission from [Text field - 500 words]

- We are unsure if we need permission [Tick box]

Has a condition survey taken place in the last five years?

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

For example, if you plan to conserve a local place of worship, 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 proposed works so you know which are the most critical and need to be tackled most urgently.

There are other types of survey which could take place, including a building performance and energy efficiency survey, or a site survey which assesses the services and use of the site. An archive might also need a condition survey or audit, which is usually done by an archivist. A digital archive or collection, or a collection of works which need to be digitised or transferred from an outdated media type, may also need to be assessed by an expert in order to be conserved properly.

If you have had any type of condition survey done, we would like to see it. You can upload a condition survey here.

- No, a condition survey has not taken place [Tick box]

If no: Tell us why you have not had a condition survey

[Text field – 500 words]

- Yes, a condition survey has taken place [Tick box]

If yes: Tell us more about the condition survey

[Text field – 500 words]

Upload condition survey.

[Choose file]

- We’re unsure if a condition survey has taken place [Tick box]

If unsure: Tell us why you are unsure if there has been a condition survey

[Text field – 500 words]

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

Tell us if the register of title or other ownership documents contain any restrictions or limitation on its use or ownership, or if it requires any consents for any dealings. If so, you will need to give us the full details and evidence that these are satisfied.

This could include:

- a Restrictive Covenant limiting the type of use for the land or property
- a restriction giving another party a right to be notified of any dealing or state conditions that would need to be resolved before the property is sold
- intellectual property or other rights holders associated with your digital outputs

Answer:

- No, there are no legal conditions, restrictions or covenants associated with the heritage [Tick box]
- Yes, there are legal conditions, restrictions or covenants associated with the heritage [Tick box]

If yes: Tell us more about any legal conditions, restrictions or covenants associated with the heritage which may affect your project

[Text field – 500 words]

- I am not sure if there are any legal conditions, restrictions or covenants associated with the heritage [Tick box]

Is this heritage on the at Risk Register?

Tell us if your heritage is on one of the following at Risk Registers.

- Historic England’s Heritage at Risk Register (seven digit identification number)
- Historic Environment Scotland’s Buildings at Risk Register for Scotland (four digit identification number)
- The Department of Communities – Heritage at Risk Register for Northern Ireland (two digits/two digits/three digits identification number)
- any local authority at Risk Register in Wales

Answer:

- No, it is not on the at Risk Register [Tick box]
- Yes, it is on the at Risk Register [Tick box]

If yes: Tell us the at Risk Register number

[Enter number]

Will you be creating any digital works as part of your project?

By digital outputs we mean anything created in a digital format with our funding, which is designed to give access to heritage or to help people engage with and learn about heritage.

Tell us if you will be creating any digital outputs as part of your project. The digital outputs you create will need to meet our digital requirements, and be available, accessible and open. You can read more about our digital requirements on our website.

Your digital outputs might include:

- photographs, sound and video recordings
- electronic documents and databases
- website and app content
- software and code
- 3D models

Answer:

- No, we are not creating any digital works [Tick box]
- Yes, we will be creating digital works [Tick box]

If yes: Tell us how you will make sure these digital works meet our digital requirements.

[Text field - 500 words]

End of extra questions for projects doing capital works.

Will you be acquiring any buildings, land or heritage items as part of your project?

Tell us about the buildings, land or heritage items, how you will acquire them and about any ownership requirements. You will need to provide us with information about the building, land or heritage items you wish to buy as part of your project.

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 have already told us about any buildings you may be acquiring in answer to the capital works question, please provide a summary here.

- No, we will not be acquiring any buildings, land or heritage items [Tick box]
- Yes, we will be acquiring buildings, land or heritage items [Tick box]

If yes: Tell us about any buildings, land or heritage items you will be acquiring as part of your project

[Text field – 500 words]

Our funding is subject to the Subsidy Control Act 2022. Tell us whether you consider the funding applied for to be a Subsidy within the Act and any advice you may have taken.

If your application is successful, it is important to remember our grant comes from public funds and may be subject to the Subsidy Control Act 2022.

Find out more about subsidy control in the Legal and policy requirements section of the programme guidance.

[Text field – 500 words]

How will you maintain the benefits of your project and meet any related costs?

Tell us how you will manage the benefits of your project after the funding ends.

For example:

- what will happen to the things you produce as part of the project, for example if these will be donated to a local archive or kept on display by your organisation
- how you will manage the heritage in the future, for example if you will keep employing staff to help maintain a site you have restored
- how you will deal with any costs related to maintaining the heritage once the project ends, for example utility costs for a newly opened building

[Text field – 500 words]

About the need for your project

Why does your project need to happen?

Tell us why your project needs to happen, why it needs to happen now and what opportunities your project will address.

For example, tell us:

- if the risk to your heritage is critical and how your project will address this
- about any key dates or anniversaries that your project hopes to celebrate
- about any partnership funding that is available to you now that won't be in the future
- what will happen if you do not get a grant from us
- why your project is important to your local community and why they want this project to happen
- if there are any barriers to people engaging with the heritage and how your project will help remove these
- how your project supports relevant local strategies or objectives for investment, community engagement, growth or development strategies

[Text field – 500 words]

Is there a specific community your project is dedicated to serving? Select any that apply.

We use the Diversity, Equality and Inclusion Data Standard to help us understand who our funding is reaching. If you think 75% or more of the people who could potentially be supported or benefit from your project come from one or more of these specific communities, tell us who they are.

Please select from the list below to reflect who your project will support. Choose any and all that apply, or choose ‘none of the above’ if this does not apply to your project.

If you are working with vulnerable people as part of your project, you will need to have safe-guarding policies and practices in place. You should also ensure that wellbeing for project staff, participants and visitors is considered throughout your project.

You should make reasonable adjustments to the way you deliver your project or services so that everyone can participate.

- Communities experiencing ethnic or racial inequity, discrimination or inequality [Tick box]
- Faith communities [Tick box]
- People who have migrated and/or have experience of the immigration system [Tick box]
- d/Deaf, disabled, blind, partially sighted and/or neurodivergent people [Tick box]
- Older people (65 and over) [Tick box]
- Younger people (under 25) [Tick box]
- Women and girls [Tick box]
- LGBTQ+ people [Tick box]
- People who are educationally or economically disadvantaged [Tick box]
- Specific groups that are not included already [Tick box]
- None of the above [Tick box]

Who else have you approached about funding your project?

Tell us about any other funding:

- you have secured to help towards the cost of your project
- you are planning to apply for to support this project
- you will raise through fundraising or crowdsourcing

Tell us if you have raised any non-cash contributions to help you deliver your project.

While we can fund the total cost of a project, you should explain why you are not able to raise any other funding from either your own resources or other sources.

[Text field – 500 words]

Our investment principles

Our four investment principles will guide all our grant decision making under our 10-year strategy, Heritage 2033.

Our investment principles are:

- saving heritage

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

You must take all four investment principles into account in your project. You may focus more on some investment principles than others.

For example:

- if your project is focused on restoring and opening up natural landscapes, you might want to emphasise both saving heritage and protecting the environment in your application
- if your project is focused on recording and sharing oral histories and skills development, you might concentrate more on inclusion, access and participation and organisational sustainability

The strength of focus and emphasis on each principle is for you to decide and demonstrate.

Explain how your project will save heritage.

[Text field – 500 words]

Explain how your project will protect the environment.

[Text field – 500 words]

Explain how your project will increase inclusion, access and participation.

[Text field – 500 words]

Explain how your project will improve your organisational sustainability.

[Text field – 500 words]

Delivering your project

How is your organisation best placed to deliver this project?

Tell us why specifically your organisation should run this project.

This may include:

- any experience your organisation has in running similar projects
- staff and/or Board members and Trustees' knowledge and skills
- your organisation's capacity to deliver the project at the same time as your usual work
- your connections with other relevant projects or organisations

[Text field – 500 words]

How will you manage running your project?

Tell us how your project will be managed day to day and about the people involved.

This should include telling us:

- who will make decisions, the experience of the people involved and their roles in the project
- about staff posts, apprentices, traineeships, or any other paid opportunities, that your project will create
- about any volunteering opportunities your project will create. Volunteers are people who give up their time for free to help deliver your project
- if you are moving an existing staff member into a post created by this project or are extending the hours of an existing staff member to work on the project, tell us how they are qualified for the role

Remember, you must openly advertise all new staff posts, unless you are moving an existing staff member into a post created by this project or are extending the hours of an existing staff member to work on the project.

[Text field – 500 words]

Will your project be delivered by a partnership?

Tell us who your partners are, the nature of your partnerships and how you will work together.

If you are working with any other organisations to carry out your project, we would like to see your partnership agreement. If you have one, you will be able to upload it here.

This document should outline all 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.

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

If yes: Tell us about your partners

[Text field – 500 words]

Upload partnership agreement.

[Choose file]

How will you evaluate your project?

You must evaluate your project and provide a written evaluation report once you finish your 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 what your project has achieved.

Tell us who will carry out your evaluation. This could be staff within your organisation or an individual or organisation who you will need to employ. You should provide a brief for this work as a supporting document.

We would expect to see costs for your evaluation included in your project costs.

[Text field – 500 words]

Will any of your project take place in Wales?

- No, none of our project will take place in Wales [Tick box]
- Yes, all or some of our project will take place in Wales [Tick box]

If yes: Tell us how the Welsh language will be used in your project.

If your project will take place in Wales, you must include the Welsh language in all aspects of your work.

Please tell us how you will use the Welsh language in your project, and make sure that this information is included in your project budget and plan. Please include budget for translation costs under the 'Other' costs category in the project costs section.

[Text field – 500 words]

Tell us about any key challenges or potential risks to your project that you have identified.

We know that all projects face challenges and risks. Tell us about the challenges or risks you have identified, which could have an impact on your project.

Your risk register should provide more detailed information about these challenges or risks and how you will manage these.

We would expect to see contingency within your project costs to help manage these identified challenges or risks.

[Text field – 500 words]

Project costs

Tell us how much it will cost to deliver your project.

You should include all costs relating to your project.

You will need to add a new cost for each separate project cost.

For example, if you are recruiting three new staff members to manage your project, you will need to add three different new staff costs. Each cost will need to have its own description and amount.

VAT:

- If you are claiming VAT on any of your project costs, make sure it cannot be reclaimed through other sources first. We cannot cover the costs of VAT that you can reclaim.

- If your VAT status changes during your project we will reduce our contribution to the costs where you have been able to claim back the VAT.
- Make sure you add VAT to your project costs where applicable.

Cost type [drop down list]

New staff

- Include costs for staff who will be working on your project. Make sure to also include any applicable on-costs.
- This could include new fixed-term contracts, secondments, apprenticeships and the costs of freelance staff to help deliver your project. Do not include the costs of paying trainees here.
- In some circumstances it may be appropriate to include costs for maternity leave and/or redundancy payments. We expect your organisation to keep to good human-resource practice and follow all relevant laws, including paying at least National Living Wage to all project staff members.

Professional fees

- Include costs for any services you will need to pay for during your project. For example, a building surveyor, landscape architect or a conservator.
- Fees should be in line with professional guidelines and based on quotes from the professional or professional body you are paying.

Recruitment

- This can include the cost of advertising and any travel expenses for interviews.
- We expect your organisation to keep to good human-resource practice and follow all relevant laws.

Purchase price of heritage items

- Eligible costs include the purchase price itself, valuations, agent's fees and buyer’s premium for purchases at auction.
- You cannot include seller's fees.
- If you are a private owner of a physical heritage asset or commercial organisation you cannot include costs here.

Repair and conservation work

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

Event costs

- Costs for any events, for example, refreshments or room hire.

Digital outputs

- Costs for creating any digital works and meeting our digital requirements.

Equipment and materials, including learning materials

- Costs for purchasing equipment and material, for example oral history recording devices or materials for creating leaflets and publications.

Training for staff

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

Training for volunteers

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

Travel for staff

- To help staff travel to sites.
- This could include costs for using public transport, or hiring a bicycle or car.
- We encourage sustainable transport where possible (such as using an electric vehicle over a diesel vehicle), but understand that this may not always be possible.
- Travel costs by car should be based on 55p a mile.

Travel for volunteers

- To help volunteers travel to sites. Offering to pay for travel can help remove barriers that may stop people from volunteering.
- This could include costs for using public transport, or hiring a bicycle or car.
- We encourage sustainable transport where possible (such as using an electric vehicle over a diesel vehicle), but understand that this may not always be possible. In some circumstances it may be more appropriate to hire a minibus if a large number of volunteers are travelling to the same place.
- Travel costs by car should be based on 55p a mile.

Expenses for staff

- Include costs for staff expenses. You should cover any costs staff incurred as a result of delivering your project.
- For example, this could include costs for refreshments or accommodation.

Expenses for volunteers

- Include costs for volunteer expenses. Offering to pay for expenses can help remove barriers that may stop people from volunteering.
- For example, this could include costs for refreshments, care of dependents and support worker costs.

Do not use this cost type to pay for volunteer time. Remember volunteers are people who give their time for free, and you should not include costs to reimburse volunteers for any time they spend on your project.

Other

- Include costs that do not fit within any of the other cost headings. Please make sure you give a clear description of what these costs are.
- If your project is taking place in Wales, make sure you include sufficient costs for translation into the Welsh language.
- You may also wish to include costs for reasonable adjustments here.

Publicity and promotion

- Include costs for promotional materials that relate directly to your project.
- Make sure you also include sufficient costs for acknowledging the support of the National Lottery. As the money for our grants comes from National Lottery players, acknowledging your grant from the Heritage Fund is a condition of our funding. Use our acknowledgement guidance to plan and cost your activities.

Evaluation

- This cost heading is mandatory as all projects must be evaluated.
- Include costs for evaluating your project from the beginning. You may wish to employ an individual or organisation to support you with this.
- We recommend the costs are proportionate to the scale of your project.

Contingency

- This cost heading is mandatory. Contingency is used to pay for unexpected costs required to deliver your project.
- We would expect the amount of contingency included to help manage your identified challenges or risks. It should also reflect the scale of your project.
- Make sure that you only include your required contingency here and not within the other cost headings in your application.

New build work

- Include the costs of any new building work which might be taking place as a result of your project.

Community grants

- You can include costs for any payments to third party owners, including private owners, for activities and capital works that contribute to achieving your overall aims for your project.

Full cost recovery

- Full cost recovery is a cost type used to cover indirect costs of a project. Indirect costs include overheads, or costs which are not directly related to the project your organisation is delivering, but which are essential for the running of your organisation.
- If you are an organisation in the voluntary sector, we can cover a proportion of your organisation’s overheads, which must be appropriate to the time or resources used for your project. 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
- rely upon volunteers to carry out their aims
- Include any costs for full cost recovery here.

Inflation

- Include any appropriate costs which will adequately cover predicted inflation. You should budget appropriately for inflation based on the project timescale, plus other factors such materials used, labour demands and location.

Description of cost [Text field – 50 words]

Amount [Number input, 1 or above]

VAT Amount [Number input, which can be 0]

Are you getting any cash contributions to support your project?

Cash contributions are other funds you expect to receive towards the cost of your project. This includes any cash contribution from your own organisation.

We encourage you to have cash contributions, although you do not need them.

- No, we are not getting cash contributions?[Tick box]
- Yes, we are getting cash contributions?[Tick box]

If yes:?Description of cash contribution [Text field]

Is this contribution secured? [options]

By secured we mean the cash in your bank account reserved specifically for this project, or the money has been formally offered.

- Yes, and we can provide evidence?[Tick box]

If yes: Upload evidence. This could be a letter confirming the offer or a copy of bank statements showing the funds in your account.

Upload evidence [Choose files]

- Yes, but we do not have evidence yet?[Tick box]
- No?[Tick box]
- Not sure?[Tick box]

Amount [Number input, 1 or above]

Are you getting any non-cash contributions to support your project?

Non-cash contributions are things that you need for your project that you do not have to pay for.

For example, the use of a room in a local business or materials being donated by a local company.

We encourage you to have non-cash contributions, although you do not need them.

- No, we are not getting non-cash contributions?[Tick box]
- Yes, we are getting non-cash contributions?[Tick box]

If yes:?Description of non-cash contribution [Text field]

Estimated value [Number input, 1 or above]

Provide an estimate of how much this would have cost if your project had to pay for it.

Supporting documents

Accounts

Upload your organisation's accounts.

You must provide your most recently audited or accountant verified accounts.

Accounts need to be:

- in the **legal name** of your organisation
- **dated**
- signed with a **handwritten signature**. This does not include digital signatures
- Include the **title** of the person who is signing them. This person must be a director, trustee, accountant, or other senior figure in your organisation.

If your organisation's accounts are older than 18 months, you must also provide three months of your most recent bank statements. This should be the three months before the date you submit your application.

If your organisation was set up less than 14 months ago and does not have a set of audited accounts, you must provide your last three bank statements or a signed letter from your bank confirming that your organisation has opened a bank account.

We do not need to see your accounts if you are a public organisation, for example a local authority or university.

Upload your accounts [Choose file]

Project plan and risk register

Upload your project plan and risk register.

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

Upload your project plan and risk register [Choose files]

Job descriptions

Upload job descriptions for any new staff or apprentices.

If you plan to recruit new staff or apprentices to help you deliver your project, you need to provide a job description for each new post. If you are moving a current member of staff into a project role, or extending their hours to support the project, you still need to provide a job description.

Each job description should include the proposed salary and working hours.

Upload any job descriptions [Choose file]

Briefs

Upload briefs for any commissioned work.

Briefs describe any work you plan to commission during your project.

If you are commissioning work, for example from an artist or architect, then you should provide a brief. The brief should describe the works, how long they will take, and how much they will cost.

You can find a template brief on our website.

Upload any briefs for work [Choose file]

Full cost recovery

Upload calculations for full cost recovery.

If you have included full cost recovery as a cost heading in your project costs, you must provide a document that shows how you have calculated this.

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.

Upload your full cost recovery calculation [Choose file]

Images

Upload project images.

Provide up to six images that help illustrate your project.

This could include:

- an image of a map of the area showing the locations involved in your project, if it is taking place across more than one place or across a large area.

Please make sure you have all the permissions required to share these with us, as we may use these to tell people about your project, including our decision makers. We might also use any images you send us to promote your project

publicly.

Upload any images [Choose file]

Evidence of support

Provide up to six pieces of evidence of support from other organisations or individuals who are committed to helping deliver your project or are key to your project's success.

This could include:

- permission from landowners to access sites
- confirmation from a local museum that they will host your exhibition
- confirmation from a local community group that their members will take part in your planned activities
- offers of support from other funding organisations
- independent valuations of any buildings, land or heritage items

We do not need to see general statements in support of your project.

Upload any evidence of support [Choose file]

Check your answers

You will be shown a summary of all your answers.

You will also have the option to go back and change an answer if needed.

Confirm declaration

You will be asked to read and agree with our declaration.

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

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

Tick this box if you would like to be involved in our research, or find out more. [Tick box]

We may contact you from time to time to keep you informed about the work of The National Lottery Heritage Fund.

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

I have read and agreed with the declaration. [Tick box]

Declaration

a) Data Protection

We are committed to being as open and transparent 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. We follow all data protection laws 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. 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.

As part of the application process we will collect your name, contact information and position at the organisation you represent as well as any additional personal information you supply about you or others involved in your project. 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.

We may use your application form and other documents you give us, and the data contained within:

- 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. This may include sharing your information and any subsequent publicity with third party partner distributors.

b) Freedom of Information

As a public organisation we are subject to the Freedom of Information Act 2000 and Environmental Information Regulations 2004 which give the public a right of access to the information that we hold, unless any exemptions apply. This includes any recorded information provided to us by our applicants and grantees.

When you complete the Declaration at the end of the application form, you are confirming that you have no objection to us releasing the application form and any other information you provide to us to anyone who asks to see them once your application has completed the assessment process. If there is any information that you don't want made publicly available, please explain your reasons below:

[Text box]

If we receive a request for information we will always consult you first and will take your comments into account and will apply the exemptions in the Freedom of Information Act 2000 and Environmental Information Regulations 2004. However, the decision to release or withhold your information is our decision and we will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

- 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, if awarded a grant, to accept and pay back the grant.
- I confirm that, as far as I know, the information in this application is true and correct.
- I consent to my personal data being used as described and understand that should the requirement change from that described I will be informed at the earliest convenience.

Application submission

Your application has been submitted!

What happens next?

1. We will send you an email soon with a project reference number.
2. We will check your application and the information provided, to make sure we have everything we need to assess your application. This will include checking you have provided all the appropriate supporting documents.
3. We may contact you to request more information or documents if needed.
4. We will check your application and once we have everything we need to assess your application, we will let you know our decision within eight weeks.

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.

3rd Jul 2026

We updated travel costs by car to the new rate of 55p a mile.

19th Jun 2025

We added a link to using ai in your grant application.

19th Dec 2024

We added a link to a template brief for commissioned work under ‘Supporting documents’.

4th Jul 2024

We added further information to our guidance on digital outputs.

20th May 2024

Added reminder to 'add VAT to your project costs where applicable'.

8th Apr 2024

We added a new question ‘Do you want to add a grid reference?’ for projects which are taking place across a large area, at more than one site or in a place which is difficult to find using a postcode.

Watch: how to apply for £10,000–£250,000 funding for a heritage project

Got an idea for a heritage project but not sure where to start? This video is designed to help you understand the requirements for our grants and submit a good quality application.
Remote video URL

We've embedded content from YouTube here. As YouTube may collect personal data and track your viewing behaviour, we'll only load the video after you consent to their use of cookies and similar technologies as described in their privacy policy. We will also set a cookie to remember your preference.

Accept Watch on YouTube

Watch to get a better understanding of the resources we have to support you, hear examples of how to take our investment principles into account, get a step-by-step tour through our application form and learn top tips to give your grant bid the best chance of success.

The video is based on our popular bimonthly Helping you apply webinars and gives you on-demand access to Heritage Fund expertise and inspiration from grantees who’ve been there and done it before.

Project plan and risk register template

30/01/2024

See all updates

We ask you to complete a project plan and a risk register to help us understand how you plan to manage your project.

Attachment	Size
XLSX View Project plan and risk register template (.xlsx) as XLSX(26.12 KB)	26.12 KB
XLSX View Templed cynllun prosiect a chofrestr risgiau (.xlsx) as XLSX(26.41 KB)	26.41 KB

The project plan is one of the most important parts of your application. Download and use this template for grants between £10,000 and £250,000. It should set out all the task in a logical way and include a risk register.

Please note, the template has two sheets: one for the project plan and one for the risk register.

Project plan

The project plan should provide detailed information about the tasks you outlined in your application.

For each task, make it SMART:

- specific
- measurable
- achievable
- realistic
- time-related

Setting out your project plan

We recommend that your project?plan?is in?chronological order. This is where you tell us about the?things that your project will do and produce. Tell us?what your project outputs will be and who will be involved. Include numbers?where you can.

The project plan should focus on the tasks that must be completed to make the project a success. You should include all the key activities and milestones you hope to achieve.

When filled in, the table should give you and your?colleagues a realistic?plan?for carrying out your project.?However, we understand that the?plan?is likely to?change and improve as your project develops.

We will ask you to collect data throughout your project to measure the success of your plans and ask you to reflect on them in your project evaluation.

Risk register

A risk register is a document, usually set out as a table, that lists all the risks identified by an organisation and prioritised in order of importance.

We know all projects face challenges and risks. We will want to see what risks you have considered, the impact the risk would have on your project and how you would plan to manage each risk.

For each risk, outline:

- the nature of the risk, for example technical, market, financial, economic, management, legal
- a description of the risk
- the chance of the risk happening, using a percentage value or low, medium or high grading
- the impact the risk could have on project costs, time and quality of the project
- the overall effect the risk may have on project delivery
- how you would manage with the risk

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

30/06/2026

See all updates

This guidance sets out how you will receive your grant from us. It also explains what we expect of you before, during and after receiving it.

Introduction

When you receive a grant from us, it is important that you understand the steps you will need to take throughout your project. Our funding is public money from National Lottery players, so you must read and understand all our guidance to make sure you are compliant with our requirements. This includes:

- this receiving a grant guidance
- your application
- the programme application guidance
- the grant contract, including the terms and conditions of grant

Additional guidance is available in the Funding and Good practice guidance sections of the website. You can also explore our position and advice on using artificial intelligence (AI) tools during your project.

If you do not comply with our requirements, you may be in breach of our terms and conditions, which could have an impact on your grant and your grant payments.

If you have any questions or concerns after you have read this guidance, get in touch with us for support.

If you have already been awarded a grant, you should contact your Investment Manager, who is there to support you throughout your project. They will work with you in a way which is proportionate and appropriate to your grant and you should keep in regular contact with them.

If you have applied or are thinking of applying for a grant, you can contact your local team or our Customer Services team.

Project timeline

There are several key stages you will go through as you deliver your project. As you work with us, you will:

- give us more information about your project
- agree to the terms and conditions, within six months of the date you received the email inviting you to do so and after you have given us more information about your project
- deliver your project and give us regular project updates
- request your grant payments and give evidence about how you have spent the money
- submit your final project update and completion report, and request your final payment, by your grant expiry date

Providing evidence of your project

Throughout the delivery of your project, we will expect you to collect evidence to show:

- how you are complying with the grant contract
- how you are spending the grant
- the impact of our funding

You should make sure to follow good practice and keep records throughout your project to help you answer any questions we may ask.

Find out more about providing evidence of how you are spending your grant.

Complying with our requirements

When updating us on your project, we will ask you questions to help us understand how you are complying with the grant contract and our requirements. You may also need to send us evidence of this.

For example, we will ask you about:

- any staff you have recruited to help you deliver your project
- any goods, works or services you have procured

Evidence of this could include:

- a report on the recruitment process for a staff member
- a report on a service you have procured

If you are unable to provide the evidence we ask for, you may be in breach of the grant contract and this could have an impact on your grant and your grant payments.

You should keep all evidence for seven years after the grant contract has finished.

Your project's impact

We will also ask you questions throughout your project to help us gather data on the impact of our funding. This is because we want to learn from and share information about the projects we fund. It also helps inform our practice and how we deliver our strategy.

For example, we will ask you about:

- jobs, apprenticeships and training opportunities created as a result of your project
- any volunteers you had and the hours they spent supporting your project
- people who benefitted from your project, such as the number of people who have visited your project

Evidence of this could include:

- a log of any training staff have undertaken as a result of your project
- the number of hours volunteers have spent supporting your project each year and in total across your project
- the number of people who have visited your project online and onsite each year and in total across your project

Publicising and acknowledging your grant

During your project we will work with you on publicising your grant and will support you in acknowledging our funding. You should also tell us about any key project events and openings, so we can send a representative to attend where possible.

If you are creating publicity or marketing materials, make sure you share these with us so we can approve them first. For example, press releases or signage.

Every project which receives funding from us must publicly acknowledge our support. You should think about how you will acknowledge your grant from the very start of your project. We expect acknowledgement to be prominent and proportionate to the size of your grant.

Find out more about acknowledging your grant and our acknowledgement toolkit.

We also want to celebrate the impact our funding makes across the UK. As part of this, we may contact you about opportunities to feature your project in our own and National Lottery promotional activity.

This could include, but is not limited to:

- displays in retail outlets
- inclusion in campaigns, for example National Lottery Open Week
- being highlighted as an example of how funding benefits local communities

Taking part can help raise awareness of your project, inspire others and demonstrate the impact made possible by National Lottery players.

Before starting your project

You will receive an email from your Investment Manager, providing information about your grant award. This email will detail what needs to be done before you can start your project and will ask you to complete the following tasks.

You should not start any work on your project until you have our written permission to do so. If you do start any work before receiving this permission, it is at your own risk and we will not cover any costs incurred.

Give us more project information

Once we have told you that you have been awarded a grant, you will need to sign into your account and give us more information about your project. These questions are not part of your application and your answers will not affect your grant award. The information you provide helps us gather data about the impact of our funding.

To help you to answer these additional questions about your project, read the Give us more project information guidance and questions.

You will need to complete this task before you can agree to the terms and conditions of your grant and start your project.

Accept your grant

After you have given us more information about your project, you will receive an email inviting you to sign into your online account and accept the grant. This includes:

- checking and agreeing your project details
- agreeing and signing your terms and conditions

You must submit this information within six months of receiving the email.

While we have a standard grant contract for most projects, we may vary our processes and terms depending on the specific circumstances of your project. If this applies to you, we'll tell you about any additional terms at this stage.

Check and agree your project details

It's important that you check all of your project details are correct before continuing. If there are any details that are incorrect you will need to let your Investment Manager know what has changed before you can continue.

To agree to the grant, you will need to:

- 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
- tell us if there are any significant changes to your project since you submitted your application, for example changes to project partnerships or cash contributions

You will have been given a grant expiry date, which is when we expect you to complete your project and achieve the approved purposes. This date will usually be three months after the project end date you gave us in your application to allow you to complete your project. Find out more about completing your project.

There may be additional evidence or documents we require at this stage and your Investment Manager will let you know if this is the case. You can upload any documents in the evidence section.

Evidence could include:

- permissions or licenses
- Proof of property ownership including, for example, up to date copies of the Land Registry title register with plan, leases and evidence of any existing mortgages. If the name on these ownership documents does not exactly match your organisation name, let us know before you agree to the terms and conditions so we can update it.
- an updated project plan and risk register if there have been substantial changes to your project since you applied for your grant
- a project cashflow forecast, showing when you expect to receive any cash contributions and grant payments
- a project management structure and a document outlining your approach to choosing consultants, contractors and suppliers
- if applicable, proof of partner funding

Once you have uploaded any additional evidence, you will be taken to the Agree and sign your terms and conditions for your grant section.

Agree and sign your terms and conditions

You will be asked to tell us details of two legal signatories for your organisation. This is so we can send them a link to download, read, sign and upload the terms and conditions.

If you are a legal signatory for your organisation, you will be taken directly to the terms and conditions process at this stage without the need for a separate email.

Before we can process your terms and conditions, you will need to, if applicable:

- have secured all cash contributions, statutory permissions and any necessary licences
- met our ownership requirements

The legal signatories must either digitally sign the document or print, sign and scan the document. All signatures must be new and cannot be copies.

Once we have processed the information you have provided, we will confirm this to you in an email. This email will be our written permission that you can start your project.

You will then be able to give us your bank details, so we can pay the first instalment of your grant.

During your project

As you deliver your project, we encourage you to keep in touch with us. This is so we can hear about the things you are achieving and support you with any issues that may come up. You can always contact your Investment Manager for advice on managing your grant at any point during your project.

Updating us on your project

Throughout your project, you must give us regular updates about how it's going. We will use these updates to:

- monitor the progress of your project and support you as needed
- make sure you are complying with our requirements
- gather information about the impact of our funding

Over the life of your project, you will need to submit:

- a shorter project update every three months
- a full project update when you request a payment
- a separate yearly project update once a year
- a final project update and completion report when you complete your project

In your shorter project update, you'll tell us how your project is going and be able to share anything that has gone well or not gone well.

If a different project update schedule is needed, your Investment Manager will discuss this with you.

How we will pay your grant

Your grant will be paid in three instalments.

The first 50% will be paid at the start of your project, after you have accepted your grant, we have given you permission to begin your project and you have provided your bank details.

After you have spent the first 50% of your total project costs, you can request the next 30% of your grant. To do this, you will need to submit:

- a full project update
- a payment request and provide evidence of how you spent the first 50% of your total project costs

You can request the final 20% of your grant after you have finished your project. To do this, you will need to submit:

- a final project update and completion report
- a final payment request and provide evidence of how you spent the final 50% of your total project costs

For all payments, we aim to pay you within 10 working days of having all the information we need.

If your project involves the acquisition and purchase of buildings, land or heritage items, we will pay the full grant amount needed for the purchase in a single payment. Your Investment Manager will contact you with more information about how this payment will be made and anything they require from you.

Providing evidence of what you have spent

When requesting your second and final payments, you'll need to tell us how you've been spending your grant. You must provide individual invoices for all expenditure over £500. They should also be clear, readable and not damaged or tampered with.

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 of the organisation submitting the payment request
    - email address
    - telephone number
    - company number
    - VAT registration number, if they are VAT registered
- a description of the services provided
- if applicable, the gross amount with VAT, or the net amount with the VAT amount included separately

You do not need to submit invoices for costs under £500, but you must tell us about these costs when you submit a payment request.

Salaries for project staff should be evidenced by providing payslips or a letter signed by a member of your organisation with financial authority.

If you are claiming full cost recovery, you can evidence this by providing a letter signed by a member of your organisation with financial authority.

If your project involves an acquisition of heritage property, you will need to provide us with an invoice for the full purchase price.

We will only cover costs which we have agreed to fund. We cannot cover the costs of VAT that you can reclaim. It is your responsibility to seek appropriate advice about reclaiming VAT. 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.

Changes to your project

We understand that challenges can come up during a project. This could include:

- any issues within your organisation
- changes to your project costs
- delays to your project timeline
- difficulty achieving your approved purposes

It is important that you let us know about any challenges you are facing, so we can provide advice and support. If any of these challenges mean there could be substantial changes to your project, you must discuss this with us as soon as possible. This is because any changes will need to be agreed and approved by us before they are made.

This includes any changes to your agreed budget, including moving costs between cost headings or using contingency, and any changes to your approved purposes.

If the cost of your project increases, we will only consider increasing your grant in exceptional circumstances. We cannot accept any grant increase requests that will mean your total grant is over the programme limit of £250,000.

If you experience delays in delivering your project, you can request an extension to your grant expiry date. If your project takes more than a maximum of five years to complete from the date you accepted your grant and signed the terms and conditions, we may close your grant. We may also ask for the repayment of all or part of the money you have received.

Any requests for changes to your project must be made in writing. This could be an email or, if there are substantial changes, we may ask you to complete a separate form.

You will need to tell us how any changes will impact:

- the quality of your project
- the cost of your project
- the time you need to complete your project
- the future viability of your project

We may decide to re-assess your project or take any other action we consider necessary. We cannot guarantee we will agree to your request and we may only do so if you agree to additional terms and conditions. We will discuss any decision we make with you.

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

Procurement

In all projects, whenever you use your grant to purchase goods, works or services, we will ask you to give us details of how you procure them. This is the buying, tendering and selection process. If you have already purchased goods, works or services for your project, you will need to tell us how you did it.

We cannot pay your grant if you have not followed the following procedure.

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

Procedures to recruit consultants and contracts must be fair and open and comply with relevant equality and employment legislation. Fees for any consultants or other professionals that you recruit during the project should be in line with professional guidelines and be based on a clear written specification.

If any of the contractors, suppliers or consultants you wish to appoint are linked – for example close friends or relatives, or if there is any financial link such as ownership of these suppliers – you will need to obtain written permission from us first.

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

If you are unsure about your obligations, we advise you to take professional or legal advice. You can also see our procurement good practice guidance.

£10,000 or under (excluding VAT)

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

More than £10,000 and up to £50,000 (excluding VAT)

You should get at least three competitive tenders or quotes for all goods, works and services worth more than £10,000 and up to £50,000 (excluding VAT) that we have agreed to fund.

More than £50,000 (excluding VAT)

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.

Considerations for procurement

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 £10,000 or under (excluding VAT)

- a framework agreement is in place for the supply of goods, works or services which has been previously competitively tendered, and the goods or services are directly relevant to the scope of the project works to be undertaken
- There is a project contract in place, which has previously been competitively tendered, and it is logical to extend to cover additional project work. In this case you must confirm that:
    - in the case of capital works the prices of most elements of work, including preliminaries, overheads and profits can be directly applied from the existing contract to the new work
    - the new work is smaller in scale, and is of a similar type to the main contract work
    - the contractor will not claim disruption or prolongation cost to the main contract if the new work is introduced
    - the existing contract restricts work being undertaken by others
- the goods, works or services required are unique as set out in a non-branded requirement specification and it is not possible to obtain them from other sources by competitive tender
- You can demonstrate that you have tried to tender the goods, works or services openly and competitively but had not received sufficient interest. The only tender received was submitted by a service provider who believed they were doing so in competition with others.
- emergency work where it can be shown that time taken to obtain tenders would put the project at risk and add considerably to eventual costs
- the company providing the single tender is not connected, either through ownership or through family connections, with senior representatives of the grantee

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

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

You should make sure any contractor, supplier, consultant or partner who may contribute to the creation of digital outputs is aware of our requirement for projects to share these under a Creative Commons Attribution 4.0 International licence or equivalent. You must also make sure you have agreement for the resulting work to be shared in this way.

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

Community grants

As part of your project, you may have asked us to contribute towards a pot of money that you can use to fund other groups or organisations, who we call community grant recipients, to complete pieces of work that will contribute to the overall aims of your project. This is called a community grant.

Before you launch your community grant scheme, you will need to send us details about your application, decision making and progress monitoring processes. This should be sent to your Investment Manager who will review and approve it.

When making a payment request to us, you must include a list of community grant recipients as evidence of expenditure. The list must include how much each community grant recipient was awarded, the date of the decision to award the grant and must be signed by two people from your community grant decision panel.

You are responsible for monitoring the progress of community grants and ensuring compliance with the terms you have agreed to during your project application. You will need to decide how you will keep in touch with each community grant recipient and what information you want to see from them. This can be proportionate depending on the size of the grant and what it was awarded for.

You should tell us how the community grant scheme is progressing in your project updates to us and evaluate the overall effectiveness of community grants within your project in your completion report.

Completing your project

Once you have finished your project, you'll need to complete a final project update and completion report and request your final payment. You'll also need to send us all the necessary documents we ask for.

Completion report

The final project update and completion report helps us to understand how successful your project has been. It also allows us to make sure you have complied with our requirements. It will be similar to your regular project updates and will include questions about how your project went.

By complete we mean:

- your project is finished and you have achieved your approved purposes
- if applicable, you have met any additional grant conditions
- you have submitted a final project update and completion report
- you have submitted a final payment request and provided evidence of how you have spent the grant
- you have appropriately acknowledged your grant
- you have evaluated your project and sent us your evaluation report
- you have supplied high resolution images documenting your project, and have secured all individual consents for use of those images
- if your project involved capital works, you have provided a practical completion certificate
- if applicable, you have listed the project's digital outputs and provided the web address (URL) of the website or websites where they can be accessed
- if applicable, you have filed your conservation plan with the relevant public library, archive and database, and shared the details of this with your Investment Manager
- if applicable, evidence of recording and collecting habitat and species data

We must receive your report before your grant expiry date. You cannot receive your final payment until your report has been approved by your Investment Manager.

After we have reviewed all your information, and processed any final payment, we will confirm with you that your project is complete. The date we confirm this with you will be known as the project completion date.

Requesting your final payment

After you have submitted your final project update and completion report, you will be able to request your final payment. To do this, you must provide evidence of how your remaining grant was spent.

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

If you have spent less on your project than the money we have paid you, your final payment may be reduced or you may need to return any money you have not spent. If this happens, we will agree the final amount with you before making the payment.

After your project has completed

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

You will also need to uphold your grant terms after your project is completed.

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.

Terms and conditions of your grant: £10,000 to £250,000

30/01/2024

See all updates

Example terms and conditions that we use for grants between £10,000 and £250,000. If you are awarded a grant, your specific terms and conditions may differ from these.

Page last updated: 30 June 2026.

Definitions

These are the definitions for the important information related to your Project. When we refer to these words in the terms and conditions, this is what we mean:

‘we’, ‘us’, ‘our’ – the Trustees of the National Heritage Memorial Fund (who administer The National Lottery Heritage Fund and other grant funding on behalf of other bodies from time to time).

‘you’, ‘your’ – the organisation(s) awarded the Grant and any organisation which agrees to be a joint grantee and to comply with the Grant Contract.

Additional Grant Conditions – any additional grant conditions set out as part of Your Project Details.

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

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

Approved Usage – this means how you said you would use the Property after the Project Completion Date and applies until the end of the Grant Contract.

Digital Outputs – all material with heritage content created in or copied into a digital format by or for you in connection with the Project.

Grant – the amount of money that we have awarded you to carry out your Project.

Grant Contract – this is made up of:

- your Project Details
- these terms and conditions
- any Additional Grant Conditions if applicable
- Receiving a Grant guidance, as amended from time to time
- your Application

Grant Expiry Date – the date by which you must achieve the Approved Purposes.

Other guidance – all other guidance relevant to the Project available on our website as amended from time to time.

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).

Project Completion Date – the date of the email we send you letting you know that the Project is recorded as complete.

Property – any property that you buy, create, receive or restore, or property that is otherwise funded by the Grant including Digital Outputs, intellectual property rights and any documents that you produce or order as part of the Project.

Receiving a Grant – the guidance we publish to explain how we will work with you throughout your project, including how we pay the Grant, monitor the Project and agree changes to the Grant.

Your Project Details – this is the page that you check and confirm important information about your Project including the Grant, Grant Expiry Date, Additional Grant Conditions and Approved Purposes.

Timings

1.1 Get your Grant payment

You must have requested and received 100% of your Grant by your Grant Expiry Date. After this date, your Grant offer expires, and we won’t be able to make any more payments to you. If you think you need an extension to this date, contact your Investment Manager.

1.2 Deliver your Project

You must complete your Project by your Grant Expiry Date.

To complete your Project, you need to have:

- delivered all the work and activities in your Project
- provided evidence of how you spent the Grant, for all costs over £500
- completed and sent us your completion report
- evaluated your Project and sent us the evaluation report

How long the Grant Contract lasts

If your Project includes:

- Activities, like an exhibition, or an event with no Digital Outputs or capital works, these terms and conditions end on the Project Completion Date.
- Digital Outputs, like the creation of a website, these terms and conditions will apply for five years after the Project Completion Date, if you are a not-for-profit organisation. If you are a private individual or for-profit commercial organisation the terms and conditions will apply for five years after the Project Completion Date.
- Capital works, like a building or restoration, these terms and conditions will apply for five years after the Project Completion Date. If you are a private individual or for-profit commercial organisation the terms and conditions will apply for 10 years after the Project Completion Date.
- Buying a heritage item, land or building, these terms and conditions will apply indefinitely. If you want to sell, destroy or 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 or require share of proceeds in proportion to the value of the Grant.

Funding requirements

3.1 Projects must:

- only use our funding for the agreed Project costs and Approved Purposes
- only start work after we have confirmed in writing that the Project can start
- finish on or before your Grant Expiry Date
- acknowledge the Grant publicly in line with the requirements set out on our website and any other requirements we may tell you about from time to time, including sending us digital images of the Project, with the agreed relevant permissions
- demonstrate current industry standards and best practice in your area of heritage
- follow any Additional Grant Conditions (if applicable) and meet the requirements set out in the Programme Application Guidance, Receiving a Grant guidance and any other guidance published on our website which is relevant to the Project
- follow all relevant legislation and regulations, for example, this could be listed building consent or planning permission
- provide regular financial and project progress reports
- undertake ongoing evaluation reporting and produce a final evaluation report at the end of the Project,

- following completion of the Approved Purposes, continue to use the Property for the Approved Usage (this will not be applicable if your Project is activity only)

You acknowledge that the Grant comes from public funds and you must ensure that the Project does not put us in breach of the UK's domestic obligations under the Subsidy Control Act 2022 or international obligations in respect of subsidies. You will maintain appropriate records of compliance with the relevant subsidy control regime and will take all reasonable steps to assist us to comply with the same and respond to any proceedings or investigation(s) into the Project by any relevant jurisdiction or regulatory body.

3.2 Organisations must:

- maintain sound administration, accounting and audit process
- agree to follow a whistleblowing process to report if the dignity, safety, security and well-being of end-users is not met
- agree not to engage in any personal, business or professional activity which conflicts or could conflict with any of your obligations in relation to the Grant Contract, and keep in place adequate procedures to manage and monitor any actual or perceived bias or conflicts of interest
- follow and comply with all applicable laws, statutes and regulations that apply to your organisation. This includes (but is not limited to):
    - anti-bribery and anti-corruption, including but not limited to the Bribery Act 2010
    - data protections laws including the UK GDPR and Data Protection Act 2018. For the purpose of the Grant Contract and the Approved Purposes, we do not envisage that either party will process any personal data for or on behalf of each other, under or in connection with the Grant Contract. If we or you anticipate that the other will process any personal data for and on behalf of each other we shall agree a variation to the Grant Contract to incorporate appropriate provisions in accordance with Article 28 of the UK GDPR, or as otherwise required by the Data Protection Legislation
    - safeguarding policies and procedures where applicable
- behave ethically by following the 7 principles of public life and make sustainable choices to reduce your Projects impact on the environment
- follow the government Code of Conduct that sets out the standard of behaviour for people or organisations that receive government grants
- tell us in writing as soon as possible if any legal claims are made or threatened against you and/or would adversely affect the Project during the period of the Grant (including any claims made against members of your governing body or staff concerning the organisation)
- tell us in writing as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, H M Revenue & Customs or any other regulatory body

3.3 Monitoring your Project

We may ask to visit your Project, inspect the Property, or see documents or information about your Project, so that we can provide appropriate support, and to ensure that you are:

- delivering your Project and using the Property in accordance with your Application, with any changes we have agreed

- identifying and managing risks, including Project, financial and fraud risks (it is important that you notify us of all actual or suspected cases of fraud, theft or financial irregularity relating to the Project)
- correctly accounting for spending any budget
- keeping to the Approved Usage following the Project Completion Date

You must take appropriate steps to monitor your own success in achieving the Approved Purposes and it is important that you provide us with information when asked, address any issues, and take into account any recommendations we make, in the course of monitoring.

We, and the National Audit Office and/or their authorised representatives may, at any time during and up to seven years after the end of the Grant Contract, conduct audits in relation to your use of the Grant and/or compliance with the Grant Contract. You agree to act reasonably in cooperating with such audits, including by granting access to relevant documentation, premises and personnel.

3.4 If you're buying goods, works or services

If the Grant is used to buy goods or services, you must carry out a tendering exercise in line with the requirements set out in the Receiving a Grant?guidance.

3.5 If you're producing Digital Outputs

Digital Outputs include things like photographs, documents, code, websites, digital archives, sound and video recordings or audio-visual installations.

If your Project includes Digital Outputs, by accepting these terms you also agree to:

- Release all Grant funded Digital Outputs under our default licence, Creative Commons Attribution 4.0 International (CC BY 4.0) or equivalent, except code and metadata which should be marked with a Creative Commons 0 1.0 Universal (CC0 1.0) Public Domain Dedication or equivalent. Assets already in the public domain cannot be included in our required licence, so should be marked with a Creative Commons 0 1.0 Universal (CC0 1.0) Public Domain Dedication, or equivalent.
- No new rights arising in non-original materials resulting from the reproduction of public domain works supported by grant funding. Digital reproductions of public domain materials, including photographic images and 3D data, should be shared under a CC0 1.0 Public Domain Dedication.
- Be the rightsholder of any original Grant funded materials you can produce. Where other people contribute materials to the Project, or the Project makes use of pre-existing materials, it will be your responsibility to get permission from the rightsholder to apply our default licence.
- Ensure that the Digital Outputs are kept up-to-date, function as intended and do not become out-of-date before five years after your Project Completion Date, (or where the lead applicant is a private owner of heritage, for 10 years from the Project Completion Date),
- Ensure websites and website content meet at least W3C Single A accessibility standard.
- Provide us with the web address or addresses (URL/s) of the site, or sites, that will host your Digital Outputs, and update these if materials are relocated.
- Ensure free and unrestricted online access to the Digital Outputs.

You must not release your Project's Digital Outputs on other terms without our prior written consent.

3.6 If your Project includes Property

Property includes:

- land and buildings
- anything fixed to land such as structures and statues
- objects in a museum or library collection which are being acquired, restored, conserved or improved with our Grant
- intangible or non-physical property which is being created such as copyright in a book or in a digital database

You must continue to own the Property and keep exclusive control over what happens to it. This means you must not sell or lease the Property. Other than as permitted in the Digital Output section, shown above, you must not sell, let or part with it or any interest in it, or give any rights over it to anyone else, or take steps to do so, without our approval beforehand.

Our approval may depend on the following:

- that you pay us a share of the net proceeds of selling or letting the Property within one month of parting with the assets or other goods
- that you sell or let the Property at its full market value
- any other conditions we think apply

We may claim from you an amount in the same proportion to the sale price as the Grant is to the original cost of the Project, or the portion of the Grant spent on the assets or goods concerned, whichever is the greater. You must pay whatever we decide is appropriate in the circumstances. We may decide not to ask you to repay the Grant (or any part of it as we think fit) but it is for us to decide.

You must:

- maintain the Property in good repair and condition. If necessary, you must also keep any objects or fixtures that form part of the Property in an appropriate and secure environment
- insure the Property to the standard set out in, and use any proceeds of the insurance in line with the Programme Application Guidance
- tell us promptly of any significant loss or damage to the Property
- if the Approved Purposes include the preparation of a maintenance and management plan or a conservation plan, you must maintain, manage or conserve the Property in accordance with the version of the relevant plan that we have approved,
- arrange for the general public to have appropriate access to the Property and that no person is unreasonably denied access,
- you must use the Property, or allow it to be used, only for the Approved Usage.
- if the Approved Purposes involve using part of the Grant to buy, receive, create, restore, conserve or otherwise fund third party property you must comply with the requirements set out in the Programme Application Guidance and Receiving a Grant guidance relating to the contractual arrangements we expect you to enter into with the third party

Grant payment

We will pay you the Grant following these terms and conditions and the procedures explained in the Receiving a Grant guidance as long as the National Lottery operates under the National Lottery etc. Act 1993 (as amended from time to time) and the Trustees of the National Heritage Memorial Fund operate under the National Heritage Act 1980 (as amended from time to time), and;

- enough funds are made available to us under the National Lottery Act (or from other such other sources that are required to deliver our grant programmes)
- we can see that your Project is delivering, or has delivered, the Approved Purposes, and that you are spending the Grant in proportion to any partnership or other funding for the Project
- where it is possible we will give you at least 3 months' notice if we need to stop your Grant funding.

4.1 What happens if you underspend your Grant

If you complete the Project without spending the whole Grant, you must return the unspent amount to us immediately.

4.2 What happens if you overspend your Grant

We are unable to increase the Grant due to overspending. You should contact us if you anticipate overspending your Grant.

4.3 When you might need to repay your Grant

There are certain situations in which you will need to repay any Grant already received, and future payments will be suspended or stopped. In these circumstances, it is important to remember that as a public body we will act reasonably and fairly. Before we stop any funding we might ask you to carry out certain steps, take certain action or provide us with information. We will give you a reasonable opportunity to take these steps before we take any action.

Circumstances include, if:

- you stop operating, or become insolvent, including if you are declared bankrupt or placed into receivership, administration or liquidation
- you fail to use the funding for the Approved Purposes unless agreed in advance by us
- you fail to keep to the Approved Usage unless agreed in advance by us
- you dispose of the Property without our permission
- you fail to provide us with information or carry out our reasonable instructions to address any issues with your Project
- we believe you have given us fraudulent, incorrect or misleading information, or knowingly withheld relevant information
- you have acted negligently in any significant matter or fraudulently in connection with the Project
- any competent authority, for example, a court, a public body, or local authority directs the repayment of the Grant, including circumstances where the Grant is deemed to be an unlawful subsidy
- there is significant change in your organisation structure unless otherwise agreed with us. For example, if you decide to change your informal club, group or association to become a Charitable Incorporated Organisation (CIO) or a charitable company. It would also include a significant change in your governance, board or committee
- you bring us, or the National Lottery, into disrepute through things you do or fail to do
- we consider your action or inaction puts public funds at risk

- we terminate or suspend any other Grant we have given you
- we feel you have not made good progress with your Project or are unlikely to complete the Project or deliver the Approved Purposes
- you fail to keep to any of these terms and conditions.

If you fail to repay the Grant then the sum will be recoverable summarily as a civil debt.

The Grant shall not be repayable in the following situations, if you, or the new owner (if relevant), send us a request for consent to the change which we agree in writing, a:

- change of ownership of the Property
- material change in your organisational structure
- change to the Approved Purposes
- change to the Approved Usage

If you think that any of the above applies to your Project, please contact us.

General conditions that apply to your Grant

- we may make the purpose and amount of the Grant public in whatever way we think fit
- you must not transfer the Grant or any rights under these terms and conditions
- you must take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms and conditions and to give us the rights granted to us under them
- if there is more than one of you, any liability under these terms and conditions will apply to you all together and separately
- we may rely on any of our rights under these terms and conditions at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these terms and conditions
- any documents you need to send us under these terms and conditions are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose
- these terms and conditions cannot be enforced by anybody other than you or us
- our staff, Trustees and advisers cannot give you professional advice and cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding you are still fully responsible for every part of your Project, your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take proceedings against you

Check and confirm your agreement

To be able to release payment of your Grant, you now need to check and confirm the following statements.

6.1 Agree to the terms and conditions you have read

- I confirm that the activity in the Project falls within the purposes and powers of the organisation and that the organisation has the power to accept and pay back the Grant

- I confirm that we will keep to the terms and conditions
- I confirm that, as far as I know, the information supplied is true and correct and that anything supplied in future will be true and correct
- I understand that any information submitted to the National Lottery Heritage Fund could be shared publicly if it is subject to a request under the Freedom of Information Act 2000 or Environmental Information Regulations 2004
- I take full responsibility for ensuring that the bank details provided by my organisation are correct, I also confirm that the bank account details provided by our organisation have been checked by more than one individual to ensure accuracy.
- I confirm that I have read the Grant Contract with the Trustees of the National Heritage Memorial Fund who administer funding through The National Lottery Heritage Fund. I agree, on behalf of the organisation, to be contractually bound.

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.