

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

This guidance sets out how you will receive your grant of £3,000 to £10,000.

It also explains what we expect of you before, during and after receiving it.

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Introduction

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

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

We like to work in a collaborative way, so keep in touch with us if you need our support. Your first point of contact with the National Lottery Heritage Fund is the person named in the Grant Notification Letter. We expect you to respond promptly to any requests for information and to discuss any substantial changes to your Project with us. You must address any issues we identify throughout your Project. We would like to visit or meet all of the organisations we fund but unfortunately, this is not always possible. However, please invite us to key

Project events and openings and we will aim to send a representative where possible.

We will carry out checks at the end of your Project to confirm that it has delivered the Outcomes identified in your Application and the Approved Purposes set out in your Grant Notification Letter. You **do not** need to submit any invoices to us, but

it is very important that you keep them as they may be required for auditing purposes.

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

- Grant Notification Letter;
- Standard Terms of Grant;
- Any Additional Grant conditions;
- Signed Permission to Start and Payment Request form.

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

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

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

Top Tips

- Don't start your Project before we give you permission;
- Consider evaluation of your Project from the beginning;
- Acknowledge your funding & promote the National Lottery;
- Keep track of your Project spend;
- Keep all invoices and receipts;
- Know your Approved Purposes;
- Review and learn from what you are doing;
- Make sure you speak to us about any issues;
- Keep Project evidence, for example from launches, workshops & promotion;
- Above all else, enjoy your Project!

Project Timeline

1. Grant award
2. Submit Permission to Start within **3 months**
3. Deliver your project Activity within **12 months**
4. Submit End of Grant Report within **3 months**
5. Duration of terms of contract: up to **5 years** (see [section 7](#))

How we will work with you

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

Important Documents

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

- Grant Contract;
- Programme Application Guidance;
- Acknowledgement section of our website;
- Evaluation: Good-Practice Guidance.

All guidance is available in the [Funding](#) and [Good practice guidance](#) sections of the website.

Grant Expiry Date

Your Grant Expiry Date is the date by which **you must complete your Project and submit your End of Grant Report** and can be found in your Grant Notification Letter. We allow up to 18 months to complete your Project including three months to obtain Permission to Start, 12 months to deliver your Project activity and 3 months to submit your End of Grant Report.

If you experience delays in delivering your Project, you can request an extension to the Grant Expiry Date (see [section 5](#)).

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

Promotion of your National Lottery Grant

Promoting and acknowledging the National Lottery is a condition of your Grant Contact.

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

You must acknowledge your Grant publicly as soon as your Project starts by displaying the National Lottery acknowledgment logo. You can find out more about how to request acknowledgment material in [section 2](#).

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

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

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

Grant Publicity

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

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

Procurement: Consultants, Contractors and Suppliers

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

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

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

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

us first.

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

Under £10,000

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

Between £10,000 and £50,000

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

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

Above £50,000

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

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

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

- the total price of the contract is less than £10,000,
- a framework agreement is in place for the supply of goods, works or services which has been previously competitively tendered, and the goods or services are directly relevant to the scope of the project works to be undertaken,
- there is a project contract in place, which has previously been competitively tendered, and it is logical to extend to cover additional project work. In this case you must confirm that:

- 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 well-being
- Environmental sustainability
- Safe supply chains

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

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

Recruitment of Staff

All staff posts must be advertised with the following exceptions:

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

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

If you are moving an existing member of staff into a post created by the Project, then we can either pay for the cost of this member of staff, or for the cost of backfilling their post, whichever cost is less (where an employee is assigned to a new job and their position is temporarily filled by another employee).

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

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

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

Online Forms and Portal Login

You will need to fill in two online forms, one before you start your Project and a second when you have completed your Project. Both forms can be accessed via the portal area of our website (the area where you completed and submitted your Application).

To log onto the portal, you will need to use the email address and password you used when applying for your Grant. If your email address has changed since you submitted your Application [contact your local National Lottery Heritage Fund office](#).

[Log onto the application portal](#).

Online forms and the supporting documents required

Permission to Start and Payment Request form

- A copy of a recent bank statement, paying in slip or cheque (mandatory);
- Proof of partnership funding (mandatory if identified in your Application);
- Fundraising plan (mandatory if applicable);
- Documentary proof of Property ownership including for example up-to-date copies of the Land Registry title register (with plan), leases and evidence of any existing mortgages (mandatory if applicable);
- Proof of any necessary statutory permissions or licences (mandatory if applicable).

End of Grant Report

- Photographic record of your Project (mandatory);
- Evaluation Report (mandatory);
- Job selection/appointment (mandatory if applicable).

There is a facility to attach supporting documents to all forms, the maximum number of supporting documents you may attach is **10**. The maximum file size for each document is **5 megabytes (MB)**, the overall total size limit for all supporting documents is **20MB**.

It is important that submitted documents are legible and are given names that usefully describe their contents. Scans should ideally be in monochrome (B&W or grey-scale) as these will be smaller files and allow you to attach more.

All documents should be in PDF format, with the exception of spread-sheets which should be in their original format.

If you need to attach additional, or very large documents, then e-mail them to your local National Lottery Heritage Fund office making sure you quote your Project reference in the title.

There is also an Acknowledgement Form available for requesting funding acknowledgement materials from us, for example construction signage boards, plaques, badges and stickers. Please note acknowledgement materials are free. For more information about acknowledgement refer to our website.

Permission to Start and Payment Request

Your Permission to Start and Payment Request form must be received within **three months** of the date of your Grant Notification Letter. If there are substantial delays, we may decide to withdraw the offer of your Grant.

- Before we are able to grant you Permission to Start and release your Grant you will need to complete the following tasks (if applicable):
- Secure all partnership funding (if identified in your Application);
- Obtain statutory permissions, for example listed building consent or faculty;
- Secure any necessary licences, for example a newt or bat licence;
- Secure ownership of freehold or leasehold Property to meet our requirements – see Appendix A.

To start your Project and receive your Grant payment in full, you must complete the Permission to Start and Payment Request form online. If you have a device that allows you to physically sign a PDF document on screen you can select the Create PDF option, sign the Bank Account Details and Declaration sections and then attach a saved version to your online submission.

If your device does not have this feature you can print a copy, sign it and then scan the signed sections and attach the file to your Permission to Start and Payment Request form before submitting online. Alternatively, you can send an original signed and dated hard copy by post to your local National Lottery Heritage Fund office.

The form must be completed with at least two signatures in the Bank Account Details section and a further signature in the Declaration section. By signing the Declaration, you are confirming that your organisation accepts your Grant and agrees to comply with the Grant Contract. You should keep a signed copy for your records.

Once we have approved your request we will inform you and we will authorise the payment of your Grant. You can then start work on your Project. You should not start any work on your Project until you have our written permission to do so. If you do so it is at your own risk.

We will not make any Grant payments to you until your Permission to Start and Payment Request form has been approved. We will use the information you supply with this form to help us to monitor your Project's progress and performance.

Refer to Appendix B for a step-by-step guide of how to complete the Permission to Start and Payment Request form.

Payment of your Grant

We will release 100% of your Grant once the Permission to Start and Payment Request Form has been processed.

We aim to release your Grant within 10 working days of receiving your completed form and all the mandatory supporting documents. Payment will be made to the bank account identified in your Permission to Start and Payment Request form.

Updating us on your Project

Once we have confirmed you have Permission to Start you do not need to submit any further forms until you have completed your Project (see [section 6](#) for what we mean by complete). You must submit your End of Grant Report within three months of completing your Project and by your Grant Expiry Date.

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

Project Changes

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

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

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

Timetable Delays

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

Budget Changes

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

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

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

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

End of Grant Report

Once your Project is complete you must submit the End of Grant Report form which can be accessed via the online portal. We recommend that you do this as soon as you can gather all the information together and while the Project is still fresh in your mind.

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

By complete we mean:

- your Project is finished, and you have achieved your Approved Purposes;
- you have acknowledged your Grant and promoted the National Lottery;

- you have evaluated your Project and created a short report (maximum 10 pages);
- you can supply Project photographs (jpegs) and proof of acknowledgment of our funding.

Refer to Appendix C for a step-by-step guide of how to complete the End of Grant Report.

Under Budget Projects

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

Worked Example A:

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

If your Project completes under budget you will need to return part of your Grant to us based on the Grant Percentage. For example, if your total evidenced Project spend is £7,500, then based on the Grant Percentage of 90% your Grant would be adjusted to £6,750. Therefore, you would need to return £450 to us via cheque or BACS transfer (bank details are available upon request).

Project Completion Date & Grant Contract Duration

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

Your Grant Notification Letter states the duration that the Grant Contract will apply to your Project during which you must maintain your ongoing Project commitments. These start once we have signed your Permission to Start and Payment Request form and may last for a number of years after your Project completes, depending on the nature of your Project, as follows:

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

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

Appendix A: Property Ownership

Property ownership

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

For Capital Projects involving work to a building or land

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

For Acquisitions

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

Heritage items

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

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

Digital outputs

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

Appendix B: Permission to Start and Payment Request Form

Permission to Start and Payment Request form step-by-step guide:

Project Details

The first page of the Permission to Start and Payment Request form is automatically populated with your Project reference number, Project title, organisation and Grant Expiry Date.

Approved Purposes

The Approved Purposes summarise the Project described in your Application. We will monitor your Project against the Approved Purposes described in your Grant Notification Letter.

This section of the Permission to Start and Payment Request form will pull through automatically from your Grant Notification Letter.

Agreed Costs

This section displays a table of the Project costs agreed as part of your Grant. All money spent on the Project should be reported against the cost headings used.

The second table displays the agreed Project income (partnership funding). If your Project costs include income from another source you should provide proof that this is secured (by secured we mean cash that is in your bank reserved specifically for this Project or formally offered grant money), for example, a letter confirming a contribution from a funding body. All partnership funding identified should be in place before Permission to Start can be granted.

If all of your partnership funding is not in place, then we may exceptionally consider accepting a realistic fundraising plan.

Attach the relevant supporting documents required in this section.

Summary of Changes

If you need to make any changes to the Project timetable or Project team as set out within your Application, use the box provided to give an explanation of the changes and why they are needed.

Permissions

Proof of Ownership

If applicable, we expect you to own any Property (land, buildings, heritage items or intellectual Property) on which you spend your Grant - see Appendix A.

Attach the relevant supporting documents required in this section for example a copy of the Land Registry title register (with plan), leases and evidence of any mortgages (if applicable).

Statutory Permissions and Licences

If applicable, list the statutory permissions or licences you need to complete your Project and the date they were secured.

You should obtain the relevant statutory approvals or permissions that you need for your Project before work starts. There may be other permissions or licences involved which are not listed below but frequent examples include:

- planning permission;
- listed building consent;
- consents from relevant legal body for example Natural England;
- protected species licence for example a bat or newt licence;

- tree felling licence;
- faculty;
- scheduled monument consent.

If you are undertaking activities on other people's land or Property, we expect you to have gained the consent of the land or Property owner.

Attach the relevant supporting documents required in this section.

Bank Account Details

Provide your account name, number and sort code as it appears on your bank statement.

We will pay your Grant by bank transfer (BACS). Your Grant can only be paid to the named grantee specified in your Grant Notification Letter.

We will need to see a copy of a recent bank statement (within the last three months), or a cheque or a paying-in slip for the relevant account, showing the bank account's name, sort code and account number. You can attach a scanned version of any of these documents to your form. If you are providing an online bank statement you must ensure the electronic version includes the bank logo, the website address (URL) and the account name, number and sort code.

We can accept the following file formats:

- PDF
- JPEG

We **cannot** accept a Word document.

Attach the relevant supporting documents required in this section.

Permission to Start Checks and Grant Payment Request

This section includes the payment request for your Grant. You will need to answer three questions about procurement, your partnership funding and permissions. Use the drop-down boxes to answer as applicable.

Declaration

By submitting your Permission to Start and Payment Request form online, you are confirming that your organisation agrees to be bound by the Grant Contract. The

Declaration should be signed by an authorised signatory for your organisation.

Attachments and Submission

If you have not already uploaded the following documents to your form, use the Attach button to do so now:

- a copy of a recent bank statement, paying in slip or cheque (mandatory);
- proof of partnership funding (mandatory if identified in your Application);
- fundraising plan (mandatory if applicable);
- documentary proof of Property ownership including for example up-to-date copies of the Land Registry title register (with plan), leases and evidence of any existing mortgages (mandatory if applicable);
- proof of any necessary statutory permissions or licences (mandatory if applicable).

When submitting supporting documents use descriptive file names.

Once you have completed the form you will need to sign the Bank Account Details and Declaration sections before submitting the form online. This can be done in a number of ways.

If you have a device that allows you to physically sign a PDF document on screen you can select the Create PDF option, sign the Bank Account Details and Declaration sections and then attach a saved version to your form before submitting it online.

If your device does not have this feature you can print a copy, sign it and then scan the signed sections and attach the file to your form before submitting it online. Alternatively, you can send an original signed and dated hard copy by post to your local National Lottery Heritage Fund office.

We need at least two signatures from people nominated as signatories in the Bank Account section of the form and one signature in the Declaration section. The person signing the Declaration must have the authority to do so. We may require you to provide proof of authority for auditing purposes.

By signing the Declaration, you are confirming that your organisation understands and accepts your Grant in accordance with the Grant Contract.

When you are ready select Submit. We are not able to authorise Permission to Start or make payments without all mandatory supporting documents.

Please note: once you have submitted the form you cannot make any changes to it and it cannot be recalled.

Appendix C: End of Grant Report Form

End of Grant Report step-by-step guide:

Project Details

Provide the start date of your Project, the end date and the date you are submitting your End of Grant Report.

Completion Summary

Use the table provided to summarise how you have met the Approved Purposes of your Project. Tell us about your achievements and successes, as well as things that didn't go as expected.

As explained in [section 4](#), you must have received your written approval before making any change to the Approved Purposes.

If you have received our approval, use the second table provided in this section to tell us about any changes that you made during the course of your Project and the effect this had on its Approved Purposes, Outcomes, timetable and / or costs.

You will also need to tell us how your Project achieved the Outcomes that you selected in your Application and how you measured this.

You should list the projects Digital Outputs and provide the web address (URL) of the website or websites where they can be accessed.

Use of Volunteers and Non-Cash Contributions

If you included information on any volunteer involvement or non-cash contributions that would be given to the Project in your Application, you should use this section of the form to tell us about the support you received.

By volunteers we mean the people who are contributing their time to help deliver your Project rather than only taking part in it. This could include administrative work, leading a guided walk, clearing a site or working as a steward at an event.

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

Recruitment of Staff

Refer to [section 2](#) for information about the procedures you must follow when recruiting staff.

Select whether you recruited any staff during your Project.

If applicable, use the table provided to give information on any new fixed-term contracts, secondments (people who are temporarily transferred to your organisation) and the costs of freelance staff to help your Project.

Tell us if any of the new members of staff appointed to work on your Project were linked with any members of staff at your organisation – for example, any close friends, relatives, or ex-members of staff. You will also need to select whether you obtained permission from us first. You may need to repay part of your Grant if you did not follow this procedure.

You will need to attach job appointment/selection details in the final section of this form.

How your Grant has been spent

Complete the table provided to demonstrate how you have spent your Grant. The table will automatically add up all invoices and receipts entered and calculate the eligible cost of each based on the information you enter.

Where invoices or receipts are less than £250 you should calculate the total figure of these for each cost heading and enter it as a single line on your Project costs table using the relevant cost heading.

For each invoice or other entry on the claim you should complete the table of expenditure as follows. Select Add spending item to populate the table:

- **Cost Heading:** in the first row, select the appropriate cost heading from the drop-down list using only those headings that are in Question 3a of your Application and which are confirmed in your Grant Notification Letter. An example might be Event cost or Training for volunteers;
- **Invoice Reference, Date & Name of Supplier:** in the next three rows you should provide the invoice or receipt reference (if applicable), the date of the

invoice or receipt and the name of the supplier;

- **Description of Services or Goods:** use the fifth row to provide a brief description of what is included in each invoice or receipt;
- **Total of Invoice:** in the next row you need to enter the total amount of the invoice or receipt;
- **Total Cost Claiming:** if the invoice or receipt includes costs not related to your Project, then enter the amount eligible to claim in the final row. For example, the invoice total is £5,000 but only £4,000 relates to your Project – enter £5,000 into the total of invoice row and £4,000 in the total cost claiming row. If all costs relate to your Project enter the full invoice amount in both rows.

You **do not** need to submit any invoices or receipts with your report but it is very important that you keep them. We can ask for copies of invoices or receipts as proof of your expenditure as part of our auditing processes. If that happens you must send these documents for us to review. All proof of costs must be dated after the Grant Notification Letter and before the Grant Expiry Date.

We will not want to see copies of pay slips for staff appointed for the Project, if requested, provide either a finance ledger or a signed letter outlining the staff costs.

If any of your invoices or receipts include costs which are not part of your eligible Project costs, if requested, you must provide a separate breakdown of these showing clearly which costs we have agreed to support.

If requested, for amounts of less than £250 you should provide a separate table of costs for each cost heading which specifies the date, amount and description of each item of expenditure. The total of your table should match the single entry you have input on your Project costs table using the relevant cost heading.

If applicable, use the box provided to explain why you have spent your Grant on different things from what was agreed at the start of your Project and how this has allowed you to achieve your Approved Purposes. You should also provide details of any contact you have had with us to discuss those changes.

If the final cost of your Project is lower than the agreed costs you will need to return any Grant that you have not spent to us. Based on the information you provide in the Project costs table the form will automatically calculate whether there has been an underspend (see section 5.1 for more information).

Evaluation and Records

Photographs

Your photographic record of your Project should include at least five high-resolution digital images in electronic format (jpegs) showing different aspects of your Project.

The images should show your Project in action and its outcome. You should also provide a sample of images that show your Project before, during and after it is finished.

We may make use of your images in publicity material.

These images, along with other *Digital Outputs* from your project, should be shared with an *Open Licence* (Creative Commons Attribution 4.0 International). If you are not the rights holder, you must ensure you have agreement to share these images under this specified *Open Licence*.

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

If your images are not suitable for sharing under an Open Licence, other arrangements will need to be put in place to ensure The Fund is able to make use of the images. Please speak to us as soon as possible. We would also like to see copies of records of events or activities.

Acknowledgement and promotion of your National Lottery Grant

As part of the Grant Contract you commit to acknowledging your Grant and promoting the National Lottery. Provide an overview of the steps you have taken to do this during the delivery of your Project and after its completion.

When submitting your End of Grant Report, you must provide an outline of how, where and when you featured the National Lottery logo at your Project and on your website. You must also provide an overview of how you promoted National Lottery funding of your Project in the media e.g. through local press/broadcast coverage, online and through regular social media activity; at Project events and openings.

We reserve the right to request repayment of some or all of your Grant if you do not acknowledge your funding.

Evaluation

In your Application we asked you to tell us about how you would evaluate your Project and advised you to create an evaluation plan at the start of your Project. Based on the data you have collected throughout your Project we expect you to provide a short report (maximum of 10 pages) which tells the story of what you have achieved (please note you must provide an Evaluation Report in addition to completing your End of Grant Report online). For more information refer to programme guidance that outlines the elements to include and the Evaluation: Good-practice guidance.

Attachments and Submission

Use the Attach button to upload the following supporting documents:

- Photographic record of your Project (mandatory);
- Evaluation Report (mandatory);
- Job appointment/selection details (mandatory if applicable).

When submitting supporting documents and photographs, use descriptive file names.

When you have completed the form click the Submit button. You can view what you have entered by clicking the Create PDF button.

We will contact you to confirm when your Project has been completed to our satisfaction and recorded as complete in our systems (Project Completion Date).

You will continue to be bound by the Grant Contract for the duration of the contract term (set out in your Grant Notification Letter).

Please note: once you have submitted the form you cannot make any changes to it and it cannot be recalled.

Appendix D: Glossary of Terms

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

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

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

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

Grant – the amount we have awarded you set out in your Grant Notification Letter.

Grant Contract – made up of the

- Grant Notification Letter;
- Standard Terms of Grant;
- Any Additional Grant Conditions; and
- Signed Permission to Start form.

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

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

Grant Percentage – Grant divided by total Project costs – see worked example A.

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

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

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

Project – the purposes we have approved as set out in the Application (taking account of any changes we and you have agreed in writing up to the date of our decision to award you the Grant and any changes that we tell you about in the

Grant Notification Letter). These purposes are sometimes described as Approved Purposes and include you getting and using partnership funding as set out in the Application and how you said you would use the Property (if any).

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

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

We, us, our – means Funder.

You, your - means the Grant Recipient/Grantee