Application help notes: Local Places for Nature Capital Fund

22/09/2023

See all updates

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

Page last updated: 13 February 2024.

Use this page to:

- see what questions appear in the application
- get guidance on how best to answer the application questions
- get guidance on how to fit the Local Places for Nature criteria into our standard application form

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 please contact us by email at nature@heritagefund.org.uk.

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.

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.

This is a key section in your application and should include information such as levels of deprivation, typical age ranges, levels of employment, ethnic diversity, local access to green space.

Provide a description of the site as it is today and its condition.

Tell us:

- why local places for nature would benefit your communities
- information on levels of deprivation, typical age ranges, levels of employment, ethnic diversity, local access to green space

- the Welsh Index of Multiple Deprivation overall rating for the address of the project
- if your project involves a community of interest spanning different locations, provide the postcode of your main project area and describe the community of interest
- what is important about the site
- who the site is important to, such as experts and/or the local community
- how your proposal will benefit nature, in particular pollinators, their predators, the range of native wildflowers?

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?

Answer:

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

We anticipate the answer to this question for all projects to be yes.

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. Public access to the heritage may also be at risk of loss.

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

[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.

Please start your project title with #Natur.

For example, #Natur Townhill Nature Group.

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.

Projects must be completed by 30 June 2025 if application submitted for 12 March 2024 deadline.

Projects must be completed by 8 January 2026 if submitted for 22 July 2024 deadline.

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

Where is your project taking place?

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.

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.

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

[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, or work to stabilise the condition of objects.

This is a capital scheme, so we expect the answer to be yes.

Examples of capital work:

- conservation of a heathland
- repairs to a historic building
- digitisation of a photographic archive

Land ownership must be evidenced. We need to see an up-to-date office copy from the Land Registry showing that you own the land (or for unregistered land, the relevant deeds).

Leased land must be evidenced and we need to see a copy of the lease, alongside the land owners consent that you may undertake the proposed project.

You must hold a lease with at least five years left to run after the Project Completion Date, or the landowner needs to be signed up to the terms of grant.

You should upload the relevant ownership document under this question of the application and will have an option to choose a 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

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 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

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?

- 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?

Digital works are things you create in a digital format which are designed to give access to heritage. They could also help people engage with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Tell us if you will be creating any of these as part of your project. Anything you create in a digital format will need to meet our digital requirements, including ensuring that the digital outputs you create with grant funding are available, open and accessible. You can read more about our digital requirements on our website.

- 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?

- 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 the answer is yes, you will need to include a map of the site and current valuations and/or price of the land.

[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.

[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

Please attach an ongoing maintenance plan as a supporting document. This should include?what is to be done, by whom, for how long and how the maintenance plan will be resourced.

[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.

This fund is competitive. You will need to explain the motivating factors in making this application. What is it about the community or location that makes this the right thing to do now? For example: are there particular development pressures on remaining pieces of open space in the area, or has the community been eager to improve their local environment but lacked the knowledge or skills on how to progress?

[Text field – 500 words]

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

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 choose the option ‘specific groups who are not included already’, please tell us more about these groups or communities.

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

For Local Places for Nature you do not need to take all four investment principles into account in your project.

Explain how your project will save heritage.

You can write N/A in this section.

[Text field – 500 words]

Explain how your project will protect the environment.

- how your proposal will benefit nature, in particular pollinators, their predators, the range of native wildflowers
- Will the proposal include nesting, feeding and roosting opportunities for bats and birds?
- How does the proposal contribute to species and habitat diversity in the area?

[Text field – 500 words]

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

- how individuals and communities will be supported to become involved in the project
- how the work proposed will make a tangible difference to individuals, communities and the natural environment
- How will you ensure any plans for the future are 'owned' and delivered for the community, by the community?

[Text field – 500 words]

Explain how your project will improve your organisational sustainability.

You can write N/A in this section.

[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. Please note, your evaluation must include the Welsh Government’s Modest Measures, which are measures of the programme’s impact on communities across Wales. We will provide a format for providing the require information.

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]

Your project can only take place within Wales to be eligible for Local Places for Nature.

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.

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 45p 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 45p 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.

This is a Welsh Government grant. Use their logo and any other branding materials that become available. You also need to acknowledge the National Lottery Heritage Fund.

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]

- 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.

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 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]

Performance indicators

You will need to demonstrate how your project has benefited the environment.

What you need to do:

- choose the performance indicators most relevant to your project from the list below
- submit your list of performance?indicators (including how you will measure each one)?as an attachment to your application

If you are?successful in obtaining a grant, these performance indicators will be included in the agreed outcomes for the project.? ??

Plants and animals

- Places for nature/habitat acquired [measured in square metres]
- Places for nature/habitat restored or enhanced [measured in square metres]
- Green walls/roofs created or enhanced?[measured in square metres]
- Connectivity – new green corridors/routes created/enhanced [measured in metres]
- Pollinator improvements [estimated number]
- Species abundance increase [estimated]
- Priority species [number and species planning to benefit]

Water?

- Capacity for flood or surface water attenuation [measured in cubic metres]
- Improved water quality
- Access to water [number of refill/water fountains]

Air

- Estimated reduction in CO2 [measured in equivalent emissions]
- Improved air quality?

Land ??

- Reduction in use of pesticides/fertilisers [measured in %]
- Community growing [area by square?metre/hectare]
- Community growing [number of projects]
- Accessible green public space created [measured in square metres]
- Accessible green public space improved [measured in square metres]

Well-being of Future Generation Act benefits/impact

- Total number of traineeships employed on the project
- Number of SMEs based in Wales which you will contract/subcontract
- Estimated economic impact [measured in £]
- Volunteers involved [number]
- Volunteer hours contributed
- Volunteers who report an improvement in wellbeing as a result of project involvement [number of people]
- Community assets created [number]
- Employees/visitors/residents/passers-by) who?will be able to ‘see’?the asset created [estimated number in one day]

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 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:

- 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.

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.

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 twelve weeks of the application deadline.

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.