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.