

# Application questions: Nature Towns and Cities

01/10/2024

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Questions from our Nature Towns and Cities £250,000 to £1million grant application.

Attachment	Size
<a href="#">Nature Towns and Cities Project plan and risk register template.xlsx</a>	25.93 KB
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## Important

The Nature Towns and Cities initiative is now closed to applications. Explore our [available funding](#).

## Overview

Use this page to:

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

Each question has a word limit, but you do not need to reach this. Only include the information we ask for that is relevant to your project.

We recommend having this guidance with you when answering the application questions in the online service.

Nature Towns and Cities will provide strategic investment to enhance, support and protect the cultural and natural heritage of urban public parks and places for nature. It will support and incentivise local authorities and their partners to create greener, healthier and thriving places by transforming how green spaces across entire towns and cities are funded, managed and made more accessible for all.

We want to fund projects that will build capacity and enable local authorities and their partners to put urban natural heritage and green infrastructure at the heart of their future plans. This could include parks, linear walks, nature sites and community gardens. Nature Towns and Cities projects will work to realise the benefits of natural heritage for heritage, prosperity, health and local pride.

This initiative will not fund capital works. If you wish to apply for funds to regenerate a historic park or improve an existing site for nature, please apply through our [National Lottery Heritage Grants programme](#).

Visit the [Nature Towns and Cities website](#) to find out more about our plans and wider ambitions.

## About the project

### Project title

Tell us the title of your project.

**Important:** You will need to add the hashtag #NTC at the start of your project title.

### Is this your organisation's first application to us?

[Select yes or no]

If no: Please tell us the reference number of your most recent application.

[Text field – 255 characters]

### Please tell us the project title of your most recent application.

[Text field – 255 characters]

### 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 for natural and cultural heritage, for public green and blue spaces, for communities and for nature across your place.

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

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

[Text field – 150 words]

### Tell us what you will do during your project.

Provide a detailed overview of what you will do during your project. This will help us to understand what your project is all about.

For example, describe:

- Activities that you will be doing to put access to nature and nature recovery at the heart of local placemaking. These activities should benefit heritage and nature, people's health and pride in their local place. They should also help the place improve and thrive.
- Work you will be doing with communities and partners to co-create ambitious green space strategies and improvement plans.
- How you intend to create strong, diverse and equitable partnerships between the local communities, businesses and local authorities. This might include a focus on the role of urban green and blue space in delivering better outcomes for natural and cultural heritage as well as ancillary benefits for health, wellbeing, walking, cycling, climate resilience and planning.
- Your work to develop implementation plans and funding strategies. These should transform the way public green and blue spaces are utilised, managed and funded. They should benefit both people and nature. This might include developing costed project plans, articulating the case for investment and making plans for unlocking new funding and investment.
- If your project is only taking place in England, any work you will be doing towards achieving the Nature Towns and Cities Level 1: Foundation or Level 2: Advanced Accreditation. For example, you may identify resources needed to develop a vision for urban green space with local communities, establishing local partnerships or drafting a cross-sector green infrastructure strategy. Additional information and a Self-Evaluation Tool are available on the [Nature Towns and Cities website](#).

[Text field – 5,000 characters]

## **Where will your project take place?**

Please provide your project address below. If your project is taking place across a large area, tell us your organisation or head office address.

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

You must provide a grid reference for your place. If your project is taking place across a large area, provide a grid reference for the centre of the whole area.

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

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

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

[Text field – 5,000 characters]

## **Explain what need and opportunity your project will address.**

In the context of your project, tell us:

- why a change is needed in how natural heritage, green and blue spaces are utilised, managed and funded
- how climate change is affecting your natural heritage, green and blue spaces and what needs to be done to help them to adapt to and mitigate the impacts of climate change and support nature recovery
- why working with a whole place approach might be useful in delivering nature recovery and better access to nature
- what opportunities exist to work with partners to improve access to skills and expertise by bringing in resources, ideas and innovation
- if opportunities exist to develop new business models and a funding strategy to enable sustained investment from a range of donors, funders and investors
- if other local authority departments and partners are ready and able to work together to increase the value and role of natural heritage, green and blue spaces in your place (for example, this could include through working with partners in heritage, planning, active transport, health and nature recovery)

[Text field – 5,000 characters]

### **Why does your project need to happen now?**

Tell us why you need to deliver this project now and what existing momentum you hope to build on with senior leaders, local communities, businesses and the voluntary sector.

[Text field – 5,000 characters]

### **Who else have you approached about funding your project?**

At this grant level you must contribute towards the costs of your project, depending on the amount of grant you are applying for.

Tell us about any 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

If you are providing the minimum required, or you are unable to provide any partnership funding, please explain why.

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

[Text field – 5,000 characters]

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

Tell us about any feedback you received on your Expression of Interest, and any other advice you may have been given by The National Lottery Heritage Fund to develop your project.

Tell us if you have received any specialist advice about your project from anyone else, including the National Trust and the statutory nature agencies for the UK. This could be experts in the heritage your project focuses on or other organisations who will support you to deliver your project.

This could also include:

- any consultation you have done with your local community and those who will be involved in your project
- any expert or specialist advice, for example:
  - green finance
  - landscape design
  - nature recovery

[Text field – 5,000 characters]

## **Will your project be delivered by a partnership?**

[Select yes or no]

If yes: Who are your partners?

Tell us who your partners are, the nature of your partnerships and how you will work together. Please also provide a named contact for each partner organisation.

A partner is another organisation or third-party body that is integral to the delivery of your project, for example the owner of an item, building, land or collection that is involved in your project. Partners are not subcontractors. They will take on an active role in the project and will be involved in the project. They will help to report on progress, attend regular partnership meetings and support project evaluation.

If you are working with any other organisations to carry out your project, we would like to see your partnership agreement. 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 any other organisations are delivering a significant part of your project.

[Text field – 5,000 characters]

## **Will any of your project take place in Wales?**

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

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

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

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. Include budget for translation costs under the 'Other' costs category in the project costs section.

[Text field – 500 words]

## About the heritage

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

Provide a description of the heritage as it is today. Nature Towns and Cities projects should focus on urban green and blue space across a whole place, so when telling us about the heritage you should describe the entire area where you have chosen to work. For example:

- public parks
- public gardens
- sites for nature
- canals
- rivers
- other green spaces

Tell us about:

- the range of spaces to be included in your project
- existing and proposed public green and blue spaces
- land such as school grounds, highways, estates or privately owned land
- any parks or gardens of particular historic value for their design, social history or natural heritage
- any natural heritage sites designated for their landscape, nature or geological value
- those spaces that are most valued by local communities
- places where there are opportunities to create new green or blue space for nature and people from brown or grey spaces
- places where there are opportunities to deliver nature-based solutions to address climate change
- the number of overall sites included in your project, their overall condition and the total area in hectares
- the total population in the area covered by your project

[Text field – 5,000 characters]

### **Is the heritage considered to be at risk?**

You must answer yes to this question.

Tell us:

- how you currently fund and manage your natural heritage, green and blue spaces, and how that might need to change in future
- if your natural heritage, green and blue space are at risk from a lack of resources and funding – if so, tell us how funding and resources have changed over the last five years and how that is predicted to change in the next few years
- about any designated protected heritage that is at risk or in unfavourable condition and why these sites are at risk, for example sites included on the Historic England Register of Parks and Gardens or nature sites designated as Sites of Special Scientific Interest (SSSI)
- about any communities or neighbourhoods that are particularly under-served

[Text field – 5,000 characters]

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

[Select yes or no]

If yes: Please provide details

For Nature Towns and Cities projects, the only capital works you will be able to apply for are digital costs for creating or improving any digital assets.

The creation of a new website or app is an example of a digital capital asset.

Tell us if any digital works will be part of your project, even if this is a small part of your overall project. Give us an initial breakdown of the work you intend to carry out.

Other types of capital costs are not eligible. For example:

- the construction of new physical assets
- the restoration of current assets
- the purchase of heritage items or land acquisition

[Text field – 5,000 characters]

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

Select N/A as this type of capital work is not eligible.

[Text field – 5,000 characters]

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

[Tick box]

Select no as this question is not applicable.

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

Select no as the acquisition of a building, land or heritage items is not eligible.

## **Managing your project**

### **Has your organisation taken on a project of this scale in the last five years?**

Please provide details.

[Text field – 5,000 characters]

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

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

Tell us who is leading or championing your project. What level of support does the project already have within your organisation, within the community and among partners?

[Text field – 5,000 characters]

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

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

Find out more about subsidy control in the legal and policy requirements section of the [programme guidance](#).

[Text field – 500 words]

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

Do you need to bring in any extra skills or expertise? If so, tell us what resources you will need.

For example:

- backfilling existing roles to provide additional headspace
- expertise in:
  - finance
  - property management
  - ecology
  - climate adaptation



- community organising
- training
- business planning
- green finance

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

[Text field – 5,000 characters]

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

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

If you are moving an existing member of staff into a post created by this project or extending the hours of an existing member of staff, tell us how they are qualified for the role created by the project. Tell us how you will manage the work they are currently doing, or if this is coming to an end.

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

[Text field – 5,000 characters]

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

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

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

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

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

You will also need to send us:

- project management structure
- briefs for any consultants

[Text field – 5,000 characters]

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

Briefly set out the tasks to be carried out in each year of your project.

Your project plan should provide more detailed information about the proposed tasks.

[Text field – 5,000 characters]

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

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

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

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

[Text field – 5,000 characters]

### **Delivery start date.**

[Select date]

Decisions will be made in July 2025. You should not start your project until you have our written permission to do so following the decisions.

### **Delivery end date.**

[Select date]

Your project should not take longer than three years.

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

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

- dates when partnership funding offers expire, secured funds must be spent by or approval of annual budgets
- key cabinet or Board dates
- political events, such as local elections
- external events that are key to your project's success

[Text field – 5,000 characters]

### **Our investment principles**

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

The four investment principles are:

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

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

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

### **Explain how your project will save heritage.**

[Text field – 5,000 characters]

### **Explain how your project will protect the environment.**

[Text field – 5,000 characters]

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

[Text field – 5,000 characters]

### **Explain how your project will improve your organisational sustainability.**

[Text field – 5,000 characters]

## **After the project ends**

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

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

You should tell us about the main risks facing the project after it has been completed and how you will manage these.

This should include what will happen to the things you produce as part of the project and how these will be utilised or adopted going forward. For example:

- new business models
- new financial vehicles
- new management structures
- strategy documents
- investment plans and project pipelines

[Text field – 5,000 characters]

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

You must evaluate your project and provide an evaluation report once you have finished.

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. The data you collect should 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 – 5,000 characters]

## **Project costs and income**

### **Tell us how about the costs and income for your project.**

You should include all costs and income relating to your project.

There are different headings for each cost type you can choose from, and for each type of income you might receive to support your project.

The delivery costs are split into three categories: capital, activity and other.

Make sure you include costs to cover staff time and expenses to join regular network events, cohort learning sessions and site visits. These will be online and in-person. We recommend you allow one day each month for these activities.

### **Capital costs**

- You can only apply for capital costs relating to digital outputs.

### **Digital outputs**

- Include all costs for creating or improving any digital assets and meeting our digital requirements.

You cannot apply for:

- Purchase price of heritage items
- Preliminary works
- Repair and conservation work
- New building work

- Other capital work
- Equipment and materials (capital)
- Other costs (capital)
- Professional fees (capital)

## **Activity costs**

### **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 parental or 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 the National Living Wage to all project staff members.

### **Training for staff**

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

### **Paid training placements**

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

### **Training for volunteers**

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

### **Travel and expenses for staff**

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

### **Travel and expenses for volunteers**

- This may include food, travel and any other expenses. Travel costs by car should be based on 45p a mile.
- This also includes the purchase and hire of all vehicles, equipment and materials relating to the activities that your volunteers deliver during your project.

## **Event costs**

- This includes any costs associated with the running of events, including room hire, refreshments and equipment.

## **Equipment and materials (activity)**

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

## **Other costs (activity)**

- Include any other costs such as food for events, learning activities or premises hire. Please give a clear description.
- You may also wish to include costs for reasonable adjustments here.

## **Professional fees (activity)**

- This includes any person appointed for a fixed term to help with planning, managing and delivering your project. For example, a project manager, project administrator or community engagement expert.

## **Other costs**

## **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.

## **Publicity and promotion**

- We can fund promotional materials that relate directly to your project.
- If we give you a grant, you must publicise and acknowledge this so that as many people as possible know about the benefits of National Lottery funding for heritage.

## **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.

## **Other**

- Include any other costs here. Provide a clear description of each cost.
- If your project is taking place in Wales, make sure you include sufficient costs for translation into the Welsh language.

## 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.

## Community grants

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

## 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.

## Non-cash contributions

- This is anything you need for your project that you do not have to pay for (for example, room hire or equipment). We can only accept non-cash contributions if they are direct project costs that could have been part of your project budget.
- Non-cash contributions must be included in both the cost and income section of your application form. This is because we recognise the value of this contribution.

## Volunteer time

- This is the time that volunteers give to support the delivery of your project. This could include administrative work, clearing a site or working as a steward at an event.

- You should not include costs for the time of people who will take part in your activities (for example, people who attend a workshop or go on a guided tour).
- We use a standard rate of £20 per hour to calculate volunteer time.
- Volunteer time must be included in both the cost and income section of your application form. This is because we recognise the value of this contribution.

You cannot apply for increased management and maintenance costs.

## **Delivery phase income**

Choose the income type which best suits each source of income you will be receiving.

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

## **Supporting documents**

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

Some supporting documents are mandatory – these are documents which every project must provide for their Nature Towns and Cities application. Other supporting documents are only mandatory if they apply to your project. For example, if you are commissioning any work, we will need to see briefs for that work.

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

Supported file types:

- .jpg
- .doc
- .docx
- .pdf
- .xls
- .xlsx
- .ppt
- .pptx
- .zip



- .kml

For the map file supporting document, we also support different types of map file format. Further information on this can be found below.

[Upload files]

## **List of supporting documents for the Nature Towns and Cities application**

### **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.

### **Project plan and risk register**

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

[Nature Towns and Cities project plan and risk register template.xlsx](#)

### **Cash flow**

This should be detailed for the first year and an outline for consecutive years.

### **Income and spending forecasts**

You must provide a general financial assessment of your organisation as it relates to your project, representative of your operation and your financial model including your main sources of funding,

as you intend to operate for the five years following project completion.

This should include a forecast of annual income and expenditure account and statements of assumptions underlying the forecasts. Include detail of assumptions made in your calculations and any new or additional income. An assumption is anything that you are relying on to make forecasts.

These should cover five years following project completion.

### **Project management structure**

Outline your project management structure so we know who will make decisions and how you will control change during your project.

### **Detailed cost breakdown**

Mandatory spreadsheet detailing the cost breakdown in the Project costs section of the application.

### **Risks for the project**

All projects must submit a risk register which details any risks to the project and how you plan to manage them.

You do not need to submit a separate risk register if you have used the risk register worksheet included in the Nature Towns and Cities project plan and risk register template:

[Nature Towns and Cities project plan and risk register template.xlsx](#)

### **Main risks document for after the project is completed**

Outline the main risks facing the project after it has been completed and how they will be managed.

### **Calculations of 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.

### **Briefs for commissioned work**

Briefs describe any work you plan to commission during the delivery of your project. If you are commissioning work, for example, from a finance or engagement expert, you should upload a brief. The brief should describe the works, how long they will take, and how much they will cost. For fees

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

## **Job descriptions**

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

## **Images**

Provide up to six images that help illustrate your project. These may be photographs or diagrams. 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.

## **Project map**

Provide a map file that shows the whole project area. This spatial data should be in the format of polygons that cover an area. You should also have provided a grid reference when we asked about where your project will be taking place.

Map formats we accept:

## **Shapefiles (from ESRI ArcGIS, for example)**

Accepted file types include:

- .shp
- .sho
- .shx
- .dbf
- .pri

Make sure you compress all component files into a single .zip file. Compression formats other than a .zip archive are not supported.

Make sure the shapefile contains valid geometries (you can do this by running a check geometries feature or plugin in your mapping software).

## **TAB file (from MapInfo and QGIS, for example)**

Accepted file types include:

- .tab
- .dat
- .map
- .id

Make sure you compress all component files into a single .zip file. Compression formats other than a .zip archive are not supported.

### **KML (from Google Earth, for example)**

Single KML files are accepted (as exported from your mapping software).

Zip compressed KML files (KMZ) are also accepted.

### **Partnership agreements**

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

## **Declaration**

### **Confirm declaration**

We run qualitative user research to help us to develop our products and services. This could be from a 20minute 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]

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

### **a) Data Protection**

We are committed to being as open and transparent as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. We follow all data protection laws and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website.

As part of the application process we will collect your name, contact information and position at the organisation you represent as well as any additional personal information you supply about others involved in your project. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU.

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

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To share information with organisations and individuals working with us with a legitimate interest in National Lottery applications and grants or specific funding programmes.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you. This may include sharing your information and any subsequent publicity with third party partner distributors.

## **b) Freedom of Information**

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

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

[Text box]

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

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

[Tick box if you would like to be kept informed of our work]

- I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.
- I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

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

## 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.

### Expression of Interest (EOI) questions

We asked all applicants requesting a Nature Towns and Cities grant to submit an EOI before making an application. Read the EOI questions:

[Nature Towns and Cities Expression of Interest questions](#)