# Give us more project information

31/03/2025

See all updates

If you've received a grant from us, you'll need to provide more project information so we can gather data on the impact of our funding.

Use this page to:

- see what questions appear in the Give us more project information task
- get guidance on how best to answer the questions

If you are awarded a grant, we will need to ask you for some additional information before you:

- accept your grant contract for grants between £10,000 and £250,000
- get your first payment for development grants under £250,000
- request your first payment for development and delivery grants between £250,000 and £10million

We ask these questions to help gather data on the impact of our funding. We collect evidence from across our portfolio to help inform our practice and how we deliver our strategy. Find out more about how we measure our impact in our Heritage 2033 delivery plan.

Each question has a word limit. However, you don’t need to reach this. Only include information that is relevant to your project.

If your project is at the development phase, we understand that you may not be able to provide exact figures to answer some of our questions. If so, give us your best estimates.

## About people who will support your project

### How many existing staff members will work on your project?

Tell us about any staff who already work for your organisation who will work on your project. This should be in a paid role which is not an apprenticeship or traineeship. We will ask about apprenticeships and traineeships later.

This includes staffing costs in any full cost recovery budget.

If there won’t be any existing staff members supporting your project, for example because you are a volunteer-led organisation, you can enter 0 in the full time equivalent field.

**Help with full time equivalent calculations:** full time equivalent (FTE) is equal to the number of hours a full time employee will spend working on your project per week. For example, in an organisation where full time is equivalent to 35 hours per week:

- if a full time member of staff will be spending all 35 hours of their working week on your project, the FTE for their role would be 1.0

- if a full time member of staff will be spending only 17.5 hours of their working time on your project and the rest on their usual duties, the FTE for their project role would be 0.5
- if a part time member of staff who works 17.5 hours a week will be spending all their working time on your project, the FTE for the role would be 0.5?

Give us this information as an FTE calculation.

### Will you be creating any new jobs to deliver your project?

Tell us if you are creating new jobs to help deliver your project.

- No, we will not be creating any new jobs
- Yes, we will be creating new jobs

?If yes: How many new jobs will you be creating?

Give us this information as an FTE calculation.

### Will any current apprentices work on your project?

An apprenticeship is a paid position where an employee learns on the job, gaining valuable experience in their chosen field. If any apprentices you already have working for your organisation will be involved in your project, tell us here.

- No, there will not be any current apprentices working on our project
- Yes, there will be current apprentices working on our project

If yes: How many current apprentices will work on your project? [Enter number]

Tell us the total number of people.

### Will you be creating any new apprenticeships to support your project?

You may be providing new apprenticeships through your project. If you are, tell us about these opportunities.

- No, we will not be creating new apprenticeships to support our project
- Yes, we will be creating new apprenticeships to support our project

If yes: How many new apprenticeships will you be creating?

Tell us the total number of people.

### Will any current trainees work on your project?

Traineeships are on the job training positions which vary in length and structure, paid at the National Living Wage as a minimum. For more information on traineeships, read the government guidance.

- No, there will not be any current trainees working on our project
- Yes, there will be current trainees working on our project

If yes: How many current trainees will work on your project?

Tell us the total number of people.

### Will you be creating any new traineeships to support your project?

Tell us if you are providing any new traineeships as part of your project, and if you are, how many.

- No, we will not be creating new traineeships to support our project
- Yes, we will be creating new traineeships to support our project

If yes: How many new traineeships will you be creating?

Tell us the total number of people.

### Will any existing volunteers work on your project?

This includes current volunteers at your organisation who will be working on your project.

- No, existing volunteers will not work on our project
- Yes, existing volunteers will work on our project

If yes: How many existing volunteers will work on your project?

Tell us the total number of people.

### Will you be creating any new volunteer opportunities to deliver your project?

Tell us about any new volunteering positions or opportunities you will be creating to support the delivery of your project.

- No, we will not be creating any new volunteer opportunities
- Yes, we will be creating new volunteer opportunities

If yes: How many new volunteering opportunities will you be creating to deliver your project?

Tell us the total number of people.

## About your visitors

### Will your project involve attracting visitors?

Tell us whether your project will attract visitors to your organisation, site or area. This includes both people who will visit your project on-site and online.

- No, our project will not involve attracting visitors
- Yes, we currently attract visitors and will continue to do so as part of the project
- Yes, although we do not currently attract visitors we hope to do so as part of the project

If either of the ‘Yes’ options selected: How will people visit your project?

People might visit your project on-site or at events you might organise as part of your project activity.

They might also visit your project online. Online visitors include:

- people who use digital resources you have created
- visitors to your website
- subscribers to any newsletters you have
- followers on your social media channels

Select all that apply.

- On-site visitors
- Online visitors

If ‘Yes we currently attract visitors and will continue to do so as part of the project’ is selected: How do people currently visit you?

People might visit you on-site or at events you might organise.

They might also visit you online. Online visitors include:

- people who use digital resources you have created
- visitors to your website
- subscribers to any newsletters you have
- followers on your social media channels

Select all that apply.?

- On-site visitors?
- Online visitors?

Depending on tick box selection:

Number of on-site visitors

- How many on-site visitors did you receive in the last financial year? Give us this information as a total, not as unique visits

Number of online visitors

- How many online visitors did you receive in the last financial year? This should be total visitor numbers, not unique visits

# About your project’s carbon impact

## Does your project involve capital works that will include work on buildings?

This could include new build or renovation, conservation and repair of any buildings involved in the project. This does not include capital works which do not involve work on buildings, such as physical works to landscapes and habitats, digitisation or work to stabilise the condition of objects.

This is only for buildings which are directly involved in your project.

- ?No, our project does not involve capital works that include work on buildings
- Yes, our project does involve capital works that include work on buildings

If yes: Tell us what kind of capital works you will be doing

Select all that apply

- New build [Tick box]
- Repair and conservation [Tick box]

If at least ‘New build’ selected:

## What will the total internal floor area be for the buildings you are constructing when the capital works are complete?

This should be the total floor area for all new build buildings involved in the project. This includes all the floors of each building. Provide the floor area measurement in metres squared.

If at least ‘Repair and conservation’ selected:

## What will the total internal floor area be for the buildings you are repairing or conserving when the capital works are complete?

This should be the total internal floor area for all repaired or conserved buildings involved in the project. This includes all the floors of each building. Provide the floor area measurement in metres squared.

## Tell us the main heat source for the project building or buildings.

Tell us about the main way that you heat any buildings directly involved in your project. For example, if you are conserving a historic building, tell us how it will be heated during and after the project.

If any building or renovation works involve installing a new heating system, tell us which kind of heat source you are planning to install.

If your main heat source is not on the list, for example solid fuel, select ‘Other’ and give us more information.

This is only for buildings which are directly involved in your project.

- Gas
- Oil
- Electricity
- Heat Pump
- Other

If ‘Other’ selected: Tell us more about this heat source

[Text field – 50 words]

### Does all your electricity for your project come from renewable sources?

Renewable energy sources include solar, hydroelectric and wind power.

You should be able to get this information from your energy supplier. If you select 'No, not all our electricity comes from renewable sources', we will calculate your energy mix based on government reports which provide a carbon emissions average across UK-based organisations. This will not affect your grant award. For more information about renewable energy, read our environmental sustainability good practice guidance.

- No, not all our electricity comes from renewable sources
- No, but we want to achieve this as part of our project
- Yes, all our electricity comes from renewable sources

### Will your project involve a change in land use?

If your project involves working on land, including conservation or creation of a landscape or habitat, we need to know if your project activity will change the use of the land. This could include:

- removing grass areas or habitats to create a building or hard surface such as a car park
- creating new habitats like a wetland or woodland on arable farmland or areas under amenity grass
- creating new habitats on an area that was previously paved or covered by a building

Land use changes can have a positive or negative impact on the carbon emissions and health of the land, depending on what is done. We need to know this so that we can report on the environmental impact of the projects we fund.?Even if this is only on some of the land and not all of it, select ‘Yes’ to let us know about it.

- No, our project does not involve a change in land use
- Yes, our project does involve a change in land use

## About acknowledging your grant

### How do you plan to acknowledge your grant?

Every recipient of a grant from The National Lottery Heritage Fund must acknowledge our support publicly. Tell us how you plan to acknowledge our support. You will be asked to report on how you have achieved this during your project delivery.

Visit our acknowledgement page and read the toolkit which applies to your grant programme before completing this section.

Select all that apply

- Digital channels including video, website and social media
- Printed materials
- Public relations
- Signage (both internal and external)
- Launch, celebration and anniversary events
- Exhibitions, exhibits, displays and artefacts
- Branded clothing and promotional materials
- Naming a new space (for projects over £1m)
- Other

If ‘Other’ selected: Tell us about this acknowledgement type

[Text field – 50 words]

## 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.

## Project information submission

### What happens next

Once you have submitted project information, you will be able to:

- accept your grant contract for grants between £10,000 and £250,000
- get your first payment for development grants under £250,000
- request your first payment for grants between £250,000 and £10m

## 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.?