Application questions: The Woodland Investment Grant (round six)

06/05/2025

See all updates

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

Before you can apply for a TWIG grant of £10,000 to £250,000, you **must submit** a Project Enquiry to tell us about your idea. If you are successful, we will invite you to apply. After you are invited to apply, you will have until 12noon on 19 August 2025 to submit an application.

You must use this guide to assist you in completing an online application form for a TWIG (found six) £10,000 to £250,000 grant.

Use this guidance 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 TWIG Programme 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.

Explore our position and advice on using artificial intelligence (AI) tools in your grant application.

Important: The National Lottery Heritage Fund uses the same forms across a variety of programmes that we deliver. When completing your application form, you must follow the guidance below as some questions need to be answered differently for this programme. You should not use the help icons embedded in the online form as they do not relate to this funding.

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.

For your TWIG application, please tell us:

- what you will be spending the funding on (in general). There is additional space for a full budget later on in the application form.
- how you think your project will contribute to the development of the National Forest network

- how have you referenced UK Forestry Standards (UKFS), and how they impact on your proposal
- how individuals and communities will be supported to become involved
- how the work proposed will deliver multiple benefits spanning environmental, social, economic and cultural wellbeing

[Text field – 150 words]

About your heritage focus

Tell us about the heritage you will focus on as part of this project.

Provide a description of the land you will work on as it is today. You should include information such as: the location, the size of the site, the current condition of the site, who manages it, any important or protected species or features, current uses and levels of community involvement.

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?

If yes, explain why the heritage is under threat, how it is currently managed, and what actions have been taken (if any) to minimise the risk.

Please consider: is nature (habitats and species) at risk on the site and/or in your local area and how this project will help.

[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/name with the prefix #COED6. For example, #COED6 Beddgelert or #COED6 Bangor Woodland Creation.

This helps us to correctly identify your application, and failure to do this could mean your application misses the deadline.

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.

You should receive a decision on your TWIG application in October 2025. For this round of the TWIG Programme, your project must be completed by 31 December 2027. This includes all final reporting and evaluation.

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.

Do you want to add a grid reference?

Add a grid reference if your project is taking place across a large area, at more than one site or in a place which is difficult to find using a postcode. For example, a monument in a remote location or a certain area within a larger landscape.

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. In Wales, grid references usually look like this: SJ33889035

For a more accurate result, you should use grid references with 8 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.

- No, we do not want to add a grid reference [Tick box]
- Yes, we want to add a grid reference [Tick box]

If yes: Add a grid reference [Text field – 20 characters]

If you would like to add another grid reference, you will be able to add more on the next page.

Further information:

Provide more information about the grid reference. For example, the name of the site or a description of the area it covers.

[Text field – 50 words]

Have you received any advice from us about this project?

You should answer Yes to this question and include any feedback you received from the Heritage Fund on your Project Enquiry.

[Text field – 500 words]

Have you received any advice from anyone else about this project?

You should answer Yes to this question. Tell us any advice you have received from Natural Resources Wales, Llais y Goedwig, Cadw, County Council Countryside Service or other relevant organisations in your locality.

In particular, tell us about any support you have received from NRW Woodland liaison officers about the National Forest for Wales programme and how this advice has informed your plans.

Tell us if you have received any other specialist advice about your project.

This could include:

- any consultation you have done with your local community and those who will be involved in your project
- any pre-application advice on planning 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

[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:

- actions you will be undertaking to restore woodland
- activities that you will be doing
- events that you will be hosting
- plans or resources that you will be creating

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.

Small scale, low risk tree planting of up to 2 hectares is encouraged as part of your project. You should consider UK Forestry Standard guidance and the Woodland Opportunity Map 2025 to identify low sensitivity areas that you could include in your TWIG application for tree planting between 0.1 and 2 hectares.

All projects that involve **woodland creation over 2 hectares**, or under 2 hectares but not in low sensitivity area, will need to apply to the Welsh Government's Woodland Creation Planning Scheme **before** applying for TWIG grant funding.

All projects will need a Woodland Management Plan (WMP), which makes sure that:

- woodlands are managed to the principles of the UK Forestry Standard.
- woodlands demonstrate delivery of the National Forest essential criteria of ‘good quality, well designed and managed resilient woodlands’

If you have an existing Woodland Management Plan, you should submit this as part of your application.

If you do not have an existing Woodland Management Plan, you should include the costs to develop one within your application. You will need to send this to us before the project completes.

[Text field – 500 words]

Will capital works be part of your project?

You should answer Yes to this question. Please detail the work and costs involved remembering that a maximum of 25% of this grant is revenue funding. In addition, up to 10% of the capital element may be used for project planning and other direct project implementation costs.

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 and digital outputs of all kinds.

Examples of capital work include:

- tree planting
- constructing accessible pathways
- installing interpretation panels

By digital outputs we mean anything created in a digital format with our funding, which is designed to give access to heritage or to help people engage with and learn about heritage. For example, environmental surveys, educational materials and digital display content. Your digital outputs might include:

- photographs, sound and video recordings
- electronic documents and databases
- website and app content
- software and code
- 3D models

If digital outputs are a part of your project and other people or organisations have ownership or intellectual property rights, you will need to tell us about this.

The TWIG programme is for landowners and/or those with full management control of land, so it is important you tell us who owns the heritage.

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

We expect you to own any land on which you spend the grant or have a lease that meets our requirements and to provide evidence of ownership, including an up-to-date office copy from the Land Registry showing that you own the land (or for unregistered land, the relevant deeds). These should be uploaded to your application now.

[Text field – 500 words]

Upload ownership document.

[Choose 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?

You should answer Yes to this question. It is expected that all applicants will get the necessary consents or permissions from their local authority, Natural Resources Wales (NRW), or other bodies such as Cadw prior to submission of an application.

If you do not have all of your permissions/consents in place, you need to provide evidence that you have applied for the relevant permissions or consents in your supporting documents.

Examples of what might need permission:

- agreement from the owner of a heritage asset
- access rights from a landowner
- felling licenses
- protected species licenses
- planning permission or General Permitted Development Orders (GDPO) for tracks, roads, compostable toilets

Has a condition survey taken place in the last five years?

Before you apply, you must consider if an Environmental Impact Assessment (EIA) is required for your proposals. Demonstrate that you have checked the relevant criteria and evidence that the proposals do not fall within those specified types required for an EIA.

If an Environmental Impact Assessment is required, please tell us the outcome or provide evidence in your supporting documents that you have applied for one.

Tell us about any ecological or archaeological surveys that have been completed on the land that are not covered by your Environmental Impact Assessment.

[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?

Please answer No to this question.

Will you be creating any digital works as part of your project?

By digital outputs we mean anything created in a digital format with our funding, which is designed to give access to heritage or to help people engage with and learn about heritage.

Tell us if you will be creating any digital outputs as part of your project. The digital outputs you create will need to meet our digital requirements, and be available, accessible and open. You can read more about our digital requirements on our website.

Your digital outputs might include:

- photographs, sound and video recordings
- electronic documents and databases
- website and app content
- software and code
- 3D models

Answer:

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]

Will you be acquiring any buildings, land or heritage items as part of your project?

Please answer No to this question. Acquisition of land is not permitted under this scheme.

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]

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.

This is where you describe how you will manage the site in the future, for example, if you will keep employing staff to help maintain it.

Tell us how you will make sure any plans for the future are owned and delivered for the community, by the community.

If you have an existing Woodland Management Plan, you should submit this as part of your application.

If you do not have an existing Woodland Management Plan, you should include the costs to develop one within your application. You will need to send this to us before the project completes.

Remember: if you are planting trees, we can make a single maintenance payment at project completion to cover tree maintenance for three years post-project. Maintenance payments are at a fixed rate of:

Year 1: £400 per hectare of new planting

Year 2: £300 per hectare

Year 3: £250 per hectare

[Text field – 500 words]

About the need for your project

Why does your project need to happen?

This fund is competitive and you will need to explain why this project needs to happen now.

For example:

- Are there particular development pressures on the land?
- Is there a one-off opportunity to re-connect isolated woodlands?
- Has the community been eager to improve or create a woodland in their area?
- Are there barriers to participation in your community which this project addresses?

[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 the TWIG programme we have matched the investment principles to the National Forest outcomes. Tell us how you meet the three essential National Forest outcomes and any of the highly desirable outcomes by following the guidance below. You need only complete those sections that are relevant to your project.

Further detail on the National Forest outcomes can be found in the ‘How we assess your application’ section of the TWIG application guidance.

Explain how your project will save heritage.

Explain how your project will result in good quality, well-designed and managed resilient woodlands (National Forest outcome 1).

[Text field – 500 words]

Explain how your project will protect the environment.

Explain how your project will restore connectivity between woodland sites or support biodiversity (National Forest outcome 4), and how the actions you will take will mitigate the impacts of climate change.

[Text field – 500 words]

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

Explain how your project will make woodlands more welcoming, accessible and attractive to visitors. How will communities be actively involved in the project? (National Forest outcomes 2 & 3).

[Text field – 500 words]

Explain how your project will improve your organisational sustainability.

Explain how your project will create multi-purpose sites, for example being used for both recreation and local level enterprises (National Forest outcome 5). Does your project include any elements that demonstrate learning, research and innovation? (National Forest outcome 6). Include plans for supporting or delivering skills and training here.

[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?

If Yes, 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.

[Text field – 500 words]

How will you evaluate your project?

You must evaluate your project and provide a written evaluation report once you finish your project.

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?

Answer Yes. Your project must take place within Wales to be eligible for the TWIG programme.

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. 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.

Please refer to the ‘What costs can you apply for?’ section of the TWIG application guidance. Remember that a maximum of 25% of this grant can be used for revenue funding. In addition, up to 10% of the capital element may be used for project planning and other direct project implementation costs.

Include costs for Welsh translation, evaluation, acknowledgement, contingency and post-project Maintenance costs if planting trees.

Please also fill out and upload the TWIG Programme Cost template found on the TWIG templates page. This document is mandatory and will provide a more detailed breakdown of revenue and capital costs which is required with your application.

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.

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.

If yes: Upload evidence. This could be a letter confirming the offer or a copy of bank statements showing the funds in your account.

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.

Provide an estimate of how much this would have cost if your project had to pay for it.

Supporting documents

You will need to provide relevant supporting documents, detailed below, as part of the application process. Please download and complete the necessary templates here as part of your application.

You must provide the following mandatory documents:

- a governing document (unless exempt)
- accounts information
- a project plan, including consents checklist, risk register and measuring success checklist
- a cost template
- land ownership documents (Land Registry or lease or Heads of Terms)
- a map of the site
- evidence of applications for permissions and consents

In addition to the mandatory documents, you may also include the following documents where applicable:

- a Woodland Management Plan (**mandatory** if already in place)
- partnership agreement (**mandatory** if you are working in a partnership)
- job descriptions (**mandatory** if you are creating new jobs or apprenticeships as part of your project)
- briefs for commissioned work (if applicable)
- calculations of Full Cost Recovery (if applicable)
- evidence of support, such as letters, emails or videos of support (optional)
- images of the site (optional)

Important: Our TWIG programme uses our standard application form, and you will need to upload some of your supporting documents under the ‘Evidence of support’ section. You can upload up to six documents under this section. Please ensure you use clearly labelled file names.

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, including consents checklist, risk register and measuring success checklist

For the TWIG programme, we have combined the project plan, consents checklist, measuring success checklist and risk register into one document for you to complete and submit. You should download this document from our templates page and submit the completed document with your application.

Project Plan

The project plan should provide detailed information about the tasks you outlined in your application.

For each task, make it SMART:

- specific
- measurable
- achievable
- realistic
- time-related

Setting out your project plan

We recommend that your project?plan?is in?chronological order. This is where you tell us about the?things that your project will do and produce. Tell us?what your project outputs will be and who will be involved. Include numbers?where you can.

The project plan should focus on the tasks that must be completed to make the project a success. You should include all the key activities and milestones you hope to achieve.

When filled in, the table should give you and your?colleagues a realistic?plan?for carrying out your project.?However, we understand that the?plan?is likely to?change and improve as your project develops.

We will ask you to collect data throughout your project to measure the success of your plans and ask you to reflect on them in your project evaluation.

Upload your project plan, including consents checklist and risk register. This should be downloaded and completed from our templates page.

Consents checklist and Measuring Success checklist

For the TWIG programme, we require you to provide details on the necessary consents or permissions you need for your project from local authority, Natural Resources Wales (NRW), or other bodies such as Cadw. If these consents or permissions are not in place, you need to provide evidence that you have applied for them in your supporting

documents.

The Measuring Success checklist will help us evaluate progress towards National Forest targets. Please complete the information on this tab.

Risk Register

A risk register is a document, usually set out as a table, that lists all the risks identified by an organisation and prioritised in order of importance.

We know all projects face challenges and risks. We will want to see what risks you have considered, the impact the risk would have on your project and how you would plan to manage each risk.

For each risk, outline:

- the nature of the risk, for example technical, market, financial, economic, management, legal
- a description of the risk
- the chance of the risk happening, using a percentage value or low, medium or high grading
- the impact the risk could have on project costs, time and quality of the project
- the overall effect the risk may have on project delivery
- how you would manage with the risk

Upload your project plan and risk register [Choose files]

Job descriptions

Upload job descriptions for any new staff or apprentices (if applicable)

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 (if applicable)

Briefs describe any work you plan to commission during your project.

If you are commissioning work, for example from an ecologist, 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 applicable)

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 (if applicable)

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

Please use this section to upload any additional TWIG specific supporting documents. Mandatory documents you should upload here include:

- cost template
- a Woodland Management Plan (**mandatory** if already in place)
- evidence of permissions and consents (e.g. Environmental Impact Assessment, felling licenses, planning permissions). If these are not in place, attach evidence that you have applied for them.

You can upload up to six additional documents.

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, contact information 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, 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.

- 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.

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 in late October 2025.

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.