



Culture
Recovery Fund
for Heritage

Funded by



Department for
Digital, Culture,
Media & Sport

Delivered by

The
National Lottery
Heritage Fund

Historic
England

Culture Recovery Fund for Heritage

Grants from £10,000 to £3million

Application information

To support applicants interested in applying to the Culture Recovery Fund for Heritage, we are providing this list of application questions. This is for reference only, you will still need to apply online. Please note that it is not possible to save the online form so you will need to fill it out in one go and submit. You may therefore find it helpful to prepare your answers using the reference questions below and save your answers offline.

Your organisation

1. Which part of England is your organisation based in?

The Fund has offices across the UK, if you are not sure where you are based there is a map on [The National Lottery Heritage Fund website](#)

- England North
- England Midlands and East
- England London and South

This funding programme only covers England. If you are in another part of the UK, you can check for other funding opportunities on The [National Lottery Heritage Fund website](#).

2. Name of organisation

3. If you have applied to the National Lottery Heritage Fund or Historic England for a grant before, please provide your most recent project reference number:

This information helps us link your application to your past or current projects. If you were awarded a grant from us through the Heritage Emergency Fund or Historic England's Covid-19 Emergency Heritage at Risk Response Fund please use those reference numbers.



Contact details

Use this section to tell us the names and contact information for the people applying for this funding. If we have any questions during the assessment process we will contact the lead contact. We will only contact the secondary contact if the lead contact is unavailable.

4. Contact details: name of lead contact

5. Contact details: email address of lead contact

6. Contact details: phone number of lead contact

7. Contact details: name of secondary contact

8. Contact details: email address of secondary contact

9. Contact details: phone number of secondary contact

Organisation details

Use this section to tell us about your organisation or business.

10. Address of the place where most of your activity takes place

For example, if you manage multiple sites give us the address of the place where the largest part of your activity takes place. If this doesn't apply to you, use your office address.

11. Postcode for the place where most of your activity takes place

12. Tick the option that best represents your organisation

- registered charity
- registered company or private business
- faith based or church organisation
- community or voluntary group
- private owner of heritage
- local authority
- other public sector organisation
- other

13. If you are a registered charity or company please provide your number.



Heritage importance

14. Tell us about the specific heritage you care for, work with or manage.

Heritage can be anything from the past that you value and want to pass on to future generations.

Tell us:

- how your heritage is important to the local community and/or nationally or internationally
- if your heritage has a formal designation or is on a local list
- about any statutory duty you undertake
- if you are a heritage business, tell us about the service you provide and whether it is nationally or internationally recognised, or scarce
- any specialist skills necessary for the protection of cultural and heritage assets
- about your role in the heritage ecosystem

15. Is your asset on the Historic England Heritage at Risk Register?

- yes, my asset is on the Historic England Heritage at Risk Register
- no, my asset is not on the Historic England Heritage at Risk Register
- no, my asset is not on the Historic England Heritage at Risk Register but it is grade I or II* and in need of repair
- not applicable

16. Tell us about the financial risk to your heritage and what you have done so far to try and mitigate these risks.

17. Tell us what would happen to your heritage if you were no longer able to operate viably.

This could include:

- who would look after your heritage
- if a heritage skill or service would be lost
- any estimates of costs to transfer for protect the heritage
- if you provide a statutory duty, tell us what would happen



Economic and Cultural impact

18. What role does your organisation play in your local area?

Tell us about your work, and how you contribute to levelling up your local area, such as local partnerships, any impact you have had on economic regeneration, local culture, and heritage.

19. Do you lead, or deliver, any national or international partnerships or activities?

20. What actions has your organisation already taken to increase its resilience?

Use this answer to tell us about any changes you've made to save money, for example, furloughed staff, or spent reserves.

21. What impact will this funding have on the wider cultural and heritage sector?

Tell us what you have done to enable future productivity, innovation and skills and talent development within the heritage sector. Include data to show the impact of these activities where possible. If you include initiatives which have been planned but not yet started, make this clear in your answer.

22. At the time of the application, how many full time equivalents are employed by your organisation in the UK (including furloughed employees)?

23. How many contractual/freelance staff do you employ in an average year?

24. How many training opportunities do you usually provide in an average year?

By this we mean, paid or unpaid training opportunities.

25. How many visitors does your organisation usually attract per year?

This number should be based on your visitor figures during a normal year.

26. Do you know how many of these visitors were domestic tourists?

If you are not sure, leave this answer blank

27. Do you know how many of these visitors were international tourists?

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If you are not sure, leave this answer blank

28. Tell us about your track record of widening participation, particularly amongst demographic groups that historically have a lower engagement with publicly funded culture?

29. How much of your turnover comes from heritage-related activity?

If you are a heritage site or attraction, you can put your whole turnover here.

30. What percentage is that of your total turnover?

If you are a heritage site or attraction, you can put 100% here.

Your costs

Use this section to tell us about the essential costs you're applying to cover.

31. What is the total amount of money you are applying for from the Culture Recovery Fund for Heritage?

32. Does this amount include VAT?

Exclude VAT if you can reclaim it.

Yes/No

33. List the costs that add up to the total amount you are applying for, including where you are asking for VAT against each figure.

We'll use your answer to make sure you are having enough impact in relation to how much money you are applying for. Your answer will be proportionate to the amount of funds you are asking for.

Your finances

In this section, we're looking for details about the current financial status of your organisation particularly for the period and costs that you're applying for.

34. Do you currently have any cash reserves?

Yes/No



35. If yes, how much available money do you have in reserves?

36. Do you have a formal reserves policy or a policy to hold funds for specific purposes (restricted reserves)?

Yes/No/Don't know

37. If yes, briefly tell us about the policy

38. How much unrestricted reserves and other funding is immediately available to support the short-term operation of your organisation?

39. By taking mitigating actions and drawing on any financial reserves and access to credit (including accessing government support packages), how long do you estimate your organisation can continue to trade / be a viable entity?

Give your answer in months

40. What other sources of financial support have you explored since the beginning of the COVID-19 pandemic, including Government and commercial loans? What was the outcome?

Longer term plans

We will prioritise applications which demonstrate longer term positive impact for inclusion, education, and the environment.

41. How do you plan to make sure that your organisation is financially viable once this grant is complete?

Tell us what you have already done, and what you are thinking of doing. Your answer could include restructuring staff, or diversifying income streams. You could also include some costs towards this work. Explain how you have considered alternatives such as mothballing, reduced operation and full operation.

42. Tell us what actions you will take to ensure your work contributes to equality and inclusion.

Include evidence you are using to ensure you are involving a wider range of people in your plans ahead

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Attachments needed

- Cashflow
- Accounts
- Business Action Plan
- For applications over £1million, in addition to the above: business plan