



# National Lottery Grants for Heritage Application Questions – Grants of £250,000 - £5,000,000 Development Phase

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Below are the Questions in the Application Form in the new service. Information in *Italics* provides guidance on how to translate your Answers to the Questions in the previous Application Form.

## 1. The Project

### **Name of your organisation**

*This is automatically completed.*

### **Project Reference Number**

*This is automatically completed.*

### **Project Title [255 characters]**

This was previously asked under Section one: Your project

### **Is this your organisation's first application to the Fund?**

Please tell us the reference number of your most recent application. [255 characters]

Please tell us the project title of your most recent application. [255 characters]

*This was previously Question 1a Is this your organisation's first application to us?*

### **Tell us your idea [5,000 characters]**

*This was previously Question 1b Summarise your project.*

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

Project Street [255 characters]

Project City [255 characters]

Project County [255 characters]

Project Post Code [100 characters]

For landscape projects, please provide an Ordnance Survey grid reference for your landscape.

*This was previously Question 1c Where will your project take place?*

### **Explain what need and opportunity your project will address. [5,000 characters]**

*This was previously Question 1d Explain what need and opportunity your project will address.*



**Why does your project need to happen now? [5,000 characters]**

*This was previously Question 1e Why is it essential for the project to go ahead now?*

**Tell us what advice you have received in planning your project and from whom. [5,000 characters]**

*This was previously Question 1f Tell us what advice you have received in planning your project and from whom.*

**Tell us about the people who will benefit from your project. [5,000 characters]**

*This was previously Question 1g Tell us about the people who will benefit from your project.*

**Does your project involve heritage that attracts visitors?**

How many visitors did you receive in the last financial year?

How many visitors a year do you expect on completion of your project?

*This was previously Question 1h Does your project involve heritage that attracts visitors?*

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

Who are your partners? Please provide a named contact from each organisation. [5,000 characters]

*This was previously Question 1i Will your project be delivered by a partnership?*

**What measures will you take to increase positive environmental impacts and reduce negative environmental impacts? [5,000 characters]**

*This was previously Question 1j What measures will you take to increase positive environmental impacts and reduce negative environmental impacts?*

**How do you plan to acknowledge your grant? [5,000 characters]**

*This was previously Question 1k As well as acknowledging your grant as set out in our requirements, we expect you to provide special access and/or offers for National Lottery players, on at least an annual basis. Please tell us how you would do this.*

## **2. The Heritage**

**Tell us about the heritage in your project and why it is important to your organisation and community. [5,000 characters]**

*This was previously Question 2a Tell us about the heritage in your project and why it is important to your organisation and community.*



**Select the type of heritage that best describes your project**

*This was previously Question 2b Select the type of heritage that best describes your project.*

**Select the sub-type of heritage that best describes your project**

*This is a new Question.*

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

No, the heritage is not considered to be at risk

Yes, the heritage is considered to be at risk

Explain why you consider the heritage to be at risk and how. [5,000 characters]

*This was previously Question 2c Is the heritage considered to be at risk?*

**Has a condition survey been undertaken for the heritage asset in the last five years?**

*This is previously part of Question 2f If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.*

**Does the heritage have any formal designation?**

DCMS funded Museum, Library, Gallery or Archive

Grade I or Grade A Listed Building

How many Grade I or Grade A listed buildings are included in your project?

Grade II\* or Grade B listed building

How many Grade II\* or Grade B listed buildings are included in your project?

Grade II, Grade C or Grade C(S) Listed Building

How many Grade II, Grade C or Grade C(S) listed buildings are included in your project?

Local List

How many local list buildings are included in your project?

Scheduled Ancient Monument

How many scheduled ancient monuments of this type are included in your project?

Registered Historic ship

What is the certificate number of the registered historic ship? [255 characters]



Registered Battlefield

National Park

Ramsar Site

Registered Park or Garden

Grade I listed Park or Garden

What is the registration or inventory number/s of the Grade I listed Park or Garden?  
[255 characters]

Grade II\* listed Park or Garden

What is the registration or inventory number/s of the Grade II\* listed Park or Garden?  
[255 characters]

Grade II listed Park or Garden

What is the registration or inventory number/s of the Grade II listed Park or Garden?  
[255 characters]

Protected Wreck Site

National Historic Organ Register

Site of Special Scientific Interest

Other (please specify) [255 characters]

World Heritage Site

*This was previously Question 2d Does the heritage have any formal designation?*

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

If yes, please provide details [5,000 characters]

*This was previously Question 2e Will you be undertaking any capital work as part of your project?*

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

[drop down list]

Please provide details about your capital works owner. [5,000 characters]

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



If yes, please provide details [5,000 characters]

*This was previously Question 2f If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.*

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

*This was previously Question 2g Does your project involve the acquisition of a building, land or heritage items?*

### **3. Managing Your Project**

**Has your organisation taken on a project of this scale in the last 5 years?**

If yes, please provide details [5,000 characters]

*This was previously Question 3a Has your organisation taken on a project of this scale in the last 5 years?*

**Tell us why this is the most appropriate project for your organisation to take on at this time. [5,000 characters]**

*This was previously Question 3b Tell us why this is the most appropriate project for your organisation to take on at this time.*

**Does your organisation need to undertake any capacity building activity to better deliver your project? [5,000 characters]**

*This was previously Question 3c Does your organisation need to undertake any capacity building activity to better deliver your project?*

**Tell us about any jobs or apprenticeships that you will create to deliver your project. [5,000 characters]**

*This was previously Question 3d Tell us about the jobs and / or apprenticeships that you will create to deliver your project.*

**What work will you do during the development phase of your project? [5,000 characters]**

*This was previously Question 3e What work will you do during the development phase of your project?*

**Who are the main people responsible for the work during the development phase of your project? [5,000 characters]**

*This was previously Question 3f Who are the main people responsible for the work during the development phase of your project?*



**Who are the main people responsible for the work during the delivery phase of your project? [5,000 characters]**

*This was previously Question 3i Who are the main people responsible for the work during the delivery phase of your project?*

**What work will you do during the delivery phase of your project? [5,000 characters]**

*This was previously Question 3j What work will you do during the delivery phase of your project?*

**How do you plan to cash flow the delivery phase of your project? [5,000 characters]**

*This was previously Question 3k How do you plan to cash flow the delivery phase of your project?*

**Delivery start date and end date.**

*This was previously Question 3n When do you expect the delivery phase of your project to start and finish?*

**Are there any fixed deadlines or key milestones that will restrict your project's timetable? [5,000 characters]**

*This was previously Question 3o Are there any fixed deadlines or key milestones that will restrict your project's timetable?*

## **4. Project Outcomes**

**How will your project involve a wider range of people? [5,000 characters]**

*This was previously Section four: Project outcomes*

**Will your project achieve any of our other outcomes?**

Heritage will be in a better condition

Please provide details [5,000 characters]

Heritage will be identified and better explained

Please provide details [5,000 characters]

People will have developed skills

Please provide details [5,000 characters]

People will have learned about heritage, leading to change in ideas and actions



Please provide details [5,000 characters]

People will have greater wellbeing

Please provide details [5,000 characters]

The funded organisation will be more resilient

Please provide details [5,000 characters]

The local area will be a better place to live, work or visit

Please provide details [5,000 characters]

The local economy will be boosted

Please provide details [5,000 characters]

*This was previously Section four: Project outcomes*

## 5. After The Project Ends

**How will you maintain the outcomes of your project after the grant ends and meet any additional running costs? [5,000 characters]**

*This was previously Question 5a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?*

**How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended? [5,000 characters]**

*This was previously Question 5c How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended?*

**How will you evaluate the success of your project and share the learning? [5,000 characters]**

*This was previously Question 5d How will you evaluate the success of your project and share the learning?*

## 6. Project Costs

### Summary of project costs

*This is automatically completed. This table was previously after the costs and income for each of the Development (Question 6c) and Delivery (Question 6h) cost sections.*





### **Development phase costs.**

*This was previously Question 6a Development-phase costs.*

### **Development phase income**

*This was previously Question 6b Development-phase costs.*

### **Delivery phase costs**

*This was previously Questions 6d Delivery-phase capital costs, 6e Development-phase activity costs and 6f Development-phase other costs.*

### **Delivery phase income**

*This was previously Question 6g Delivery-phase income.*

## **7. Your Organisation**

### **Tell us about your organisation's main purpose and regular activities. [5,000 characters]**

*This was previously Question 7c Tell us about your organisation's main purpose and regular activities.*

### **How many people does your organisation employ?**

*This was previously part of Question 7c Tell us about your organisation's main purpose and regular activities.*

### **How many board members or Trustees does your organisation have?**

*This was previously part of Question 7c Tell us about your organisation's main purpose and regular activities.*

### **How much did your organisation spend in the last financial year?**

*This was previously part of Question 7c Tell us about your organisation's main purpose and regular activities.*

### **What level of unrestricted funds is there in your organisation's reserves?**

*This was previously part of Question 7c Tell us about your organisation's main purpose and regular activities.*

### **Are you VAT-registered?**

Please provide your VAT number.

*This was previously Question 7e Are you VAT-registered?*



**Do you consider your organisation's mission and objectives to be any of the following? Please select the options that apply.**

Black or minority ethnic-led

Disability-led

LGBT+-led

Female-led

Young people-led

Mainly led by people from Catholic communities

Mainly led by people from Protestant communities

*This was previously Question 7f Do you consider your organisation's mission and objectives to be:*

**Does your organisation use social media? If so, please provide us with some information (for instance, your organisations Twitter handle) [5,000 characters]**

*This was previously Question 7h Does your organisation use social media? If so, please provide us with some information (for instance, your organisation's twitter handle).*

## **Governance**

**Tell us how you review the Governance and Senior management arrangements in place for your heritage. [5,000 characters]**

*This was previously part of Question 7c Tell us about your organisation's main purpose and regular activities.*

**Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your grant funding?**

If yes, when do you intend undertaking this review? [5,000 characters]

*This was previously part of Question 7c Tell us about your organisation's main purpose and regular activities.*

## **8. Supporting documents**

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

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



## **1 Timetable for the development phase**

A detailed timetable for the development phase of your project.

## **2 Risks for the development phase**

A document to tell us the risks to the development phase of your project and how they will be managed.

## **3 Timetable for delivery phase**

A summary timetable for the delivery phase of your project.

## **4 Risks for the delivery phase**

A document to tell us the risks to the delivery phase of your project and how they will be managed.

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

A document to tell us about the main risks facing the project after it has been completed and how they will be managed.

## **6 Governing document or constitution**

You do not need to upload your governing document if you are:

- a public organisation, for example, a local authority
- you are a commercial organisation

## **7 Accounts**

Your most recent audited or accountant verified accounts for the last 3 years. We would also like to see your management accounts for the current financial year.

If you are a newly formed organisation and do not have a set of audited accounts, you can submit your last 3 bank statements or a letter from your bank confirming that you have opened an account.

You do not need to upload your accounts if you are a public organisation, for example, a local authority.

## **8 Detailed cost breakdown**

Spreadsheet detailing the cost breakdown in the Project costs section of the application. This document is mandatory for all applicants.

## **9 Partnership agreements**

If you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement. This document should outline both 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.

## **10 Job descriptions**

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post. You also need to provide job descriptions if you have a suitably qualified member of staff that you are moving into a project post.

## **11 Briefs for internally or externally commissioned work**

Briefs describe any work you plan to commission during the development phase of your project. If you are commissioning work, for example, from an artist or an architect, then you should upload a brief. The brief should describe the works, how long they will take, and how much they will cost. Template brief for commissioned work.

For fees over £10,000 you should get 3 competitive tenders or quotes, for fees over £50,000 we will expect you to provide proof of the competitive tendering process.

## **12 Images**

If relevant, please provide images that help to show us your project.

For example, if your project focus is a local photography archive, upload images of the collection. Or, if your project involves a community garden, upload a map.

If you want to improve a landscape or conservation area upload a map of the area that shows the location of all the projects you will deliver.

## **13 Letters of support**

Letters of support are a way of showing that you have spoken to other people and that they are interested and committed to your project.

Please upload up to 6 letters of support from the people involved in your project. For example, if you plan to deliver workshops at local youth clubs then a letter of support will show us that they want to take part.

If possible, letters should be on headed paper or signed and dated.

## **14 Calculations of full cost recovery included in your development-phase costs**

If you have included Full Cost Recovery, upload documents to tell us how you have worked out the share that relates to your project.

## **15 Business plan**

If you do not have a business plan please upload the planning document you work with to manage your heritage. If you are an organisation, which manages multiple sites or are, for example a Local Authority, upload the planning documents most relevant to the heritage.

## **16 Condition survey**

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline Conservation Plan. This should tell us the current condition of the heritage and the works needed to return the heritage to a good condition. For example, if you plan to conserve a local war memorial, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the suggested works, including what works are most critical and need to be tackled most urgently.

## **17 Ownership documents**

If you are planning any capital works, or intending to purchase land, buildings, or collections, please provide copies of any relevant ownership documents. For example, Land Registry ownership documents, or a lease or heads of terms.

## **18 Heritage Enterprise supporting documents**

If you are making a Heritage Enterprise application, you could upload the following:

- A viability appraisal that provides a reasonable indication of the conservation deficit.
- Design specification for any capital works to be undertaken during the development phase.
- Two or three of the most recent and relevant documents that describe the vision and strategy for the area, if applicable. For example documents from the local development framework, area action plan, master plan, regeneration strategy, tourism strategy.

*This was previously Section eight: Supporting documents.*

## **Below are a list of Questions no longer included in the Application Form**

3g Complete a detailed timetable for the development phase of your project.

3h Tell us about the risks to the development phase of your project and how they will be managed.

3l Complete a summary timetable for the delivery phase of your project.

3m Tell us about the risks to the delivery phase of your project and how they will be managed.

5b Tell us about the main risks facing the project after it has been completed and how they will be managed.



6i If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

7a Address of your organisation.

7b Legal status of your organisation.

7c Do you have a financial reserves policy?

7d Is your organisation any of the following? If so please provide the information requested.

- Registered Charity in England, Scotland or Wales - give registration number
- Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number
- Company or Community Interest Company (CIC) - give registration number

7g Details of main contact.

- Name
- Date of birth
- Position
- Is the address of the main contact the same as the address in 6a?
- Daytime phone number, including area code
- Alternative phone number
- Email address
- Tell us about any particular communication needs this contact has.
- For projects based in Wales, which language should we use to communicate with the main contact?
  - English
  - Welsh
  - Both (Bilingual)
- If the main contact is not an authorised signatory for your organisation please include the details of an authorised signatory below:
  - Name
  - Position
  - Contact telephone number

Section nine: Additional information and declaration

An objective for our work is that by 2024 heritage will be more inclusive. We are committed to having an accurate picture of the diversity of organisations who apply to us. We will anonymise the demographic data you give us and use it to inform our policy and in our public reporting.

Please include all the information you have available (that is obtained through formal monitoring, not based on assumptions or informal knowledge). Please do not provide data if you are not sure.

1) Of the people who are employed in your organisation (both full-time and part-time staff), approximately how many are:



- Don't know
- Male (%)
- Female (%)
- Non-binary (%)

2) Please enter the total numbers of paid staff, volunteers and Board members in your organisation, as applicable.

#### Gender

- Male
- Female
- Non-binary
- They prefer not to say
- Not known

#### Age

- Up to 19
- 20-34
- 35-49
- 50-64
- 65+
- They prefer not to say
- Not known

#### Disability and Impairment

- Number who identify as a deaf or disabled person
- Number of non-disabled staff
- Prefer not to say
- Not known

#### Ethnicity

- White
  - British
  - Irish
  - Irish traveller
  - Other White background
- Mixed
  - Black Caribbean and White
  - Black African and White
  - Asian and White
- Asian/Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Chinese
  - Any other Asian background



- Black/Black British
  - African
  - Caribbean
  - Any other Black background
- Other
  - Arab
  - Cornish
  - Any other ethnic group
  - They prefer not to say
  - Not known

#### Sexual Orientation

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- They prefer not to say
- Not known

#### Community Backgrounds (answer only if your project is in Northern Ireland)

- Mainly from Catholic communities
- Mainly from Protestant communities
- From communities that are Protestant and Catholic in equal number
- Prefer not to say
- Not known