

Culture Recovery Fund for Heritage: Emergency Resource Support Application Form

Application information

To support organisations in applying to the Culture Recovery Fund for Heritage: Emergency Resource Support, we are providing this list of the application questions. This is for reference only, you will still need to apply online. The link to the portal will be sent to you if your Expression of Interest is approved. To submit an Expression of Interest click [here](#). Some questions only apply to certain applicants so you may find the question numbers are different when you complete your online form.

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. We recommend you draft and keep your answers in a separate document before you apply so you can refer to it at a later date. At the end of this form you will be asked if you want to save a copy of your answers. Please ensure you do this as we cannot send you a copy after you have submitted your form and you will not be able to return to them once you close the webpage.

We recognise that we asked you for this information at the Expression of Interest (EOI) stage but want to ensure that we have the most up-to-date details for your organisation. If the details are the same as those in your EOI form please enter them again.

For more information about how your data will be processed under this grant programme please see our [privacy policy](#) and our [accessibility statement](#). If you need support with accessibility please contact culturerecoveryfund@heritagefund.org.uk.

Your organisation

1. Name of organisation

You must provide your organisation's full registered name as shown on the Charity Commission, Companies House, your constitution or audited accounts. **Do not** use a shortened name or acronym unless this is how your organisation is officially registered (e.g. Ltd, CiC or PCC).

2. Which part of England does your organisation operate in?

The options below are based on the National Lottery Heritage Fund's regional areas. If you are not sure where you are based there is a map on The National Lottery Heritage Fund website here: [In your area | The National Lottery Heritage Fund](#)

England North

England Midlands and East

England London and South

England wide

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](#).

3. Tell us the reference number of your Expression of Interest

You will be able to find this reference number in the email that was sent to you inviting you to submit a full application.

Contact details

Use this section to tell us the names and contact information for the people applying for this funding. The details for your secondary contact **must be different** to your lead contact details. 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

Please ensure this is different from details provided for your lead contact

8. Contact details: email address of secondary contact

Please ensure this is different from details provided for your lead contact

9. Contact details: phone number of secondary contact

Please ensure this is different from details provided for your lead 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

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. Postcode of your organisation's registered address

13. 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

14. If you selected other, please describe the nature of your organisation

15. If you are a registered charity provide your number.

Enter a number if you are officially registered at Charity Commission. This is usually a 7 digit number with no letters.

16. If you are a registered company provide your number

Enter a number if you are officially registered at companies house

17. If your organisation has a website please enter it here

Heritage significance

18. Tell us about the specific heritage you own, work with or manage.

Tell us:

- how your heritage is important regionally, nationally or internationally
- if your heritage has a formal designation at Grade I, Grade II* or Grade II, is scheduled, is part of a World Heritage Site or has any other formal designation
- if your heritage is on the Historic England Heritage at Risk Register or any other appropriate risk register
- about any statutory duty you undertake
- about the service you provide and whether it is nationally or internationally important, irreplaceable, or scarce in your place or region
- any specialist skills necessary for the protection of cultural and heritage assets
- if you have a national remit or responsibility that impacts on the wider heritage landscape, and your failure would risk the future of your sub-sector. For example, if you have a convening role, provide significant support for their wider sector or play a significant role in nurturing growth, diversity and creativity in the sector
- If you lead or deliver strategically important national and/or international activities or partnerships
- what would happen to your heritage if you were no longer able to operate viably
- about any support you have from local decision makers. For example, you may wish to set out local support of your role such as from a council or councillors, Local Enterprise Partnership or Member of Parliament

Cultural and Economic Impact

19. What does your organisation contribute to the culture and economy of your place?

Tell us about:

- your work and how you contribute to levelling up and supporting your local area, such as supporting local partnerships

- the difference your organisation makes to your area's economic regeneration, local culture and heritage
- the impact this funding will have on the wider cultural and heritage sector
- how many cultural organisations there are in the area, and what impact the loss of your organisation or heritage would have on cultural engagement locally. You may want to reference Active Lives Survey data to inform your answer
- what opportunities local people have to engage with your culture and heritage, particularly those in underserved audiences, including young people
- how the organisation fits into the local community, and whether it plays a vital role in tourism, supply chains, developing creative skills, or bringing other cultural and community organisations together
- whether you care for heritage that is unique or has resonance with the local community. This might include whether heritage is formally designated, is in a conservation area, or is featured in a local heritage list

20. Please tell us how you will open up access by improving the diversity of your audiences, visitors, participants, workforce and governance?

You will need to tell us:

- what steps you will take to broaden the diversity of your workforce and governance, including socioeconomic diversity, and the impact of those changes
- what steps you will take to broaden the diversity of your audiences, visitor base and participants, including socioeconomic diversity, and the impact of those changes

21. How many full time equivalent staff members did you employ prior to the COVID 19 pandemic (March 2020)?

22. How many full time equivalent staff members do you employ now?

23. How many full time equivalent staff members do you plan to employ to allow for a return to financial viability if you receive this grant?

24. How many contractual/freelance staff did you employ prior to the COVID 19 pandemic (March 2020)?

25. How many contractual/freelance staff do you employ now?

26. How many contractual/freelance staff do you plan to employ to allow for a return to financial viability if you receive this grant?

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

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

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

If you are not sure, leave this answer blank

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

If you are not sure, leave this answer blank

Your costs

Use this section to reconfirm how much money you are requesting from the Culture Recovery Fund for Heritage. You can apply for a grant between £10,000-£1 million for costs up until 31 December 2021. You should provide details of the costs included in this request in the cost template provided: [\[link\]](#). You will receive an email asking for your supporting documents after you have submitted this form.

Please check that the costs are eligible for this fund: [link](#)

30. What is the total amount of money you want to apply for from the Culture Recovery Fund for Heritage?

You should round your request to the nearest £100.

31. Does this amount include VAT?

Exclude VAT if you can reclaim it.

Yes/No

Your finances

In this section we're asking you for further detail to build on the information you gave us at EOI stage. We're looking for details about the current financial status of your organisation and costs that you're applying for.

32. In the last two years pre-Covid (2018/19 and 2019/20) what was your organisation's average annual turnover?

Please provide one figure across the two years and ensure this will be evident in the annual accounts you submit to us.

33. In the last two years pre-Covid what percentage of your turnover was derived from heritage or heritage activities?

Please provide one figure across the two years. Please note that to be eligible for this fund this figure must be at least 50%.

34. Please describe the heritage activities that relate to question 33 and tell us how they are evidenced by your annual accounts (max 200 words).

We cannot offer you funding if your accounts do not provide evidence for your answer to question 33.

35. Please confirm how much money you have in cash or near-cash reserves?

This should include all cash and near cash you have available to spend, including free cash within your organisation's bank account, the total sum of your unrestricted reserves and the total sum of your designated reserves. Please exclude any portions which cannot be liquidated into cash within a 12 week period.

36. How many weeks reserves does this equate to?

37. Please tell us how your accounts show that you are at risk of not trading viably within the next 12 weeks (max 200 words).

38. Tell us how you have managed the impact of Covid-19 so far, and why you are unable to transition to viability and sustainability without additional support (max 200 words).

Tell us:

- how your organisation was financially viable before the Covid-19 pandemic took hold
- whether you have taken advantage of other Government schemes and measures which have been introduced since the pandemic began. You should include information regarding any options you considered as well as those you applied for.
- how you have exhausted all other reasonable financing options and need a grant to cover your anticipated shortfall
- where you have accessed and used funding and how you have applied it appropriately
- have you adapted your business plan as the public health context has changed

Future sustainability

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

39. Has your organisation completed any reviews of how it operates within the last 12 months to help it adapt to the pandemic?

This could be a review of your governance/management/operational model and/or finances.

If you answer yes you will need to demonstrate within your Business Action Plan how this review has been incorporated into your current business model.

If you answer no you will need to include plans for business support work within your application and detail this in both your Costs and Business Action Plan.

Yes/No

40. Tell us how you plan to use the grant ensure your viability and sustainability

Alongside your business action plan and cost breakdown, use this question to provide a narrative and tell us:

- after the grant has been spent, what measures you are taking to control expenditure
- how any future income or fundraising plans will contribute, and how realistic these plans are
- whether there are any risks associated with your current plans, and how you intend to mitigate those
- how any future income or fundraising plans will contribute, and how realistic these plans are

- any financial controls, monitoring and reporting processes

Mandatory supporting documents required

Once you click submit you will receive an email about all mandatory supporting documents within 24 hours, if you have not received it after 24 hours then contact Culture Recovery Fund for Heritage CultureRecoveryFund@heritagefund.org.uk. We will not be able to assess your application without these documents. Please only submit what we have asked for and do not submit any other supporting documents e.g. job descriptions, as these will not be assessed. Allowable formats for supporting documents: jpg, xls, xlsx, jpeg, pdf, doc, docx, pptx, and ppt.

- Financial Accounts
- current management accounts
- Balance sheet
- Cost breakdown
- Business Action Plan and Cashflow Template
- Government Loans and Grants Checklist
- Governing document (for example, constitution)
- Evidence of business support work (if undertaken in the last 12 months)

Diversity monitoring

After you submit your application, we will send you a survey so you can tell us more about your senior management and board/council members. This is mandatory and we will use this to report on the range of organisations that we fund through the Culture Recovery Fund for Heritage.

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.

Number of senior management

Number of board/council members

Taking into account the key strategic decision maker(s), do you consider your organisation to be (pick all that are applicable to your organisation):

- Black Asian and minority ethnic led
- Disability led
- Female led
- LGBT led

Please complete the following tables for the total numbers of senior staff and board members, as reported above:

Ethnicity

White:

British

Irish

Gypsy or Irish Traveller

Any other White background

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background

Asian/Asian British:

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black/Black British:

African

Caribbean

Any other Black/African/Caribbean background

Other:

Arab

Any other ethnic group

Prefer not to say

Not Known

Sexual orientation:

Bisexual

Gay Man

Gay Woman/Lesbian

Heterosexual/Straight

Queer

Any other sexual orientation

Prefer not to say

Not Known

Age:

0-19

20-34

35-49

50-64

65-74

Prefer not to say

Not known

Disability

Yes

No

Prefer not to say

Not known

Gender

Female (including Trans woman)

Male (including Trans man)

Non-binary

Prefer not to say

Not Known

Number of staff whose gender identity is different to that which it was assumed to be at birth?