

# Covid Recovery Programme for Heritage Organisations

## Application Help Notes - £2,000-£10,000

This application guide is for organisations applying to the Covid Recovery Programme for Heritage Organisations. You must use this guide to assist you in completing the online application form for grants from £2,000 - £10,000.

Important: The Heritage Fund uses the same forms across a variety of programmes we administer. When completing your application form you must follow this guidance as some questions need to be answered differently for the Covid Recovery Programme for Heritage Organisations. You should not use the help icons embedded in the online form as they **do not** relate to this funding.

### Initial Steps:

1. We launched a new Application Portal in March 2021. If you are not already registered on the portal you will need to [register on the Application Portal here](#) prior to submission.
2. If you are unable to set up your account or face any technical difficulties, please contact [investment-service-support@heritagefund.org.uk](mailto:investment-service-support@heritagefund.org.uk).
3. Once your organisation is registered, click 'Start a New Application' and select the 'Grants of £3,000 to £10,000' radio button. Then click 'Start a New Application'. Please note that you **will be able to** apply for less than £3,000 using this form.
4. If you decide to copy and paste text from a word document directly into your application form, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limits. You will be able to save the form as you work on it.

### About your project

#### Project title

Your title must use the following format 'CRPHO: and then add your organisation's name'.

For example 'CRPHO: Museum of Cheese'

If you do not use this title format we will not know that you are applying for the Covid Recovery Programme for Heritage Organisations and your application may be delayed.

#### When will your project happen?

- Enter a Project Start Date in the future in order to proceed with the form.
- Enter your project end date as 31 March 2022.

**Is the project taking place at the same location as your organisation's address?**

Yes/No

If no: Find your address.

**Describe your idea**

In no more than 500 words please provide a summary of the financial situation your organisation is currently in, what this funding will achieve for your organisation and the difference it will make to your financial recovery. If necessary, use bullet points.

Please note the summary you provide is the only part of your application form which is seen by decision takers. This is presented alongside our Officer's assessment of your application.

Prompts:

- How have your organisation's sustainability and services been impacted because of negative COVID-related financial impacts sustained during April 2021 – March 2022?
- Are there any jobs at risk of loss due to negative COVID-related financial impacts sustained during April 2021 – March 2022? If so, please provide details.
- If you were not to receive a grant award, please explain the likely impact on the level of the services that your organisation provides, and what alternative plans you would consider.
- If you believe that your organisation has a valid need for holding reserves greater than six months turnover, you must include the reason for this need in your funding application.

**Will capital work be part of your project?**

Yes/No

Answer No. Capital works are not eligible under this programme.

**Do you need permission from anyone else to do your project?**

Yes/No/Not sure

Answer No.

**What difference will your project make?**

Put N/A.

**Why is your project important to your community?**

Put N/A.

## **What will happen after the project ends?**

Tell us about how you will manage your heritage in the future. [500 words]

## **Why is your organisation best placed to deliver this project?**

Put N/A.

## **Outcomes**

We describe the difference we want to make with our funding through a set of nine outcomes which are listed in the application form. Outcomes are changes, impacts or benefits that happen as a direct result of this funding.

The Covid Recovery Programme for Heritage Organisations is designed to assist in your organisation's sustainability and recovery from COVID-19 and the outcome for the fund is:

- The funded organisation will be more resilient.

You must address **only this outcome** using prompts below. We expect responses to be proportionate to the amount being requested.

Please do not respond to the other outcomes on the form as they do not relate to this funding.

## **How will your project involve a wider range of people?**

Put N/A

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

### **The funded organisation will be more resilient**

Your organisation will have greater capacity to withstand threats and to adapt to changing circumstances to give you a secure future. You will achieve this greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources.

Prompts:

- Tell us how you will stabilise your organisation in the immediate term to make sure the vital heritage you care for is not put further at risk by COVID 19. This could include the retention of staff and premises, operational costs or plugging deficits incurred as a direct result of COVID 19;
- Tell us how you will adapt and recover from the impacts of COVID 19. This could include new business and operational plans, overheads or training and skills development costs;

- Tell us about difficult decisions you may have to make such as temporarily scaling back your services. This could include digitising material and putting it online, temporary storage for important heritage assets, equipment to allow staff to work from home or mothballing operations;
- Tell us about any renewal actions you've planned such as pilot projects, new audience focus or apprenticeships
- Tell us what measures you have already taken such as fundraising to improve your resilience throughout the COVID-19 pandemic.

**Please do not respond to the other outcomes on the form as they do not relate to this funding.**

## Project Costs

Your Financial Overview should be realistic and based on some research, quotes or previous experience. We expect your Project Costs section to represent the same information as your Financial Overview.

Please note the following:

- If you are able to claim back the VAT do not include it as a cost.
- Round your grant request up to the nearest whole pound/£.
- Ensure the total costs match the income.

It is important that the costs you ask us to cover do not constitute unlawful Subsidy Control to you. You will be asked to make a declaration that you have considered and checked the rules on Subsidy Control (see Supporting documents section) when you submit your application, and to flag any possible issues.

### Completing the Project Costs Table

Enter your total grant request as a single line in your cost table.

**Cost type:** select the 'Other' cost heading

**Description:** enter the phrase 'Covid-related Operating Deficit for 2021-22'

**Cost:** enter the figure from the 'Covid-related Operating Deficit for 2021-22' box from your Financial Overview. Do not include VAT if you will be requesting non-recoverable VAT as part of your grant.

**VAT (Value Added Tax):** include non-recoverable VAT in this column. You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs to check how much VAT you will need to pay.

### Support for your project

Yes/No.

Select No. Partnership funding is not required for the Covid Recovery Programme for Heritage Organisations.

### **Add a non-cash contribution**

Leave blank.

### **Volunteers**

Leave blank.

### **Supporting Documents**

The following supporting documents must be uploaded with your application form.

File sizes should be smaller than 20MB.

Note that some of the supporting documents required for this Programme are different to those stated in the form – see the main guidance for further details.

## **1. Upload your organisation's governing document**

Your governing document should include the following:

- the name and aims of your organisation
- a statement that prevents your organisation from distributing income or property to its members during its lifetime
- a statement which confirms that, if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members
- the date when it was adopted and the signature of your chairperson (or other authorised person)

We are unable to accept your application if your constitution does not include the above.

Please make sure your application falls within the aims of your organisation.

The Charity Commission provides guidance on creating a governing document.

## **2. Upload your organisation's accounts**

Before we assess your application, we need to see your organisation's accounts. These should be audited or verified by a date and signature from your Chief Financial Officer or equivalent.

Please provide:

- Your most recently audited or verified accounts.

- AND accounts for the financial year immediately before the onset of COVID-19 (normally 2019/2020). You must be able to provide evidence of cash reserves at 31 March 2020. If your financial year does not end 31 March, please provide two sets of accounts which span the period April 2019-March 2020.

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

Make sure your accounts are recently audited or verified by an accountant.

### **3. Upload your Action Plan/Business Plan**

Upload this document under 'Project Plan'.

You must provide a current Action Plan or Business Plan to demonstrate that you have a credible plan to return to financial viability within a reasonable time period.

You may submit your own existing Action Plan or Business Plan. If you do not have one, you may [use this optional template](#).

### **4. Upload your Financial Overview Template**

Upload this document under 'Briefs for any internally or externally commissioned work.'

Complete the template including your up-to-date financial information. Before you get started, have these documents handy:

- Your full year accounts for the financial year immediately before the onset of COVID
- Your actual financial position from 1 April 2021 to 30 September 2021
- Your projected budget or plan for 1 October 2021 to 31 March 2022

#### **Your Financial Position from 1 April 2019 to 31 March 2020**

Please provide the details in this form to reflect your organisation's financial position before COVID began. This period is broken down into two periods so that a comparison can be made with the current year.

#### **Your Financial Position from 1 April 2021 to 31 March 2022**

- Comparative financial data for the pre-COVID year is required as well as the current financial year 2021-22.
- Organisations shall record their operating deficit on 30 November 2021.
- Evaluating previous operating experience, along with the application of best endeavour, applicants shall make evidence-based financial projections for the four months from 1 December 2021 to 31 March 2022.

- Organisations will need to provide 2019-20 financial data for comparison pre-COVID-19
- Where an organisation did not exist for a full year pre COVID-19, calculations will be on the 2021-22 financial data supplied, taking account as appropriate of any partial year figures for 2019-20.
- In making their projections of future income and expenditure, applicants must assume that the relevant Covid related restrictions in force on the day of application remain in place until 31 March 2022.
- Two Office Bearers (trustees, Board Members, Management Committee members, Governors or Directors as appropriate) shall certify the information as complete and accurate.
- The organisation must confirm its final outturn deficit position as soon as practicable after the end of the financial year.
- Where the difference between your projected and actual deficit is more than 10%, you must provide a written explanation.
- The organisation shall retain all evidence used to support the claim for operating deficits must until March 2025. The Department reserves the right to carry out post payment audits to validate the accuracy of the information provided.

The Department for Communities and The Heritage Fund acknowledge the challenges in making accurate financial outturn projections covering the last four months of the year. However, people who hold positions of responsibility within sectoral organisations and their professional advisors must exercise best judgement based on previous operating experience, taking appropriate account of normal seasonal trends that could improve or deteriorate finances.

### **How to fill in the ‘Explain the key differences’ columns**

Overall, we’re looking to assess how COVID has impacted on your finances. This column offers an opportunity to provide some brief narrative to help explain the difference over the different periods, to provide insights to assist the delivery partner in assessing your application.

### **You might want to ask someone in your organisation for help**

You might want to work on this with whomever helps your organisation manage its finances. This could be a finance manager, one of your office bearers, your treasurer, or someone else in your organisation.

## **5. Upload your Declaration Letter**

Upload this under ‘Project images’.

Complete the template letter and upload a copy signed by your Chief Executive (or equivalent) to declare the following as part of your application:

- That Subsidy Control has been considered and checked in relation to your application. You should flag any potential issues identified and provide a commentary on how these will be resolved in advance of any grant award. This letter should also declare whether or not your organisation has received

any subsidies under special drawing rights since 1 January 2021, and - if it has - the total amount received in that period.

- That your organisation has only applied to one funding organisation under this Programme.
- That you do not know of other available sources of financial support, including external support or support from related organisations, which would enable you to manage recovery from Covid without recourse to public funds.

## **6. Upload your Eligibility Questionnaire**

Upload this under 'Calculations for full cost recovery'.

Attach your completed Eligibility Questionnaire.