

Community Heritage Fund Northern Ireland application guide and questions

This application guide is for organisations applying to the Community Heritage Fund Northern Ireland. You must use this guide to assist you in completing the online application form for grants between £3,000 and £10,000.

Important: The National Lottery 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 Community Heritage Fund Northern Ireland. You **should not** use the help icons embedded in the online form as they do not relate to this funding.

Some questions have word limits and you will not be able to submit your application if you exceed these limits. Word limits are indicated in brackets, if necessary please use bullet points. Please note that dashes in the text count as whole words. If you decide to copy and paste text directly into your application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limit.

Don't forget to save the progress of your application as you work on it.

How to start a new application form

1. Register as a new user on the National Lottery Heritage Fund grants portal or use an existing user account.
2. Click "Add Project" on the main screen.
3. Click Grants from "£3,000 to £10,000", in New Project section.
4. Click "Start Full Application".
5. Grant Request screen: add the value of your grant. Your grant will be automatically rounded to the nearest £100.
6. Click OK.

Section One: Your project

Project info

Name of your organisation: this will auto populate from the information you supplied at registration.

Project reference number: this will auto populate from the information created when you added your project.

Project Title. This field is mandatory

Question prompts

Your title must use the following format '**CHFNI:** and then add your project name'. If you do not use this title format we will not know that you are applying for the Community Heritage Fund Northern Ireland and your application may be delayed.

1a. Is this your organisation's first application to us?

Answer yes or no.

1b. Describe your project

Tell us:

- what you will do
- who will be involved
- what you will be spending the funding on
- how you plan to evaluate the project
- how you will share what you have learned with a wide range of people

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.

This question has a 500 word limit.

1c. Use the tick box menu to tell us what you will do.

Please select the options that apply.

1d. Where will your project take place?

Please use the postcode where the project will take place. If your project will take place across different locations, please use the postcode where most of the project will take place.

1e. When are you planning to start and finish your project?

Enter the start date and finish date of your project. Please note that the project must fall between **15 February 2021 and 31 March 2021**. If your project cannot be delivered within those dates then please do apply to this fund.

Your project must not start before we have assessed it and we have given you permission to start your project. To obtain permission to start you will need to submit a form online and provide us with:

- your bank account details
- proof of ownership/leasehold requirements (if relevant)

Project expenditure **MUST** be completed by 31 March 2021.

1f. Tell us about the heritage in your project, its current condition and why it is important to your organisation and your community

This question has a 300 word limit.

1g. Select the heritage type that is the main focus of your project:

Please select **Community Heritage**.

1h. Will you be undertaking any capital work as part of your project?

Detail any small-scale physical works such as the erection of plaques or interpretive panels here. If no capital costs are involved write 'n/a'.

If yes, tell us:

- if you own the heritage to be worked on
- if not, whether you have permission from the owner
- if the works will follow conservation good practice
- if the work requires any Statutory Permissions or Licenses
- if the Statutory Permissions or Licenses are in place

1i. What will you do to ensure your project is environmentally friendly?

This question has a 150 word limit. For example.

- tell people how to get to your site or events by public transport
- use compostable/biodegradable plates and cutlery for event catering
- use local suppliers
- use recycled and/or environmentally friendly materials
- recycle your waste
- tell people about the environmental measures you have implemented

1j. Tell us what will happen after your project ends?

This question has a 200 word limit. Think about where the things you will produce will go after your project has finished, how the outcomes will be maintained and how you will manage your heritage in the future. If your project will create anything in a digital format please read the digital outputs section on page 17 of the programme application guidance.

Section two: Project 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 your project.

You will only need to deliver two outcomes as part of your project :

- **a wider range of people will be involved in heritage' as a result of your project**
- **heritage will be identified and better explained**

Only tick the two outcomes listed above and tell us how your project will work towards achieving both outcomes using the prompts below.

If your application is successful you will need to tell us how your project achieved the outcomes in your end-of-grant reporting.

Please do not tick the other outcomes on the form as they do not relate to this funding and will not be assessed.

A wider range of people will be involved in heritage.

There will be more people engaging with heritage and this audience will be more diverse than before your project.

How will you know what you have achieved?

You will be able to show that your audience profile has changed. For example, it includes people from a wider range of ages, ethnicities and social backgrounds; more disabled people; or groups of people who have never engaged with your heritage before.

Heritage will be identified and better explained.

There will be clearer explanations and/or new or improved ways to help people make sense of heritage. For example, this might include creating a heritage trail presented as a smartphone friendly website or app. Other projects might want to encourage the local community to share and develop an online archive of memories and stories with activities that encourage engagement and interpretation of the local heritage.

How will you know what you have achieved?

Visitors and users will tell you that the interpretation and information you provide:

- are high quality;
- easy to use and appropriate for their needs and interests;
- enhance their understanding;
- improve their experience of heritage.

Section three: Project costs

- Project costs are really important to us. They help us understand how you plan to put your project into action and assess value for money. You need to complete this section of the form in detail.
- In this section of the form we want you to tell us how much it will cost to deliver your project.
- Your budget should be realistic and based on some research, quotes or previous experience.
- For any costs that are not covered by the cost headings listed please use the 'Other' heading.
- Please use the 'Description' column to provide more detail about your costs.
- If your costs are based on calculations, for example staff costs, please insert a breakdown of the information.
- Please note: third sector organisations will be able to apply for full cost recovery including existing staff time as part of their project costs.
- There is a limit of 30 words per description.

Please note the following:

- if you are able to claim back the VAT do not include it as a project cost.
- round your grant request up to the nearest £100.
- ensure the total costs must match the income.

Question prompts

3a. Project Costs

Enter the values of your project costs. Costs can be estimates. This information helps us to monitor your project

Table columns

Cost heading

Please choose the appropriate cost heading from the list provided. We will ask you to report expenditure against these headings at project completion.

Description

Please add a general description. There is a word limit of 30 words per description.

Cost

Please insert your costs in this column – without VAT and contingency (money to be used only for unexpected extra costs).

VAT (Value Added Tax)

Make sure that you only 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.

Table rows (cost headings)

New staff costs

It is unlikely that the available timeframe and grant level for this funding will allow you to create new posts and therefore we do not expect applications to contain costs for new posts.

The fund can however support extending the hours of a suitably qualified member of staff on your payroll so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about their role.

Third sector organisations will be able to apply for full cost recovery including existing staff time as part of their project costs and this is the section where you should record those costs marking them clearly as full cost recovery in the description.

Professional fees

The services of freelance workers should be reflected in this section e.g. a facilitator, artist, digital expert or interpretation consultant.

Recruitment

This relates to the cost of recruiting freelance workers.

Purchase price of heritage items

Leave blank. Acquisition costs are not eligible under the Community Heritage Fund.

Repair and conservation work

Leave blank. Repair and conservation works are not eligible under the Community Heritage Fund.

Event costs

Costs for any events (for example, refreshments or room hire).

Digital outputs

Any costs that you require to create 'digital outputs' – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials, including learning materials

This might include historic costumes, hard hats to give site access, art materials or leaflets and publications.

Training for staff and volunteers

Existing and new staff and volunteers may need training to carry out your project.

Travel for staff and volunteers

For example, to help staff and volunteers travel to sites. Travel costs by car should be based on 45p a mile.

Expenses for staff and volunteers

You can include the costs of expenses for staff and volunteers to make sure they are not out of pocket.

Other

Please use 'other' for any costs that do not fit within the given cost headings. Give a clear description of these costs.

Publicity and promotion

You can include the costs of promotional materials that relate directly to your project.

Evaluation

You will required to complete a short project evaluation which you should be able to do without external support.

Contingency

A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure may be up to 10% of the total costs of the project,.

Total

The online form will generate your total project costs.

Costs can be estimates. This information helps us to monitor your project

The online form will generate your total project costs.

Question prompts

3b. Grant request

•Partnership funding is not required for the Community Heritage Fund.

3c. Non-Cash Contributions

Leave blank.

3d. Volunteer Contributions

Leave blank.

Section four: Your organisation

Question prompts

4a. Address of your organisation

This will auto populate with the information you supplied when creating your account.

4b. Organisation type

Please select the option that applies to your organisation.

4c. Tell us about your organisation's main purpose and regular activities

Provide a short description of the work of your organisation.

4d. Is your organisation any of the following? If so, please provide the information requested

This question is about whether or not you are a registered charity.

4e. Your organisation's mission and objectives

If relevant, please select the most appropriate category.

4f. Details of main contact

- Name

Automatically filled in based on information supplied when creating your account. If details are incorrect, you can edit the content.

- Date of birth

Add date of birth. This is mandatory and is used for our fraud checks. This should be the correct date of birth for the named main contact.

- Position

Answer as appropriate

Is the address of the main contact the same as the address in 6a?

Answer as appropriate

- Daytime phone number, including area code

Automatically filled in based on the information supplied when creating your account.

- Alternative phone number field

Please provide as appropriate.

- Email address

Automatically filled in based on the information supplied when creating your account.

- Tell us about any particular communication needs this contact has

Use this answer to tell us if you need certain types of communication, like large print

- If the main contact is not an authorised signatory for your organisation please include the details of an authorised signatory

Answer as appropriate

4g. Does your organisation use social media?

If so, please provide us with relevant information such as your Twitter handle or other social media accounts.

Section five: Supporting documents

The following supporting documents must be uploaded with your application form. File sizes should be smaller than 5MB. For any documents over the size limit, email your supporting document to Community.HeritageNI@heritagefund.org.uk with your project reference number in the email subject header.

The supporting documents for the Community Heritage Fund are:

1. Constitution
2. Accounts
3. Letters of support if applicable to your project.

Section six: Additional Information and Declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund.

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.

When you submit your online form, you will be asked to confirm that you have read understood and agree with the statements set out in the declaration.

- Scroll to end of page
- Tick 'I confirm that I agree with the above statements'
- Enter your Name, Organisation, Position, Date details

Are you applying on behalf of a partnership?

- Click No

Click Submit

We will send you an email to let you know we've received your application.