

# How to register a payment account for the Culture Recovery Fund for Heritage through the online application portal

You will need to register an online payment account on The National Lottery Heritage Fund's application portal. We are asking you to do this to speed up our payment process, if you are awarded a grant, so we can get your grant to you as quickly as possible. This is an administrative step only. You will need to register on our system and then submit our usual grant application form with minimal information to get it through to our system. Even if you already have an account and have received money from us previously, you will need to submit a new blank form to generate a new reference number. This guidance will walk you through this process to help you complete the necessary sections.

## Step by step guide to submitting an online application form

How to start a new application form:

1. Sign into [the National Lottery Heritage Fund application portal](#).
  - a. If you do not have an account please select register for an account and enter your details. Be sure to use the full name of your organisation as it appears on Charity Commission, Companies House or accounts. Do not use trading or shortened versions of your name. If you receive an error that starts **“The transaction associated with the current connection has completed but has not been disposed...”** it means there is already an account registered to that email so you will need to click forgot password to access this account.
2. Click 'Add Project' on the main screen.
3. Click 'Grants from £10,000 to £250,000' in the New Project section.
4. Click 'Start Full Application'.
5. Enter the value of your grant request on the Grant Request screen. Your grant will need to be rounded to the nearest £100.
6. Click 'OK'.

Next, fill out the application form. We have written guidance to help you complete each section.

## **Section 1: Your project**

### **Project title.**

This field is mandatory. **You must enter the project title as CRF21: then your organisation name as given on your original application.**

### **1a Have you received any advice from us before making your application?**

Click 'No'.

### **1b Is this your organisation's first application to us?**

Click 'Yes'.

### **1.c Describe your project.**

Enter 'N/A'.

### **1.d Where will your project take place?**

This question is mandatory.

Enter the postcode of your organisation's address.

Enter your organisation's address.

Enter the Local Authority where the project will take place.

Enter the Constituency where the project will take place.

These address details must match the address details on your initial application. This should be the organisation address registered on company house or charity commission'

### **Landscape projects, please provide an Ordnance Survey grid reference for your landscape.**

Enter 'N/A'

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

Enter the start date and finish date for your project. Your finish date should be no later than 30 June 2021.

### **1.f Why does your project need to happen now?**

Enter N/A.

**1.g Tell us what advice you have received in planning your project and from whom.**

Enter N/A.

**1.h Tell us about the people who will benefit from your project.**

Enter N/A.

**1.i Does your project involve heritage that attracts visitors?**

Click 'No'.

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

Enter N/A.

**1k As well as acknowledging your grant as set out in our requirements, we also ask you to provide special access and/or offers for National Lottery players.**

Enter N/A.

## **Section 2: The heritage**

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

Enter N/A.

**2b Select the heritage type that is the main focus of your project.**

Select one option.

**2c Is the heritage considered to be at risk?**

Click 'No'.

**2d Does the heritage have any formal designation?**

Do not select any options.

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

Click 'No'.

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

Enter N/A.

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

Click 'No'.

### **Section 3: Managing your project**

**3a Will your project be delivered by a partnership?**

Click 'No'.

**3b How will your project be managed?**

Enter N/A.

**3c Tell us about any jobs and / or apprenticeships that you will create to deliver your project.**

Enter N/A.

**3d Tell us about any problems your project could encounter and how you will manage these.**

Enter N/A.

**3e What measures will you take to increase positive environmental impacts and reduce negative environmental impacts?**

Enter N/A.

**3f How will you evaluate your project?**

Enter N/A.

Click 'Next'.

### **Section 4: Project outcomes**

**Select the outcomes your project will achieve and explain how you will do this:**

Select option a. A wider range of people will be involved in heritage.

Enter N/A, in the text box that appears.

Click Next.

## **Section 5: Project costs**

This is the main section you are required to complete. You will need to copy and paste the figures in from the detailed cost breakdown you provided as a supporting document.

Your request will need to be rounded to the nearest £100.

### **5a Project Costs.**

The cost headings will be:

- New Staff
- Professional Fees
- Recruitment
- Digital outputs
- Equipment and materials, including learning materials
- Training for staff and training for volunteers
- Travel for staff and travel for volunteers
- Expenses for staff and volunteers
- Event costs
- Other
- Publicity and promotion
- Evaluation

Many of these headings will not be applicable for your project so please leave these blank. For details of which costs are eligible and ineligible for this fund, and for which headings to include costs under, please read our application guidance.

The fields for evaluation and contingency costs are mandatory. You can enter '0' in these fields if you are not asking for any costs here.

### **5b Project Income.**

Leave blank.

### **5c Non-Cash Contributions.**

Leave blank.

### **5d Volunteer Contributions.**

Leave blank.

Click 'Next'.

## **Section 6: Your organisation**

### **6a Address of your organisation.**

This section is read only.

### **6b Organisation type.**

Select organisation type.

### **6c Tell us about your organisation's main purpose and regular activities.**

Enter N/A.

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

Leave blank.

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

Leave blank.

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

Leave blank.

**6d Is your organisation any of the following? If so, please provide the information requested.**

Leave blank.

**6e Are you VAT-registered?**

Select correct answer.

**6f Your organisation's mission and objectives.**

Select options if they are applicable.

**6g Details of main contact.**

**Name.**

Automatically filled in. If details are incorrect, you can edit the content.

**Date of birth.**

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

**Position.**

Enter N/A.

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

Please enter your personal address here rather than your organisation address.

**Daytime phone number, including area code.**

Automatically filled in.

**Alternative phone number field.**

Leave blank.

**Email address.**

Automatically filled in.

**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, or braille.

**For projects based in Wales, which language should we use to communicate with the main contact?**

Answer as appropriate.

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

Answer as appropriate.

**6h Does your organisation use social media?**

Enter N/A.

Click 'Next'.

## **Section 7: Supporting documents**

We already have your supporting documents. You do not need to upload any documents in this section.

### **1. Governing document.**

Select 'Not applicable'.

### **2. Accounts.**

Select 'Not applicable'.

### **3. Project plan.**

Select 'attached' but do not attach any documents.

### **4. Partnership agreements.**

Select 'Not applicable'.

### **5. Condition survey.**

Select 'Not applicable'.

### **6. Job descriptions.**

Select 'Not applicable'.

### **7. Briefs for internally or externally commissioned work.**

Select 'Not applicable'.

### **8. Images.**

Select 'Not applicable'.

### **9. Letters of support.**

Select 'Not applicable'.

### **10. Calculations of full cost recovery.**

Select 'Not applicable'.

### **11. Ownership documents.**

Select 'Not applicable'.

Click 'Next'.

## **Section 8: Additional information and declaration**

As you have already provided demographic monitoring data in your application form, you do not need to add it in here so please select 'information not available.'

The declaration here is the same as the one you agreed to on your initial application.

As it is the same, you can leave this section blank.

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

### **Are you applying on behalf of a partnership?**

Click 'No'.

Click 'Submit'.

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