

Green Recovery Challenge Fund



The National Lottery Heritage Fund



Application guide and Questions

You can use this guide to assist you in completing the online application form for grants from £50,000 - £250,000 from the Green Recovery Challenge Fund.

Please note: The National Lottery Heritage Fund uses the same forms across the programmes we administer. Some questions need to be answered differently for the Green Recovery Challenge Fund so read this guide to understand what information is required where. You do not need to use the help icons embedded in the online form.

The overall word limit of this form is **6,000 words**. You will not be able to submit your application if you exceed this limit. Please note that dashes in the text count as whole words.

How to start a new application form

1. Sign into the [National Lottery Heritage Fund grants portal](#)
2. Click Add Project on the main screen
3. Click Grants from £10,000 to £250,000, 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 Title. This field is mandatory

Enter the name as: GRCF2020: then a short descriptive project title (max 10 words)

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

- Click No

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

- Y/N

1.c Describe your project

In no more than 200 words please provide a summary of your project. 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.

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Please see [main guidance](#) for further information and examples on the types of projects we are looking to fund. It also contains information on the outcomes the Fund is aiming to achieve and some suggested evidence sources.

- Describe what your project will do and which of the three key themes your project will contribute to, and how (your project may meet more than one):
 1. Nature conservation and restoration
 2. Nature-based solutions, particularly for climate change mitigation and adaption
 3. Connecting people with nature
- State how many jobs/ traineeships this will involve, and whether these jobs are being created or retained within your organisation as a result of this project
- Highlight what outstanding planning or design work you will need to do to start your project (including obtaining any required licenses or consents) or confirm that you are ready for an immediate start.

1.d Where will your project take place? This question is mandatory

- Enter the postcode of your organisation's address
- Enter address
- Enter the Local Authority where the project will take place
- Enter the Constituency where the project will take place
- Site based projects, please provide an Ordnance Survey grid reference for the mid-point of your project area
 - The application form asks you for the O/S grid reference for your project. To provide this, please give a 6 digit O/S reference number that corresponds to a central location for your site. This should be in the standard O/S format of two letters, followed by 6 digits. E.g. SZ644874.
 - Please provide only the grid reference in this field, without spaces, or any other text.
 - There is just one field available in our form, but we appreciate that many projects will work across multiple sites. If that's the case and you need to provide more than one grid reference, please do this in the same field and separate each reference with a semicolon. For example, a project that is working on two sites in Dorset and one in Bembridge would enter the following:
 - SZ644874; SZ035859; SU128065
 - There is no limit to the number of references you can add to this field, but the Fund only requires one for each site where you are working. If your application is successful, the evaluation team will work with you to capture data on the extent of land that will benefit from your project.

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

- Enter project start date and finish date.
- Your project start date should be no later than December 2020 and the finish date should be before 31 March 2022.

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

- Please describe what need and opportunity your project will address.
- Tell us why this is the most appropriate project for your organisation to take on at this time.
- Tell us about how delivering this project will enable you to create jobs or retain jobs that might otherwise be lost.
- Describe how your project links with local plans and strategies (for example Green Infrastructure Plans, National Park Authority management plans, AONB management plans or new initiatives like Local Nature Recovery Strategy pilots). Does your project maintain and build local delivery arrangements?

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

- Include advice taken to date from relevant Arm's Length Bodies such as Natural England, Environment Agency, Forestry Commission, Marine Maritime Organisation. Tell us how their advice has helped to shape this application.
- If your project is working on land owned by others, tell us what input landowners have had to date and whether you have signed third party landowner agreements in place.

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

- Include details of audiences for public activity here, including target numbers and demographics of the people who will benefit. Tell us if these are new or existing audiences.
- Do not use this section to describe your proposals for jobs, training and skills development here – use section 3c for this.

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

- Y/N

1j Tell us what will happen after your project ends

- How do you plan to continue and/or build on this project in order to achieve your desired outcomes in the longer term? What work will you carry out as part of the project in order to ensure that this happens? How will this be financed?
- How will you secure, manage and maintain the project's outputs, including how you will sustain any new jobs/ apprenticeships created, or help fixed-term staff to find work elsewhere once your project has finished.

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

- Put N/A

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Section two: The heritage

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

Please see main guidance for further information for examples of the types of projects we are looking to fund.

- What is important/significant about the natural environment your project is focused on (e.g. protected landscape, designated sites, priority habitats, value to local people).
- What is the current physical state of your natural environment and what improvements do you foresee as a result of this project.

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

- Select one option from list

2c Is the heritage considered to be at risk?

- Y/N
- If yes, explain why you consider the heritage to be at risk and how. Please consider your evidence base.

2d Does the heritage have any formal designation?

- Please select any options that apply from the list.

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

- Y/N

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

- If you receive a grant, you will be asked to provide evidence of ownership by Permission to Start.
- Please note works to heritage items such as collections and archives are not eligible under this Fund

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

- Y/N
- If yes, note that you will need to supply additional supporting documents with your application – see the Additional Information guidance.
- Please note acquisition of heritage items such as collections and archives are not eligible under this Fund

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Section three: Managing your project

3a Will your project be delivered by a partnership?

- Y/N

3b How will your project be managed?

- Include details of any proposals for working in partnership with other relevant organisations (local/national) as well as how your project will be managed within your organisation.

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

- You should include information on how your project will create and retain jobs in the sector. This includes:
 - the number of FTE jobs created or retained by the project, and how many of these are for young people (aged 16-24)
 - any apprenticeships or training schemes created, including target number of participants
 - employment and/or opportunities for under-represented groups to access nature.

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

- Are there any fixed deadlines or key milestones that will restrict your project's timetable?
- If you do not already have all consents and licences in place for your project, we particularly want to know how you will mitigate this risk to ensure that the project is deliverable in the time available.
- If you are taking an innovative approach, how will you mitigate any risks associated with this?

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

- Tell us how you have assessed the possible positive and negative impacts of your project on the environment as a whole, and how you will increase and reduce these respectively.
- We provide guidance on environmental sustainability on our [website](#)

3f How will you evaluate your project?

- Tell us how you plan to measure progress against your outcomes by the end of the project.
- How will you baseline the existing state of project feature from which the project will progress?

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- If you are taking an innovative approach, please highlight how you intend to evaluate the approach and disseminate the findings.
- We provide guidance on how to carry out evaluation of your project on our [website](#).

Click Next

Section four: Project outcomes

Please see main guidance for further information for examples on the types of projects we are looking to fund. It also contains information on the outcomes this Fund is aiming to achieve and some suggested evidence sources and output measures.

Select the outcomes your project will seek to achieve. Select all of the options that are relevant to your project, under each of the fund themes.

- You must also select 'a wider range of people will be involved in heritage' in order to submit the form. If it is not relevant to your project, put N/A.

For each outcome selected, explain:

- what outputs your project will deliver
- the anticipated impact,
- and how these will achieve the outcome

Include also:

- what qualitative and quantitative evidence bases you have to support your proposed approach (e.g. ecological surveys, condition assessments, audience consultations).
- How do you know that this approach provides a cost-effective way of delivering the outcome? (e.g. reference to relevant standards, conservation evidence, pilot projects etc).

For projects meeting the **nature restoration and conservation** theme, use :

- b. Heritage will be in better condition. This outcome means that projects under this theme will lead to improvements to the physical state of the natural environment, which will be richer in plants and wildlife.

For projects meeting the **nature-based solutions** theme, use:

- b. Heritage will be in better condition. This outcome means that projects under this theme will lead to improvements to the physical state of the natural environment to support climate change mitigation and/or increase resilience to the effects of climate change and natural disasters.

For projects meeting the **connecting people with nature** theme, use (as applicable):

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- a. A wider range of people will be involved in heritage. This outcome means that a wider range of people will benefit from engagement with the natural environment.
- e. People will have learnt about heritage, leading to change in ideas and actions. This outcome means that individuals will have developed their understanding of the natural environment, because you've provided them with opportunities to experience it in different ways that meet their needs and interests.
- f. people will have greater well-being. This outcome means that people will gain well-being benefits from accessing the natural environment, and may feel more connected to the place where they live.

To explain the economic outcomes from your project, use (as applicable):

- i. The local economy will be boosted. This outcome means that there will be additional income for local businesses due to direct involvement in your project, or indirectly through increased spending in the area or encouraging tourism
- d. People will have developed skills. This outcome means that people will have gained or retained employment in the natural environment sector, and they will have developed skills

To explain how this Fund will assist in your organisation's sustainability and recovery from COVID-19, use:

- g. The funded organisation will be more resilient. This outcome means that your organisation will have greater capacity to withstand threats and to adapt to changing circumstances to give you a secure future.

You may also choose to use other outcomes if you feel they apply to your project.

Click Next

Section five: Project costs

Project costs are really important to us. They help us understand how you plan to put your project into action. You need to complete this section of the form in detail. You will also need to submit a detailed cost breakdown as a spreadsheet, separating out costs per partner.

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

5a Project Costs

- Enter the values of your project costs. Costs can be estimates. This information helps us to monitor your project
- Evaluation and contingency are mandatory costs.

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5b Project Income

- Partnership funding if applicable (note that you do not need to have match funding to apply to this fund, although we encourage you to include it if it helps you to deliver better value for money against the Fund's outcomes)

5c Non-Cash Contributions

- Tell us about any non-cash contributions that you expect to receive to help you carry out the project.

5d Volunteer Contributions

- Leave blank

Click Next

Section six: 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

- Answer as appropriate

How many board members or Trustees does your organisation have?

- Answer as appropriate

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

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

6e Are you VAT-registered?

- Select correct answer

6f Your organisation's mission and objectives

- Select options if applicable

6g Details of main contact

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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?

- Answer as appropriate

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

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

- Enter N/A

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

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Section seven: 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 GreenRecoveryChallengeFund@heritagefund.org.uk with your project reference number in the email subject header.

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

1. Governing document [mandatory for all environmental charities]
2. Detailed cost breakdown [mandatory]
3. Project plan [mandatory]
4. Draft Partnership agreement [if applicable]
5. Consents table [if applicable]
6. Calculations of full cost recovery [if applicable]
7. State Aid Letter [mandatory]

If your project includes land purchase, we will also need to see:

8. a location plan to scale, clearly identifying the extent of the land and any building(s) to be purchased and any relevant access to the land and building
9. one independent valuation
10. evidence that the current owners are the owners (have legal title) and have the right to both sell the land and/or building and transfer the title to the new owner
11. evidence of any legal covenants, or rights (such as fishing, shooting, mineral, drainage), or long- or short-term tenancies, or rights of way or access, or any other interests which are attached to the land or building

We will not be able to assess your application if we do not receive all the required information by the stated deadline.

Click Next

Section eight: Additional information and declaration

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

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Are you applying on behalf of a partnership

- Y/N

Click Submit

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