Green Recovery Challenge Fund round 2: Application help notes and questions - £50,000 to £250,000

You can use this guide to assist you in completing the online application form for grants from £50,000 to £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. When the online form contradicts this guidance, the Green Recovery Challenge Fund guidance takes precedence.

Do not 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 our forms auto-calculate the word count and this may cause slight discrepancies in documents cut and pasted from Word. Any punctuation used between two words, without a space (for example "non-essential" or "don't") will be counted as two 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
All Project Titles should begin with GRCF2021.

Enter the name as: GRCF2021: then a short descriptive project title (max 10 words).

1a. Have you received any advice from us before making your application?
- click No. Our Engagement team are unable to provide bespoke advice on this fund

1b. Is this your organisation's first application to us?
- Y/N

1c. 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.

Please see Green Recovery Challenge Fund 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 to which of the three key themes your project will contribute, 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 FTE jobs (including paid work placements / apprenticeships) this will involve across all of your project spend, and whether these jobs are being created or retained within your organisation or within partner organisations.
- 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.

1d. 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 a six-digit Ordnance Survey grid reference number for the mid-point of your project area (for example: SK510072). If you are working on multiple sites, separate each grid reference with a semicolon (for example: SK510072; SX163777; TQ317842). Do not include any additional text with your grid references.

1e. 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 September 2021 and the finish date must be before 31 March 2023.

1f. 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. Does your project maintain and build local delivery arrangements?

1g. Tell us what advice you have received in planning your project and from whom
- Tell us what consultation and survey work you have done, including any consultation you have done with your local community and those who will be involved in your project as participants or volunteers. Tell us how this has shaped your project proposals.
- Include advice taken to date from relevant Arm's Length Bodies such as Natural England, Environment Agency, Forestry Commission, Marine Management 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. Please see the Green Recovery Challenge Fund guidance for further details of our requirements around landowner agreements.

1h. 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 – use section 3c for this.

1i. 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. As this funding comes from Defra rather than the National Lottery, we do not require you to acknowledge National Lottery Players.

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 the Green Recovery Challenge Fund guidance 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?
- 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 describe 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 at 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 Section seven of this document.
- Please note acquisition of heritage items such as collections and archives are not eligible under this fund.

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 as follows:

- New staff within your organisation or any partner organisations, including paid apprenticeships and job placements: please give both total number and Full Time Equivalent (FTE). Please tell us about any steps you will take in recruiting new staff to target groups that are underrepresented in the environment sector (particularly people from Black, Asian and minority ethnic communities, 16– 24-year-olds, people from economically disadvantaged places)
- Existing staff whose salaries are paid wholly or partly by the project budget (including through Full Cost Recovery): please give both the total number and FTE that is funded directly by this project. Please indicate whether any of these roles would be at risk of redundancy in the absence of project funding and explain why this would be the case.
- Contractors or suppliers (including freelancers / self-employed people): please give the main types of goods and services you expect to purchase, and the total budgeted cost

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 establish the baseline of your project site/s or feature from which the project will progress?
- 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

For all projects:
Please see the [Green Recovery Challenge Fund guidance](#) for examples of 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.

You **must** select 'a wider range of people will be involved in heritage' in order to submit the form successfully. If it is not relevant to your project, check the box but put N/A in the free text.

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. 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).

Please note:

- If your application is successful, you will be expected to report against the outcomes you select.

For projects meeting the nature restoration and conservation theme, check the box for:
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, check the box for:
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, check the box for (as applicable to your project):

a. A wider range of people will be involved in heritage. This outcome means that a more diverse range of people than your current audience 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 active 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.

Additional Information:

To explain the economic outcomes from your project, check the box for (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 staff, trainees or volunteers will have gained or retained employment in the natural environment sector, and they will have developed skills that are needed by the sector now and in the future.

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 upload a detailed cost breakdown as a spreadsheet, separating out costs per partner.

Your grant request will be rounded down to the nearest £100. Your total project costs must match your project income, otherwise the system will not allow you to proceed.

It is important that the costs you ask us to cover do not constitute unlawful subsidy to you. You will be asked to make a declaration that you have considered and checked

the rules on Subsidy control when you submit your application, and to flag any possible issues.

5a Project Costs

- Please choose the appropriate cost heading from the list provided. We will ask you to report expenditure against these headings when we monitor your project.
- For salary costs of staff directly employed and retained by the project, use the 'New staff costs' heading. In the Detailed Cost Breakdown supporting document, please include a breakdown of the costs associated with each staff member, and their Full Time Equivalent rating.
- For freelance and self-employed roles, use the 'Professional Fees' cost heading.
- For any other costs not covered by the cost headings, use the 'Other' heading and provide a clear description.
- Enter the values of your project costs, without VAT and contingency. VAT costs should only be included in the VAT column.
- Costs can be estimates, but your budget should be realistic and based on some research, quotes or previous experience.
- Evaluation and contingency are mandatory cost headings and must be included.

5b Project Income

- Tell us about any project income from other sources of funding that you expect to receive to help you carry out the project.
- While it is not essential to have match funding to apply to this fund at this level, 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. This can be things you need for your project that you do not have to pay for, for example, plants being donated by a local nursery.

5d Volunteer Contributions

- Leave blank. This fund is not recording volunteer time as a source of non-cash partnership income.

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?

- answer as appropriate

What level of unrestricted funds is there in your organisation's reserves?

- answer as appropriate

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

- answer as appropriate

6e Are you VAT-registered?

- select correct answer

6f Your organisation's mission and objectives

- select options if 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 ensure that you provide the personal address of the main contact here.

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?

- leave blank

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 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 requested in the online form – please follow the Green Recovery Challenge Fund guidance at all times rather than the application form prompts. The numbering in below relates to the numbering within the application form.

- (1) governing document (mandatory for all environmental charities)
- (3) project plan (mandatory. Please use the template supplied on the Green Recovery Challenge Fund web pages)
- (4) draft Partnership agreement (if applicable)
- (10) calculations of full cost recovery (if applicable)

The following documents are required by the Green Recovery Challenge Fund as part of your application, however they are not listed on the online application form. You must also include, either as attachments or via email:

- detailed cost breakdown (mandatory)
- consents table (if applicable)

The online form requests the following documents which are **not** needed for Green Recovery Challenge Fund, and can be marked 'not applicable'. If you do submit these documents, they will not be looked at or form part of your assessment:

- (2) accounts
- (5) condition survey
- (6) job descriptions
- (7) briefs for internally or externally commissioned work

- (8) images
- (9) letters of support
- (11) ownership documents

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

1. 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
2. one independent valuation
3. 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
4. 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 assess your application if we do not receive all the required information by the stated deadline.

Click Next

Section eight: Additional information and declaration

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. For more information about how your data will be processed under this grant programme please see our privacy policy.

- 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?

- Y/N

Click Submit

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