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

You can use this guide to assist you in completing the online application form for grants from £250,000 - £2million for 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 **10,000** 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. 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.

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

Y/N

1b. Summarise your project

In no more than 200 words please provide a summary of your project, if necessary use bullet points. Please note the summary provided is the only part of your application form which is seen by decision makers. This is presented alongside our assessment of your application.

Please see the main guidance for further 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 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.

1c. Where will your project take place?

- 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.

1d. Explain what needs and opportunity your project will address

- Tell us about the need for your project in relation to the relevant fund theme(s) and objectives, and summarise any evidence you have to support this.

- Tell us about how delivering this project will enable you to create jobs (within your own organisation and/or your partners) and/or retain jobs that might otherwise be lost.

- Describe how your project links with plans and strategies, for example:

1. Green Infrastructure Plans
2. National Park Authority management plans
3. AONB management plans, woodland management plans
4. conservation plans or new initiatives like Local Nature Recovery Strategy pilots.

- Does your project maintain and build local delivery arrangements?

1e. Why is it essential for the project to go ahead now?

- Please explain why this project cannot go ahead at present without public sector support.

- Tell us what will happen to your environment/habitats if this project does not go ahead now.

1f. 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 and 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 read the [Green Recovery Challenge Fund guidance](#) for further details of our requirements around landowner agreements.

1g. 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, and describe how your project has been designed to support engagement of these groups. Where necessary, refer us to your project plan.

- Do not use this section to describe your proposals for jobs, training and skills development here – use section 3c for this.

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

- Y/N

If yes:

- How many visitors did you receive in the last financial year?
- How many visitors a year do you expect on completion of your project?

1i. Will your project be delivered by a partnership?

- Y/N

If yes:

- Who are your partners?

- Please provide a named contact from each organisation and if applicable ensure that a representative from each has been added to the end of the Declaration in Section nine.

- Please note, if you are planning on working with another organisation to carry out your project, you must submit your partnership agreement as a supporting document

1j. 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.

1k. As well as acknowledging your grant as set out in our requirements, we expect you to provide special access and/or offers for National Lottery players, on at least an annual basis. Please tell us how you would do this.

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 Green recovery Challenge Fund 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?
- What improvements do you foresee as a result of this project?

2b. Select the type of heritage that best describes your project:

Please select Landscapes and Nature and then one of the following:

- public parks
- cemetery
- pay-to-enter parks and gardens
- semi-natural and natural landscapes, habitats and species
- marine
- geodiversity

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 the options that apply from the list.
2e. Will you be undertaking any capital work as part of your project?

- Y/N

If yes, tell us:

- the name of the building(s), landscapes or habitat(s)
- if any statutory permissions, consents or licenses are required to carry out your project
- whether these are in place

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

- please select the option that applies
- please read the information in the [Green Recovery Challenge Fund guidance](#) about working on private land, third party ownership requirements and buying land
- 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.

Are there legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

- Y/N

If yes:

- Please provide details.

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

- Y/N

If yes:

- Note that you will need to submit additional supporting documents – 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. Has your organisation taken on a project of this scale in the last 5 years?

- Y/N

If yes:

- Please provide brief details.

3b. Tell us why this is the most appropriate project for your organisation to take on at this time

- What other strategies have been considered?

- What will be the impact on your organisation if the project does not go ahead?
- If you are involved in more than one application to the Green Recovery Challenge Fund as a partner, please supply the reference numbers of the other applications and tell us which project is most critical to your organisation at this time?
- How would you deliver more than one project if successful?

3c. Does your organisation need to undertake any capacity building activity to better deliver your project?

- Answer as appropriate.
- Do you need to bring in any extra skills or expertise?

3d. Tell us about the 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).
- 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.

Questions 3e-3h are not applicable in the delivery phase.

3i. Who are the main people responsible for the work during your project?

- Answer as appropriate.
- provide information about the team that will work on the project, outlining the specific roles, including the person who will take overall responsibility
- Explain the roles and responsibilities of partners.
- Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure.

3j. What work will you do during the delivery phase of your project?

Leave blank and complete the project plan in detail.

3k. How do you plan to cash flow the delivery phase of your project?

A total of 25% or £250,000 (whichever is the lower) of your grant will be paid upfront. Thereafter grant payments will be made quarterly in arrears.

You therefore need to ensure you are able to successfully cash flow the expenditure of your project.

Please let us know if you anticipate this will cause undue cash flow pressure at any point.

3l. Complete a summary timetable for the delivery phase of your project

- List the key milestones in your project and tell us when they will take place.
- We will use this table to help us monitor your progress if you receive a grant.

3m. Tell us about the risks to the delivery phase of your project and how they will be managed

Use the table to tell us what the risks are for your project and how you will mitigate them. We want you to be realistic about the risks your project may face so you are in a good position to manage them. These risks could be:

- environmental – e.g. seasonal restrictions to planned works
- economic – e.g. an unexpected rise in the cost of materials or a disruption to the supply chain
- technical – e.g. if you do not already have all consents and licences in place for your project
- organisational – e.g. a shortage of people with the skills you need
- social – e.g. if further coronavirus restrictions limit public activity or volunteering

3n. When do you expect the delivery phase of your project to start and finish?

- Enter project start date and finish date.
- Your project should start date should be no later than September 2021 and the finish date should be before 31 March 2023.

3o. Are there any fixed deadlines or key milestones that will restrict your project's timetable?

- Yes/No

If yes, please provide details:

- Please tell us about any immovable dates that will affect your project and are beyond your control.

Section four: Project outcomes

4. Select the outcomes your project will achieve and explain how you will do this

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 changing climate 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 provide

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.

Section five: After the project ends

In this section, tell us about what will happen once your project has been completed.

5a. How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

We recognise that it may not be possible to demonstrate delivery of longer-term outcomes by the end of March 2023.

However, we expect you to develop a legacy plan to sustain (and potentially extend) positive impacts of the project. Tell us your current thinking on project legacy as well as how you will develop during your project (you may include costs for developing this thinking during the project).

If appropriate, tell us also about any strategies, policies or management plans that you will use to maintain, sustain and further the outcomes of your project.

5b. Tell us about the main risks facing the project after it has been completed and how they will be managed.

Answer as appropriate.

5c. How will you ensure that the skills and knowledge developed whilst delivering your project are embedded within your organisation once it has ended?

For this programme, we are interested to know how you plan to retain staff once the project has ended, or alternatively ensure that you do not lose the skills and knowledge gained.

5d. How will you evaluate the success of your project and share the learning?

- Tell us your proposed approach on how you plan to measure progress against your outcomes and outputs by the end of the project.

- Who will have overall responsibility for evaluation?

- 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 this and disseminate the findings.

- We provide guidance on how to carry out evaluation of your project on our website.

Section six: Project costs

In this section, tell us how much it will cost to develop and deliver your project. There is a limit of 30 words per 'description' field when completing the cost tables.

A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. This should include a breakdown of the costs associated with each staff member, and the Full Time Equivalent rating. Please see **Section eight: Supporting documents**.

Please see main guidance for further information on eligible costs. 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 (see Section eight: supporting documents) when you submit your application, and to flag any possible issues. You can find more information on Subsidy Control on the gov.uk website.

Please note that your grant request will be rounded down to the nearest £100.

Questions 6a-6c are not applicable.

6d. Delivery- phase capital costs

This includes any capital work, as well as interpretation and producing digital outputs.

6e. Delivery-phase activity costs.

This includes everything you plan to do in your project that you have not covered in capital, including new staff costs, training for staff and volunteers, paid training placements, equipment and materials, professional fees relating to any of the above. Use the 'Professional Fees' cost heading for freelance and self-employed roles.

6f. Delivery-phase – other costs.

This includes costs of recruitment, publicity and promotion, evaluation, Full Cost Recovery, and contingency

6g. Delivery-phase income.

Please note, we round all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

You are required to have cash match funding for a minimum of 5% of your project costs at this level. We encourage you to include additional match funding if it helps you to deliver better value for money against the fund's outcomes.

Please note that this fund is not recording volunteer time as a source of non-cash partnership income, so do not include it here.

6h. Delivery-phase financial summary.

6i. If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

- Answer as appropriate.
- Please see the main guidance for which organisations are eligible to include Full Cost Recovery.

Section 7: Your organisation

7a. Address of your organisation.

The address of your organisation will auto populate from the information you provided when creating your account.

7b. Legal status of your organisation.

Please select one of the options.

7c. Tell us about your organisation's main purpose and regular activities.

Answer as appropriate.

How many people does your organisation employ?

Answer as appropriate.

Tell us how you review the Governance and Senior management arrangements in place for your heritage.

N/A

Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your grant funding?

- Select No. We do not require this information for the Green Recovery

Challenge Fund

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.

Do you have a financial reserves policy?

- Y/N

7d. Is your organisation any of the following? If so, please provide the information requested.

Registered Charity in England – give registration number.

7e. Are you VAT-registered?

- Y/N

If yes, please provide your VAT number.

7f. Do you consider your organisation's mission and objectives to be:

N/A

7g. 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 7a?

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, such as 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

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

- Name
- Position
- Contact telephone number

7h. Does your organisation use social media? If so, please provide us with some information (for instance, your organisations Twitter handle).

- Answer as appropriate

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

- (6) Detailed cost breakdown (mandatory)
- (7) 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:

- Governing document (mandatory for all environmental charities)
- Project plan (mandatory)
- Draft Partnership agreement (if applicable)
- Consents table (if applicable)
- Subsidy control letter (mandatory)

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:

- (1) Activity plan or area action plan
- (2) Project timetable
- (3) Cash flow
- (4) Income and spending forecasts for five years following project completion
- (5) Project management structure
- (8) Briefs for internally or externally commissioned work
- (9) Job descriptions
- (10) Business plan
- (11) Images
- (12) Flow-chart summarising decision-making for third-party grants
- (13) Management and maintenance
- (14) Design specification
- (15) Interpretation plan
- (16) Fully developed conservation plan

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

- 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
- one independent valuation
- 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
- 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.

Section nine: Additional information and declaration

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 and 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.