

## **Heritage Recovery Fund Northern Ireland - application guide and questions for individuals**

This application guide is for individuals applying to the Heritage Recovery Fund Northern Ireland. You must use this guide to assist you in completing the online application form for grants from £3,000 - £5,000.

**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 Heritage Recovery 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
2. Click "Add Project" on the main screen
3. Click Grants from "£3,000 to £10,000", in New Project section. Note: you must select this form but you can only request up to £5,000.
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**

Your title must use the following format 'HRFNI: and then add your name'

If you do not use this title format we will not know that you are applying for the Heritage Recovery Fund Northern Ireland and your application may be delayed.

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

Answer yes or no.

#### **1.b Describe your project**

In no more than **500 words** please provide a summary of your role in the heritage sector, what this funding will achieve and the difference it will make to your financial recovery. 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.

**In your answer you must address:**

- Your role in the heritage sector and your local area. Tell us about your work, and how you contribute to the area and any impact you have had on economic regeneration, local culture, and heritage.
- Your annual income pre-COVID-19 and what percentage of this was from heritage activity.
- Details of any professional organisation you are affiliated to or memberships.
- The impact COVID 19 has on you, your employment and your earnings.
- The impact that this grant would have on the sustainability of your professional skills, and/or creative development. Explain why you have requested either £3,000 or £5,000.
- Information about other sources of financial support you have explored since the beginning of the COVID 19 pandemic, including Government and commercial loans including the outcome.
- Details of anything you plan to do to adapt and be more sustainable in the future.
- If you have skills that are under-represented in the heritage sector in Northern Ireland, please tell us how you could contribute to increasing awareness of those skills.

You can outline your skills and experience in your CV, which is a mandatory supporting document.

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

Do not tick any boxes here.

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

Use your address here.

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

- Enter the start date and finish date of your funding.

This end date should be no later than 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**

- Tell us about the type of heritage you work with and your specific role in relation to that heritage.

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

Select the option that most closely applies to the heritage you work with.

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

Select no.

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

Type N/A

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

Type N/A

## **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.

The two outcomes for the Heritage Recovery Fund are:

- A wider range of people will be involved in heritage.
- The funded organisation will be more resilient.

**You must address both outcomes using prompts below.** We expect responses to be proportionate to the amount being requested. This section of the form has a 300 word limit.

Please **do not** tick the other outcomes on the form as they do not relate to this funding.

### **A wider range of people will be involved in heritage.**

- People will continue to be able to engage with heritage because of your continued existence and more secure future.

#### **Prompts:**

- Tell us about the types of people and organisations you work with.
- Tell us how support will change the way you work with the people and organisations you work with e.g. you will promote training opportunities in your area of expertise.

### **The funded organisation will be more resilient. For the Heritage Recovery Fund this means you will become more resilient in your role.**

- You will still be able to offer your specialist skills to the heritage sector.
- You will have the opportunity to sustain and build your creative, professional and technical skills in these challenging times.
- You will have had help to adapt to the new market conditions that have been brought about as a result of COVID 19.

#### **Prompts:**

- Tell us the impact that this award would have on the sustainability of your professional skills.
- Tell us the impact that this award would have on the heritage sector.

## **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 this information.

**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.

### **3a Project Costs**

In this section input your costs under the 'other' cost heading and provide a short description of what the grant will cover. You can request a grant of either £3,000 or £5,000 and your answers above should explain why you need this.

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

The total field will auto generate based on the numbers you input.

### **3b Grant request**

- Partnership funding is not required for the Heritage Recovery Fund.

### **3c Non-Cash Contributions**

Leave blank.

### **3d Volunteer Contributions**

Leave blank.

## **Section four: Your organisation**

### **4a Address of your organisation**

This section is read only.

### **4b Organisation type**

Select 'other' here.

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

Enter N/A

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

Do not select any of these as they will not apply to you.

#### **4e Your organisation's mission and objectives**

Do not select any of these as they will not apply to you.

#### **4f 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 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
- 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

#### **4g Does your organisation use social media?**

Enter N/A

### **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 **Heritage.RecoveryNI@heritagefund.org.uk** with your project reference number in the email subject header.

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

1. You must supply a CV/statement about your career in the heritage sector to date
2. A reference from an independent source to verify your practice
3. Confirmation of any work lost as a result of COVID 19

We will not be able to assess your application if we do not receive all the required information by the stated deadline of **12 noon Friday 27 November 2020**.

### **Section six: Declaration**

**This part of the form aims to collect the information we need to report on the range of organisations we fund. As an individual, you do not need to fill in this information.**

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.