

Heritage Recovery Fund Northern Ireland - application guide and questions for organisations

This application guide is for organisations 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 - £250,000.

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.

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. Register as a New User on the National Lottery Heritage Fund grants portal or sign into the National Lottery Heritage Fund grants portal using your existing account
2. Click "Add Project" on the main screen
3. Click Grants from "£10,000 to £250,000", in New Project section (even if you are applying for between £3,000 and £10,000)
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 organisation's 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 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 what this funding will achieve for your organisation 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.

Prompts:

- Tell us about the role your organisation plays in 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.

- Tell us what actions your organisation has already taken to increase its resilience e.g. any changes you've made to save money such as furloughed staff or spent reserves.
- Tell us what would happen to your heritage if you were no longer able to operate viably e.g. who would look after your heritage, if a heritage skill or service would be lost, any estimates of costs to transfer to protect the heritage.
- Tell us what impact this funding will have on the wider cultural and heritage sector.
- Tell us what you will do to make sure that your organisation is financially viable once this grant is complete.

1.d Where will your project take place?

Please include your organisation's address.

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

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

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

- Tell us how COVID 19 has impacted your organisation and describe what need and opportunity your project will address.
- Tell us why this is the most appropriate approach for your organisation to take at this time.
- Tell us about the impact this funding will have on your organisation, the heritage and your local community.

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

Put N/A

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

Put N/A

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

- Y/N

If yes:

- How many visitors did you receive in the last financial year i.e. 2019/2020?
- How many visitors do you expect this financial year i.e. 2020/2021?
- How many visitors do you expect next financial year i.e. 2021/2022?
- Do you know how many of these visitors were domestic tourists?
- Do you know how many of these visitors were international tourists?

1j Tell us what will happen after your project ends

- Tell us about how you will manage your heritage in the future and tell us how you will meet any additional running costs.

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

Section two: The heritage

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

- Provide a description of the heritage as it is today.
- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and the time period it covers.
- If your project is about physical heritage (such as a building, ship or nature reserve), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important to your local area.
- Tell us who the heritage is important to. This could include the local community and/or experts.

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

- Select one option from list.
 - Collections
 - Community heritage
 - Landscapes and nature
 - Historic buildings and monuments
 - Industrial, maritime and transport
 - Cultures and memories
 - Other

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.

- Reminder: this application form is used for all of our funding programmes. Minor capital works will only be considered if part of your essential reopening costs with a clear plan and justification for the proposed approach.
- Capital works are defined as works that create or improve an asset.
- By capital work we mean digitisation, the conservation of artefacts and objects, repair and conservation works or new build.

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

Put N/A

Section three: Managing your project

3a Will your project be delivered by a partnership?

Put No

3b How will your project be managed?

- Include details about how you will manage any support you will receive from the Heritage Recovery Fund. We also want to know how you will manage the work needed to make your organisation more sustainable in the future.

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

- You should include information on how support from the Heritage Recovery Fund will retain jobs in the sector.
- You should include the number of FTE jobs created or retained through the support, and how many of these are for young people (aged 16-24).
- You should include any apprenticeships or training schemes created, including target number of participants.

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

Put NA

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

Put N/A

3f How will you evaluate your project?

Put N/A

Section four: 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 Heritage Recovery Fund is designed to assist in your organisation's sustainability and recovery from COVID-19 and the two outcomes for the 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.

Please **do not** respond to 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 your existing audiences and how you have engaged with under-represented and disadvantaged groups. Explain why it is important that they can continue to be involved with and benefit from the heritage you manage.
- Tell us about your track record of widening participation, particularly amongst demographic groups that historically have a lower engagement with publicly funded culture.
- Tell us how support will change the way you work and how you engage with staff, audiences, participants, volunteers and users e.g. you may be able to diversify and broaden your audience through the development of digital ways of working.
- Tell us what actions you will take to ensure your work contributes to equality and inclusion and how you will ensure you are involving a wider range of people in your plans ahead.
- Tell us how you can contribute to DfC objectives and priorities which are listed below. You will be able to set out practical ways in which you will achieve this when you complete the Business Renewal Template which is a mandatory attachment to this application.
 - Maintaining a balanced and sustainable sector for the longer term;
 - Tackling poverty and social exclusion;
 - Improving mental health and reducing isolation;
 - Responding to the needs of people with disabilities;
 - Preserving jobs and underpinning job creation;
 - Supporting new skills development for those most in need;
 - Supporting and generating new apprenticeship opportunities;

- Supporting projects involving heritage craftspeople;
- Creating new partnerships with other organisations and individuals;
- Digitising and adapting to changing audience, visitor and customer demands;
- Increasing audiences, particularly those from the most deprived backgrounds.

The funded organisation will be more resilient.

Your organisation will have greater capacity to withstand threats and to adapt to changing circumstances to give you a secure future. You will achieve this greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources.

Prompts:

- Tell us how you will stabilise your organisation in the immediate term to make sure the vital heritage you care for is not put further at risk by COVID 19. This could include the retention of staff and premises, operational costs or plugging deficits incurred as a direct result of COVID 19;
- Tell us how you will adapt and recover from the impacts of COVID 19. This could include new business and operational plans, overheads or training and skills development costs;
- Tell us how you will re-open. This could include costs to safely re-open and follow public health guidelines, specialist advice or IT equipment to allow you to work differently and connect with your audiences in a new way;
- Tell us about difficult decisions you may have to make such as temporarily scaling back your services. This could include digitising material and putting it online, temporary storage for important heritage assets, equipment to allow staff to work from home or mothballing operations;
- Tell us about any renewal actions you've planned such as pilot projects, new audience focus or apprenticeships.

Section five: 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.

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.

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.

5a Project Costs

Enter the values of your project costs. Costs can be estimates. This information helps us to monitor your project.

Table columns

Cost heading

Please choose the appropriate cost heading from the list provided. We will ask you to report expenditure against these headings at project completion.

Description

Please add a general description. There is a word limit of 30 words per description.

Cost

Please insert your costs in this column – without VAT and contingency (money to be used only for unexpected extra costs).

VAT (Value Added Tax)

Make sure that you only include non-recoverable VAT in this column.

You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs to check how much VAT you will need to pay.

Table rows (cost headings)

New staff costs

Include costs of permanent contracts, fixed-term contracts, secondments (people who are temporarily transferred to your organisation) and the costs of freelance staff working for your organisation. Do not include the costs of paying trainees here.

You must also openly advertise any new staff posts proposed within your application, with the following exceptions:

- you have a suitably qualified member of staff on your payroll that you are moving into a project post. (You still need to provide a job description for this post).
- you are extending the hours of a suitably qualified member of staff on your payroll so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about their role.

If you are moving an existing member of staff in to a post created by the project, then we can either pay for the cost of this member of staff, or for the cost of back filling their position.

All salaries should be based on sector guidelines or similar posts elsewhere.

Professional fees

Fees should be in line with professional guidelines for example those of RIBA and should be based on a clear written specification.

Recruitment

This can include advertising and travel expenses. We expect your organisation to keep to good human resource practice and follow all relevant laws.

Purchase price of heritage items

Leave blank. Acquisition costs are not eligible under the Heritage Recovery Fund.

Repair and conservation work

This includes costs of work to repair, restore or conserve a heritage item, building or site.

New build work

This only relates to new building work e.g. an extension to a building or work to install an exhibition. If you are a private individual or commercial organisation you can't include costs here.

Digital outputs

Any costs that you require to create 'digital outputs' – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

Equipment and materials, including learning materials

This might include historic costumes, hard hats to give site access, art materials or leaflets and publications.

Training for staff and volunteers

Existing and new staff and volunteers may need training to carry out your project.

Travel for staff and volunteers

For example, to help staff and volunteers travel to sites. Travel costs by car should be based on 45p a mile.

Expenses for staff and volunteers

You can include the costs of expenses for staff and volunteers to make sure they are not out of pocket.

Event costs

Costs for any events (for example, refreshments or room hire).

Community grants

Leave blank. Community grants are not eligible under the Heritage Recovery Fund.

Other

Please use 'other' for any costs that do not fit within the given cost headings. Give a clear description of these costs. This is where you should tell us about your financial position and any deficits you need to replenish.

Publicity and promotion

Leave blank. You are not required to create promotional materials for the support you receive. Publicity for the Heritage Recovery Fund will be handled by us in partnership with DfC and you may be asked to participate in the rollout of our plans.

Evaluation

Leave blank. You will not be required to complete an evaluation for the Heritage Recovery Fund.

Full cost recovery

Leave blank.

Contingency

Leave blank.

Inflation

Leave blank. Inflation costs are not eligible under the Heritage Recovery Fund.

Total

The online form will generate your total project costs.

5b Project Income

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

5c Non-Cash Contributions

- Leave blank

5d Volunteer Contributions

- Leave blank

Section six: Your organisation

6a Address of your organisation

- This section is read only.

6b Organisation type

Please select the option that applies to your organisation.

- Registered Company or Community Interest Company (CIC).
- Faith based or church organisation.
- Community or Voluntary group.

- Local authority - By local authority we mean an administrative body in local government, for example a local council.
- Other public sector organisation - Select this option if you are not a local authority, but you report to the government (such as a state school or university).
- Private owner of heritage e.g. individuals and commercial organisations.
- Other

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?
 - How much of your turnover comes from heritage-related activity?
 - What percentage is that of your total turnover?
- What level of unrestricted funds is there in your organisation's reserves?
- Do you have a formal reserves policy or a policy to hold funds for specific purposes (restricted reserves)?
- Yes/No/Don't know
- If yes, briefly tell us about the policy
- How much unrestricted reserves and other funding is immediately available to support the short-term operation of your organisation?
- By taking mitigating actions and drawing on any financial reserves and access to credit (including accessing government support packages), how long do you estimate your organisation can continue to trade / be a viable entity?
- What other sources of financial support have you explored since the beginning of the COVID 19 pandemic, including Government and commercial loans? What was the outcome?

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

- Registered Charity in England, Scotland, Wales or Northern Ireland – give registration number
- Charity recognised by HM Revenue and Customs in Northern Ireland – give reference number
- Company or Community Interest Company (CIC) – give registration number

6e Are you VAT-registered?

- Select correct answer Yes or No.
- If Yes, please provide your VAT number.

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
 - 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

6h Does your organisation use social media?

- Enter N/A

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 **Heritage.RecoveryNI@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 e.g. constitution
2. your most recent financial accounts. We expect these to be for the financial year 2018/2019 or 2019/2020. You must be able to provide evidence of cash reserves at 31 March 2020.
3. cash flow forecast, completed using the [cash flow forecast template](#) for this financial year 2020/2021. You should explain the baseline assumptions for this cashflow forecast and explain the current financial position, details of deficits and/or unavoidable costs up to 31 March 2021. It should also reflect all other grants/support received. If necessary, details of permanent closure costs including redundancy should also be included.

4. a description of recovery costs (reopening, adaption and/or resuming activity costs)
 - a. details of how resuming operations will be undertaken and associated costs.
 - b. proposals for managing sub optimal operations (where this is as a direct result of COVID 19 impacts and restrictions).
 - c. demonstration that where venues and facilities will remain closed, that costs of maintaining the facilities and organisation are justifiable and that the cost of later re-establishment would be greater.

And/or

5. a description of renewal costs
 - a. details of proposed new activity and projects which can be delivered in full by 31 March 2021.
 - b. description of how this activity will contribute to the organisation's Business Renewal Plan and longer-term outcomes.
6. a Business Renewal Plan, completed using the [Business Renewal Plan template](#). This plan must include the steps you will take to make your organisation financially viable in the future. You will need to tell us:
 - a. your plan for the best value for money route to sustainability which sets out the key cultural activity you plan to progress with, which is good value for money with social distancing in place, and which does not entail significant financial risks for your organisation. Your plan must demonstrate you have taken appropriate steps to reduce costs, and have a clear plan to maximise income as fully as possible in a cost effective way, including extending opening hours if appropriate and taking advantage of temporary changes to Government rules and regulations.
 - b. how you have considered whether full reopening, scaled-back reopening, or remaining closed with a reduced cost base provides your best chance for longer-term survival.
 - c. how you have the skills and experience available at a senior level to enable you to adapt and flex your business to the changing external environment, and ensure the best chance of longer-term viability, sustainability and recovery.
 - d. what financial controls, monitoring and reporting processes you have in place to ensure the effective financial management of your organisation.
 - e. how your plans are change orientated and consider how they can contribute to the following DfC key objectives and outcomes:
 - i. Maintaining a balanced and sustainable sector for the longer term
 - ii. Tackling poverty and social exclusion
 - iii. Improving mental health and reducing isolation
 - iv. Responding to the needs of people with disabilities

- v. Preserving jobs and underpinning job creation
- vi. Supporting new skills development for those in most need
- vii. Supporting and generating new apprenticeship opportunities
- viii. Supporting projects involving heritage craftspeople
- ix. Creating new partnerships with other organisations and individuals
- x. Digitising and adapting to changing audience, visitor and customer demands
- xi. Increasing audiences, particularly those from the most deprived backgrounds.

7. State aid letter

A signed letter from your Chief Executive (or equivalent) to declare that State Aid has been considered and checked in relation to your application, flagging any potential issues.

State aid is only present when carrying out an economic activity – i.e. offering goods or services on a market (and competing against other private sector businesses). To decide if State Aid is present please consider the following two questions and include them and your response to them in your letter:

1. Are you an undertaking? e.g. do you provide goods or services on a market directly in competition with private sector businesses?
 - a. YES/NO
2. Do you provide goods and services beyond your local area? i.e. do you attract any customers from another Member State (for example Republic of Ireland)
 - a. YES/NO

PLEASE NOTE: If the answer to either of the above questions is 'no' then State aid would not be present and the de minimis declaration is not required. If the answer to both of these questions is 'yes' then State aid is likely to be present and if successful with your application, you will be asked to complete the de minimis declaration as part of your grant award.

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 eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund.

An objective for our work is that by 2024 heritage will be more inclusive. We are committed to having an accurate picture of the diversity of organisations who apply to us. We will anonymise the demographic data you give us and use it to inform our policy and in our public reporting.

Please include all the information that you have available (that is obtained through formal monitoring, not based on assumptions or informal knowledge). Please do not provide data if you are not sure.

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.