

Covid Recovery Employment and Skills Initiative for Heritage: Application Help Notes - £10,000-£100,000

This application guide is for organisations applying to the Covid Recovery Employment and Skills Initiative for Heritage. You must use this guide to assist you in completing the online application form for grants from £10,000 - £100,000.

Important: the 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 this programme. You should not use the help icons embedded in the online form as they **do not** relate to this funding.

Initial Steps:

1. We launched a new Application Portal in March 2021. If you are not already registered on the portal you will need to [register on the Application Portal here](#) prior to submission.
2. If you are unable to set up your account or face any technical difficulties, please contact investment-service-support@heritagefund.org.uk.
3. Once your organisation is registered, click 'Start a New Application' and select the 'Grants of £10,000 to £250,000' button. Then click 'Start a New Application'.
4. If you decide to copy and paste text from a word document directly into your application form, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limits. You will be able to save this form as you work on it.

About your project

Tell us what advice you have received in planning your project and who from

Put N/A

Is this your organisation's first application to us?

Yes/No

Project title

Your title must use the following format 'CRESI: and then add your organisation's name'.

For example, 'CRESI: Museum of Cheese'

If you do not use this title format we will not know that you are applying for this programme and your application may be delayed.

When will your project happen?

- Enter the date you expect to start your project. This should be on or after 1 April 2022.
- Your project must end by 30 June 2025.

Why does your project need to happen now?

Explain how your proposals meet the needs of the sector and your organisation at the moment.

- Describe if the role will focus on any priority skills or resource deficits you have identified.
- Describe how your proposals will enhance the sector and encourage new and innovative ways of working.
- This should be in relation to the ongoing COVID-19 pandemic.

Is the project taking place at the same location as your organisation's address?

Yes/No

If No: Find your address.

Describe your idea

In no more than 500 words please provide a summary of what you intend to do during your project, including any new jobs/positions the grant will support. Explain how the new role will meet the priority criteria for this funding:

- Prioritising new entrants into the sector.
- Providing enhanced career prospects and long-term job retention for individuals.
- Addressing priority skills and resource deficits.
- Enhancing the sector and demonstrating new and innovative ways of working.

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.

Will capital work be part of your project?

Yes/No

Answer No. Capital works are not eligible under this programme.

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

Leave blank.

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

Yes/No

Answer No. Acquisition of buildings, land or heritage items is not eligible under this programme.

Do you need permission from anyone else to do your project?

Yes/No/Not sure

Answer No.

What difference will your project make?

If you were not to receive a grant award, please explain the likely impact on the level of the services that your organisation provides, and what alternative plans you would consider.

Is the heritage considered to be at risk?

Yes/No

Explain whether any of the skills your project will support are at risk of being lost. For example due to a shortage of skilled craftspeople or training opportunities.

Does the heritage have any formal designations?

Please select any options that apply to your organisation from the list.

Does your project involve heritage that attracts visitors?

Yes/No

If yes:

- How many visitors did you receive in the last standard financial year i.e. pre-Covid 2019/2020?
- How many visitors did you receive in the last financial year i.e. 2020/2021
- How many visitors do you expect this 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?

Why is your project important to your community?

Describe why this role is important to your organisation's work and impact it will have on the wider community.

Describe any consultation or feedback you have sought on your plans.

Provide details of any project partners or groups you hope to engage through this new post.

What measures will you take to increase positive environmental impacts and decrease negative environmental impacts?

We want all our projects to do their very best to help mitigate against and adapt to the effects of our changing climate and to help nature recover. This webpage provides further guidance on the [steps you can take to increase positive environmental impacts and decrease negative environmental impacts.](#)

What will happen after the project ends?

Tell us about how you will support heritage employment and skills in the future [500 words]

- What plans have you made to embed this role within your organisation and ensure it is financially sustainable?
- How will the skills and experience gained by your team help your organisation in the long-run?

Why is your organisation best placed to deliver this project?

Tell us whether or not your organisation meets our priority criteria:

- Proposals representing balanced geographical coverage across Northern Ireland: explain how your organisation fits into the wider context of the heritage sector in your local area.
- Small and medium organisations: provide details of your average annual turnover and current number of full-time equivalent staff.
- Organisations which have not been funded by a public sector organisation in each of the last three years for core running costs (NICS department or council): describe how your core work is currently funded, and has been for the last 3three years.

Will your project be delivered by a partnership?

Yes/No

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 this funding.

This programme is designed to provide support to individuals within the heritage sector in Northern Ireland whose job roles have been impacted by the pandemic, and to enhance their job prospects and skill sets.

The outcomes for the fund are:

- a wider range of people will be involved in heritage
- the funded organisation will be more resilient
- people will have developed skills
- the local economy will be boosted

You must address **only these four 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.

How will your project involve a wider range of people?

Prompts:

- Tell us how you plan to recruit any new post-holders and whether you will target under-served groups or new entrants to the heritage sector.
- Tell us whether this role will have an impact on public engagement with the heritage you manage.

Will your project achieve any of our other outcomes?

The funded organisation will be more resilient

Prompts:

- Tell us the short- and long-term impact this grant and the role supported will have on your organisation.
- Tell us how your plans have been developed in light of ongoing COVID-19 restrictions.

People will have developed skills

Prompts:

- Tell us how you have identified priority skills and resource deficits within the sector, and how the job roles or placements supported through this initiative will address these.
- Tell us how these job roles or placements will enhance career prospects and long-term job retention within the sector impacted by COVID-19 pandemic.

The local economy will be boosted

Prompts:

- Tell us how your work will impact the local economy, through recruitment and the purchase of goods and services.

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

Project Management

How will your project be managed?

Provide details of how the new post-holder will be managed and whether or not they will have management responsibilities for staff or volunteers.

How will you evaluate your project?

Put N/A. Department for Communities will be evaluating the impact of the whole fund and will require you to take part in some data collection to support this work. We will provide more information about this requirement as soon as it is available.

How do you plan to acknowledge your grant?

Put N/A. Publicity for this programme will be handled by us in partnership with Department for Communities and you may be asked to participate in the rollout of our plans.

Tell us about any jobs or apprenticeships that you will create to deliver your project

Tell us about the job role you will support through this initiative. Explain how it will prioritise new entrants into the sector, and provide enhanced career prospects and long-term job retention for the individual employed.

Please ensure you attach job descriptions as a supporting document for any new posts being created.

Project Costs

Please note the following:

- If you are able to claim back the VAT do not include it as a cost.
- Round your grant request up to the nearest whole pound/£.

It is important that the costs you include do not constitute unlawful Subsidy Control to you. You will be asked to make a declaration that you have considered and checked the rules on Subsidy Control (see Supporting documents section) when you submit your application, and to flag any possible issues.

Completing the Project Costs Table

New staff costs

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

You must also openly advertise all project staff posts, unless you are extending the hours of a suitably qualified member of staff on your payroll. In this case we will fund the cost of the additional hours and you will need to tell us about their role and what impact the additional hours will have on the individual and organisation.

If you are moving an existing member of staff into a newly-created post, then your grant must pay the cost of backfilling their position.

All salaries should be based on sector guidelines or similar posts elsewhere. We are committed to ensuring that the heritage sector is inclusive and sustainable. You must use the Living Wage rate (and London Living Wage where applicable) for all Project staff.

Grantees must commit to a minimum employer's pension contribution of 5% for the funded role. It is the applicant's responsibility to ensure this is compliant with their employee pension provider rules and employment law.

Professional fees

Fees should be in line with professional guidelines. For example, those of RIBA, The Royal Institute of British Architects, 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.

Repair and conservation work

Leave blank.

Event costs

Leave blank.

Digital outputs

Leave blank.

Equipment and materials, including learning materials

For example, computer and desk equipment, PPE or uniforms for the new post-holder.

Training for staff

Costs of any training that the post-holder or other existing staff members will undergo.

Training for volunteers

Costs of any training that volunteers within the organisation will undergo.

Travel and expenses for staff

You may include the cost of travel and expenses for the post-holder, in line with your standard expenses policy.

Travel and expenses for volunteers

Leave blank.

Other

Please use for any costs that do not fit with any of the other cost headings. Give a clear description of these costs.

Publicity and promotion

Leave blank.

Evaluation

Leave blank.

Contingency

This cost heading is mandatory. A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure may be up to 10% of the total costs of the project. Make sure that you only include your required contingency here and not included within the other cost headings in the application.

New build work

Leave blank.

Community grants

Leave blank.

Full cost recovery

Leave blank.

Inflation

You should include an allowance for inflation for any items that may increase in cost over the period of your project. The calculation must be as realistic as possible and relate to your project timetable.

Support for your project

Yes/No.

Select No. Partnership funding is not required for this programme.

Add a non-cash contribution

Leave blank.

Volunteers

Leave blank.

Supporting Documents

The following supporting documents must be uploaded with your application form. File sizes should be smaller than 20MB.

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

1. Upload your organisation's governing document

Your governing document should include the following:

- the name and aims of your organisation
- a statement that prevents your organisation from distributing income or property to its members during its lifetime
- a statement which confirms that, if your organisation is wound up or dissolves, the organisation's assets will be distributed to another charitable or not-for-profit organisation and not to the organisation's members
- the date when it was adopted and the signature of your chairperson (or other authorised person)

We are unable to accept your application if your constitution does not include the above.

Please make sure your application falls within the aims of your organisation. The Charity Commission provides guidance on creating a governing document.

2. Upload your organisation's accounts

Before we assess your application, we need to see your organisation's accounts. These should be audited or verified by a date and signature from your Chief Financial Officer or equivalent.

Please provide:

- your audited or verified accounts for the financial year 2019/2020
- your audited or verified accounts for the financial year 2020/2021
- your management accounts for the current/ongoing financial year

3. Upload your Partnership Agreements (if applicable)

If you plan to work with another organisation to carry out your project, it is good practice to have a partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties.

If your partner owns the heritage you are working on, we will normally ask them to sign up to the terms of the grant too. You do not need to provide your partnership agreement unless another organisation is delivering a significant part of your project.

4. Upload your Job Description

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post.

Please note: You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff. If you are moving an existing member of staff into a new post, you should openly advertise for their backfill.

5. Upload your Action Plan

Please provide an Action Plan detailing the actions you will take to recruit and manage this post, and the impact the actions will have, for the duration of the project and at least one year afterwards.

Your plans should demonstrate how you meet some or all of the priority criteria for this funding:

- Proposals that prioritise new entrants into the sector.
- Proposals that provide enhanced career prospects and long-term job retention for individuals.
- Proposals where priority skills and resource deficits are addressed.
- Proposals representing balanced geographical coverage across Northern Ireland.
- Proposals representing a range of activities and approaches.
- Proposals that enhance the sector and demonstrate new and innovative ways of working.
- Small and medium organisations, and organisations which have not been funded by a public sector organisation in each of the last 3 years for core running costs (NICS department or council).

You may submit your own existing Action Plan or [use this optional Action Plan template](#). Please note that the guidance in this link is written for our open programme so may not all apply to your application.