

# Heritage Recovery Fund Northern Ireland

## Frequently Asked Questions

### Individuals

**How much detail do individuals need to give in the costs section? As a tour guide with no work this year funding would be most useful to cover general living costs and household bills. Is that permissible? Or can it be used to complete new tour guiding or heritage related qualifications?**

The individual programme provides two flat levels of payment ie £3,000 or £5,000. We do not need a detailed cost breakdown of what the money will be spent on. In the narrative, please provide a short description of the intended use of the grant, what it will cover and how this will ensure resilience for the future within the heritage sector.

**Just to check – in terms of the accounting information required from a sole trader, do you need personal bank statements, or just a CV and reference?**

We ask individuals to submit a CV or statement of activities, a reference and confirmation of any work lost as a result of COVID-19.

**Can an individual sole trader with a business apply for the losses from their business under the Individual grant?**

There is a flat rate of payment for individuals at £3,000 or £5,000.

**I have an occupational pension. Does this count as income in working out the percent of my "earnings" come from tour guiding in the heritage sector?**

You should demonstrate the impact that COVID-19 has had on your income.

**In the Help Notes for Individuals at section 3 it suggests that each subsection (where appropriate) should be completed and the total costs are calculated by the online form. However, later in the same help note, it says that only the "other" section should be used. Can I just check if you want the costs split into each sub category or just summarised in the "Other" section.**

Only the amount £3,000 or £5,000 should be entered into the "Other" section and the total will be drawn from that one entry.

**Can you clarify please whether training qualifies or not for individuals?**

Individuals can apply for a flat amount of £3,000 or £5,000. You do not have to break the amount down into individual costs.

**For me as an individual tour guide the key objective of the grant is to ensure resilience and to get me through to March when hopefully the tourist season restarts. Is it acceptable to claim £5k with some of it going towards research and maybe site visits but the bulk is just to get me through?**

Individuals can apply for a flat amount of £3,000 or £5,000. You do not have to break the amount down into individual costs.

**What's the difference in an organisation and an individual working in the heritage sector?**

An organisation is normally constituted and/or works under a memorandum and articles of association. An individual can operate as a freelancer or as a sole trader.

**Why is an individual only able to get £5,000 maximum?**

When assessing need across the culture, arts and heritage sector, the Department for Communities decided on flat rate payments of either £3,000 or £5,000.

**Which is better to apply as? As an individual business owner or as part of charitable organisation? We fall into both camps.**

Please refer to guidance and pick the most appropriate stream that fits.

**If successful with Individual Emergency Resilience Fund of £1,200 from Arts Council does that rule out Individual for this grant?**

Yes, you can not apply to emergency funds at both the Arts Council and The National Lottery Heritage Fund.

## Organisations

### Other funding

**Can a culture, language, or arts organisation apply for this grant seeing as it's a heritage administered grant?**

Yes providing you have been affected by COVID-19 and you have not applied for the Stability and Renewal Programme for organisations through the Arts Council Northern Ireland.

**We received support through National Lottery funding earlier this year. Are we still eligible for this grant?**

Yes as long as the previous funding is in no way related to this application.

**We've got an Awards for All grant. Can we still apply?**

Yes – Awards for All is a grant administered by The National Lottery Community Fund so as long as there is no crossover of costs, it is fine to apply to this fund.

**We got support from the Heritage Emergency Fund, can we more or less continue it on via this?**

This is a different programme from the Heritage Emergency Fund and you are eligible to apply as long as it doesn't duplicate or crossover with the Heritage Emergency funding.

**Any sign of an extension to the Heritage Emergency Fund?**

The Heritage Emergency Fund has closed and will not reopen.

**Is the stability and renewal programme from Arts Council the same as the fund being administered by CFNI Department for Communities?**

It is all coming from the same overall pot for cultural stability, recovery and resilience in Northern Ireland.

## Furlough costs

### **Can you cover the 20% for staff that government furlough doesn't pay?**

Those costs are not eligible under the Heritage Recovery Fund.

### **We got furlough money, but it didn't pay for insurance – can we apply?**

Yes, you can apply for costs that were not covered by another fund or scheme.

### **We got furlough money but lost our visitor income and what we would have sold in the shop – can we apply for that?**

The fund will not replace lost income however you may apply for funding towards costs to which you would have allocated earned income.

### **If a staff member was retained, do you have to justify their work? Our organisation doesn't have PAYE so couldn't furlough.**

You need to demonstrate the impact that COVID-19 has had on your organisation and its viability.

## Capital costs and maintenance

### **Can you pay for maintenance during period of mothballing? We have a weakness in our roof that will likely breach before end of March so can this fund cover cost of repair while building is empty?**

No. This is unlikely to be related to the impact of COVID-19 and furthermore it is unlikely that there would be sufficient time to tender for works and complete repairs in the time available to 31 March 2021.

### **We need to restructure our old café so we can open safely. Can this grant cover all the costs of this work?**

As described within the guidance, costs to help manage your site whilst social distancing as can be supported. Minor capital works can only be considered if considered essential to reopening.

### **Can an application be submitted to cover costs for a new heating system and improved access for all to a listed building? This was planned work based on visitor numbers planned for this year and to help extend the season.**

This funding is designed to help organisations recover from the impact of COVID-19 and only minor capital works in order to allow safe reopening are permitted. It is unlikely that there would be sufficient time to obtain permissions, tender and complete works in the time available to 31 March 2021.

### **What if the project involves capital work that is essential for the re-opening of the business? Due to no income for the year the money to make the changes won't be available.**

Minor capital works to allow the organisation to safely reopen will be possible under the fund.

### **What provision is there in the fund for heritage property "at risk", that would ensure no further deterioration until future funds become available?**

Applications have to meet the four essential criteria for the fund. Heritage at risk will become relevant should we need to prioritise between applications in a highly competitive situation. Only minor capital costs are permitted within the fund.

## **IT and digital**

**All our staff are working from home. Can we get laptops and cameras for them all?**

Yes. Costs for equipment to enable staff to work from home can be included.

**We plan to run all our training and workshops online. Can we get money for training for this? And for equipment for it?**

Yes. Any costs that are essential to the creation of digital outputs or content which will be used to provide access to heritage and to engage with more people and create learning opportunities can be supported.

**Because we need to move online, can we include a revamp of our website?**

Yes. Any costs that are essential to the creation of digital outputs or content which will be used to provide access to heritage and to engage with more people and create learning opportunities can be supported.

**Can you pay for all our payments to be taken online or by credit card instead of cash? If so, would this finish in March?**

We can assist with implementing contactless payment methods and costs through to the end of March 2021.

**What sort of technology can a heritage building seek a grant for? Webcam/security camera? Computer?**

Costs to cover essential IT equipment and connectivity to support homeworking and activities to enable your organisation to put information online and to interact with your community/customers. Please refer to the guidance.

## **PPE and reopening costs**

**Can you cover all our perspex screens, cleaning and sanitiser through to end of March?**

Costs to help manage your site whilst social distancing as described within the guidance can be supported.

## **Grant management**

**How will we have to vouch for expenditure at end of grant? Will there be other reporting needed?**

You will have to retain all receipts and invoices and give details of how you spent your grant in a final report. If you are awarded a grant, further details on grant administration and reporting will be supplied.

**Do applicants need to evidence competitive process for third party quotes?**

Applicants must demonstrate that the costs for new works commissioned using this funding provide value for money.

## Eligibility

### **We've got a decent reserve. Can we still apply?**

Having a decent reserve does not prevent you from applying. You will need to demonstrate the impact COVID-19 has had on your organisation and how this funding could help your future viability.

### **We've a new building that we want to open in the community. Can we use this grant to do that?**

The fund is to enable organisations to recover from the impacts of COVID-19. You would need to demonstrate how opening a new building would enable such recovery.

### **Can I apply if I have been putting my own money into the place?**

You will need to demonstrate that your organisation is relevant to the heritage sector. If in private ownership, it should be open to the public at least 28 days a year and rely on income from heritage activity.

### **We were using our accounts from 2018/19 – is it ok to use them as reserves?**

Please use 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.

### **We aren't a heritage organisation but run heritage projects – can we apply?**

Yes. If you can make your case that your organisation provides significant support to the heritage sector.

### **We are already running a project with you – can we apply?**

Yes – please refer to the guidance on how the cash flow template should reflect all other grants/support received and that there is no funding crossover.

### **We are planning on applying once your normal projects reopen – can we apply for organisational costs we may have lost?**

Yes. If you can make your case that your organisation provides significant support to the heritage sector.

### **We are a place of worship that is also a listed building and we have no income coming in. Can we apply for our lost income through this?**

No, this is not possible. The fund will not replace lost income however you may apply for funding towards costs to which you would have allocated earned income.

### **We are a charity that has delivered heritage projects in the past – can we apply for this as we have dipped into our reserves?**

You must be able to demonstrate that you are a part of the heritage ecosystem. If heritage is not the main purpose of your organisation then this fund is not for you.

### **We get funded by the council to run heritage projects, but this is gone. Can we apply to make up the shortfall?**

This fund cannot replace lost partnership funding.

**We are a Community Interest Company, can we apply?**

Yes if costs are appropriate and you are a heritage-based organisation recovering from the impact of COVID-19.

**Can a tour guide association apply for this as an organisation?**

A tour guide association can apply for funding as an organisation if they can demonstrate that a significant proportion of income is raised through heritage activity and they are part of the wider heritage ecosystem.

**We are custodians of orchard landscapes would we be given consideration for this grant and can we apply?**

You would need to demonstrate that COVID-19 has had an impact on your financial viability as an organisation.

**We became a registered charity in August 2020, prior to this we were operating as a CIC for four years. We have mostly been funded privately by the founder but have been in receipt of ACNI, Community Foundation, CAF funding this year. We are not at risk of closure and there is a demand for our services. Hopefully we will be eligible to make an application for support?**

Provided a significant proportion of your monies is raised through heritage you are able to apply. Please ensure all funding is captured in the cashflow template. You will need to demonstrate what need the project will meet.

**Can historic churches use the fund, and can it be used to pay for tourist brown signs to direct more people to its doors?**

Yes as long as this is for heritage-based activity and not for the promotion of religion. All necessary permissions and planning would need to be in place for the erection of signage.

**We are a new heritage centre which opened in February 2020 with a programme of heritage activities for 2020/21 but no track record of delivery. Does this preclude us from applying?**

It will be difficult for you to demonstrate that you were viable at the start of the pandemic as you had only just started. You would need to demonstrate the impact that COVID-19 had on your plans and business plan for the financial year 2020/2021.

**The guidance says the organisation would 'not be viable by the end of the year', but you haven't mentioned this... is this valid?**

Yes, we will assess the impact of COVID-19 on your organisation and the likely impact and magnitude of that impact on it going forward.

**You mentioned that the fund cannot support promotion of religion – but can churches/ parishes apply?**

Yes as long as this is for heritage based activity and not for the promotion of religion.

**The guidance notes state that a 'faith based or church organisation' can apply for funding so what are the rules for what churches and faith organisations can do?**

Faith based or church organisations can apply for funding as long as this is for heritage based activity and not for the promotion of religion.

**I realise our museum will not be eligible for this funding as it is run by a local authority. However, are private businesses – such as service providers like boat tours and coach companies that offer tours to heritage sites – eligible for the organisation funding?**

As long as the organisations are heritage focused and can demonstrate the impact of COVID-19 on operations then they can apply.

**My organisation works in the heritage sector in Northern Ireland. We do not operate a heritage building or site ourselves. We provide services to organisations that do operate sites. These services vary a great deal but could generally be described as heritage activity planning and delivery eg developing activity plans. We are having some difficulty completing certain sections of the application form that seem to be aimed more at those operating a heritage facility. Could you provide some advice for organisations like ourselves?**

Organisations that provide a service to the heritage sector but which do not own or manage heritage sites or assets themselves should demonstrate the proportion of the overall business that comes from heritage activities. You could also provide evidence of contracts or work lost as a result of COVID-19.

**What if we hope to work on multiple sites but only one postcode is allowed?**

Provide the detail of the various sites within the description and use the postcode from which the grant will be administered and explain the multi-site structure in the application narrative.

**Can I apply with a partner? Will this make my application any stronger or more favourable?**

We are not accepting partnership applications.

**If we can't meet all the Department for Communities objectives and priorities is there any point in applying?**

We expect organisations to reflect on how they can address the DfC priorities in the Business Renewal Plan. These responses should be realistic and things you should be capable of achieving. Your response should be proportionate to the amount of money you are requesting. We do not expect all organisations will be able to address all the different points.

**Our COVID management risk assessment has recommended that staff should no longer use their own vehicles to transport tools/equipment as part our wider volunteering programmes. Would the purchase of a vehicle be eligible?**

The purchase of vehicles cannot be supported through this fund.

## **Future planning**

**We want to expand our building to make us more sustainable. Can this grant pay for the architect and other costs for this?**

If you are a heritage organisation and have been affected by COVID-19 the costs of making the organisation more sustainable can be considered.

**Can we create a new heritage project to sell to the general public to help create income?**

If you are a heritage organisation and have been affected by COVID-19 the costs of making the organisation more sustainable can be considered. An application concentrating solely on the development of a project is unlikely to be a high priority.

**We are a small organisation with just enough in our reserves that means we will not qualify. Will we qualify for funding if we plan for the future and apply for funds for computers and software etc to help us build resilience so we can run more of our admin and services remotely?**

Yes, if as the guidance states you have exhausted all other financing options and are now at a risk of failure and this will help your long-term viability and stabilisation costs, then you are eligible to apply.

**Can the funding be used to create film footage of my Second World War hut to promote it and its use?**

If you are a heritage organisation and have been affected by COVID-19 the costs of making the organisation more sustainable can be considered. An application concentrating solely on the development of a project is unlikely to be a high priority.

**If an organisation was expected to be profitable by the end of the financial year, then they seem to be totally excluded from the scheme. Are extra COVID related costs and resilience planning taken into consideration?**

Yes, organisations can apply for sustainability and resilience planning activities.

## **Process**

**Who is making the decisions?**

Decisions will be made by the Trustees of the National Heritage Memorial Fund.

**Will Department for Communities or The National Lottery Heritage Fund spending rules apply?**

The grant will use The National Lottery Heritage Fund terms of grant.

**Is it an all or nothing application? That is, if you apply for £50,000 and The National Lottery Heritage Fund think only £20,000 is viable, will you get £20,000 or nothing?**

We will consider your application in the round and decide whether you have prioritised the most appropriate costs to ensure the future viability of your organisation.

**What date will awards be notified?**

Notification of awards will be towards the end of January 2021. Please check our website and social media for updates.

**Will the webinars be recorded and able to be listened to after?**

The webinar was not recorded as we did not have permission from those attending to do so. This Q&A document should cover the majority of frequently asked questions.

**We are a small volunteer run organisation with no paid staff and little experience in applying for grants. Applying by the deadline will be nearly impossible for us. Will**



**help be available? Can we fill in the form with what we have and amend it and fill in more details later?**

We are not providing pre application or one to one advice for this programme so please refer to the guidance documents which should provide you with all the information you need to apply.

## **Evidence**

**Can we use already 'offered' funding to lever relevant matched funds from The National Lottery Heritage Fund?**

There is no requirement for partnership funding for the Heritage Recovery Fund.

**My latest set of annual accounts is September 30 2019, will these be acceptable/ eligible for consideration?**

Yes – however also provide evidence of cash reserves at end of March 2020.

**We are a UK organisation with a centre in Northern Ireland. When preparing the application should we use the figures (for staff, visitor numbers, income, expenditure etc) just for our Northern Ireland site, or for the entire charity?**

Please just use Northern Ireland figures.

**With the ever changing lockdown rules should we be focusing on the current restrictions when completing the Business Renewal Plan or including different scenarios depending on what may be allowed in coming months?**

Your Business Renewal plan must include the steps to make your business financially viable for the future. We expect it to include contingencies for different scenarios going forward.

**What evidence is required for already accrued costs ie costs from 1 April 2020 until now?**

Within your cashflow template 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. Evidence of cash reserves is also required at 31 March 2020.

**In terms of financial viability and demonstrating this, are management accounts acceptable? We would have audited accounts for our whole organisation, but just management accounts for the heritage organisation we would be applying for.**

Management accounts are acceptable where it is difficult to disaggregate information from audited accounts. We will expect you to outline the financial position of the heritage organisation at March 2020 as we will not be able to ascertain that from management accounts.

## **Creating and accessing an online account**

**I am a new user how do I access your portal?**

The link to our application portal can be accessed via the webpage for this fund. [Heritage Recovery Fund Northern Ireland](#)

**I am an existing user on the application portal and linked to an organisation which is not associated with my application. What do I need to do?**

You will need to register with an alternative email address on our portal. Please contact [heritage.recoveryni@heritagefund.org.uk](mailto:heritage.recoveryni@heritagefund.org.uk) if you continue to have problems and require assistance.

**I am an existing user on the application portal and linked to an organisation which is not associated with my application as I am applying as an individual. What do I need to do?**

You will need to register with an alternative email address on our portal. Please contact [heritage.recoveryni@heritagefund.org.uk](mailto:heritage.recoveryni@heritagefund.org.uk) if you continue to have problems and require assistance.

**I am trying to register my email address and received an error message saying, 'the transaction has not been disposed'. What does this mean?**

This error message indicates your email address has already been registered on our application portal. If you have forgotten your password, select 'forgotten password' when asked to sign into the system. The email address being used must be associated with the organisation you are applying for.

**Our heritage building got grants from The National Lottery Heritage Fund before but we don't know the login, how can we go about getting it?**

If you have forgotten your password then you can get it reset via the portal by inputting your email address and clicking the 'forgotten password' button. You will receive an email to the email address allowing you to reset the password. If you continue to have problems, please contact the [heritage.recoveryni@heritagefund.org.uk](mailto:heritage.recoveryni@heritagefund.org.uk) email address where we can assist you.

## Loss of income

**Must we have a 'project' or can we apply for loss of income and payment of running costs?**

This is not project funding. The fund will not replace lost income however you may apply for funding towards costs to which you would have allocated earned income.

**We have a loss of income this year of around £6000. Is this covered?**

The fund will not replace lost income however you may apply for funding towards costs to which you would have allocated earned income.

## Spend by 31 March 2021

**What if we hope to spend by end March 2021 but due to many reasons we cannot, what happens – do we have to pay the money back?**

We expect that the majority of money from this fund will go towards balancing out retrospective costs. You should plan to have your project deliver in this financial year. If you have unspent money at the end of the financial year, you will have to pay it back.

**What will happen if we have to lockdown again and can't spend the money? Or we need more because things change again?**

This money has been allocated to The National Lottery Heritage Fund by the Department of Communities and is in direct response to the COVID-19 pandemic. It is designed to help organisations reopen by 31 March 2021 or a later date if appropriate.

**Are you able to accept pro-forma invoices dated before the end of March?**

No, this is not possible.

**If you want to support long term viability, how come this has to be spent by end of March 2021?**

This money is designed to help organisations plan for their future viability through completing thorough business planning and undertaking risk assessments, the development of plans and strategies for specific parts of their work eg digital and piloting ways of doing things.

**Do we need to provide proof of defrayal dated before 31 March, or just invoice dated before 31 March 2021?**

Invoices should be dated before 31 March 2021.

**Can I spend before end March 2021 but not do the work until after this date?**

The funding is designed to be spent in the financial year 2020/2021 so the work should be complete by 31 March 2021.