



## Heritage Recovery and Resilience Loans

To support applicants interested in applying for a Heritage Recovery and Resilience Loan, we are providing this list of application questions. This is for reference only, you will still need to apply online.

Please note that it is not possible to save the online form so you will need to fill it out in one go and submit. You may therefore find it helpful to prepare your answers using the reference questions below and save your answers offline.

The form has a cumulative character limit – it allows responses of:

- Up to 4,000 characters per response to a single question
- Up to 16,000 characters for total responses per form

### Contact details

Use this section to tell us the names and contact information for people at your organisation we can speak to about this loan application.

**1. Contact details: full name of contact number 1:**

**2. Contact details: position of contact number 1:**

**3. Contact details: email address of contact number 1:**

**4. Contact details: phone number of contact number 1:**

**5. Contact details: full name of contact number 2:**

**6. Contact details: position of contact number 2:**

**7. Contact details: email address of contact number 2:**

**8. Contact details: phone number of contact number 2:**

## Your organisation details

Use this section to tell us about the organisation applying for a loan

### 9. Name of organisation

### 10. What type of organisation are you applying on behalf of?

- Registered charity
- Registered company
- Community Interest Company
- Faith-based organisation
- Church organisation
- Community group
- Voluntary group
- Other

### 11. If you selected 'other', please specify your organisation type

### 12. What is your most recent National Lottery Heritage Fund project reference number?

*You can find the project reference number on emails from the Fund.  
Format example is HG-20-00034.*

## Your organisation's finances

The questions in this section help us check there is a legal and financial basis for loan funding. Your organisation's financial statements and governing documents will help you answer the questions in this section. The answers you give here should match the information shown in the financial statements you provide to support your application. Governing documents can also be called a constitution, memorandum of association or articles of association. If you are not sure how to answer the questions in this section, you can [check the guidance](#)

### 13. Can your organisation legally take on debt?

*Your governing document or constitution will usually include whether your organisation has the power to borrow money, and if there are any restrictions.*

Yes /No

**14. Are there any restrictions on the size or type of debt your organisation can take on?**

*This is usually defined in your organisation's governing document.*

Yes/No

**15. What are the restrictions on the size or type of debt your organisation can take on?**

**16. Can your organisation legally provide security for a loan?**

*This tells us whether your organisation can legally secure a loan against an asset it owns.*

Yes/No

**17. Are there any restrictions on the type of security your organisation can provide?**

Yes/No

**18. What are the restrictions on the type of security your organisation can provide?**

**19. In the last 3 reporting financial years for your organisation, have you had an average yearly cash surplus?**

*To calculate the average yearly cash surplus for the last 3 reporting years, add together the surpluses achieved for each reporting year. Subtract the deficit for any year you received a deficit. Then divide your final amount by 3.*

Yes/No

**20. How much was your organisation's average yearly cash surplus over 3 years?**

**21. Tell us if any of your cash surplus is made up of restricted funds or reserves.**



*Include information about the intended use of the restricted funds or your organisations reserve policy.*

**22. In the last reporting financial year, did your organisation achieve a cash surplus?**

Yes/No

**23. How much was your organisation's cash surplus in the last reporting year?**

**24. How does your organisation earn its income?**

*Choose all that apply*

- Government contract
- Rental Income
- Membership fees
- Grants
- Donations
- Trading
- Investment income

**25. Please specify any other ways your organisation earns income**

**26. Are you aware of any impending bankruptcy or administration against your organisation?**

*This helps us understand what support your organisation needs*

Yes/No

**27. Tell us in detail about any impending bankruptcy or administration against your organisation**

**28. Are you satisfied that this loan request, if successful, would not breach state aid rules?**

*It is your responsibility to make sure that your organisation will not be in breach of state aid rules, if this loan application is successful*

Yes/No

## Your organisation and other funding

### **29. Has your organisation applied for a grant, loan or any other type of funding during the COVID-19 crisis?**

*This should include anything your organisation has applied for since March 2020.*

Yes/No

### **30. Tell us about the outcome of any grant or loan applications, including if you are still waiting for a response from the funder.**

*This will help us to understand if other funding options have been explored and that the amount you are requesting in this application is what is needed.*

## Your loan application

### **31. Tell us about the efforts your organisation has made to reduce the amount of money you need to borrow from us. For example, reducing costs, stopping unnecessary planned spend, or adjusting project plans.**

### **32. What do you plan to spend the loan money on?**

*Cashflow includes trade defaulters, delayed payments, loss or reduction of established income stream, and repayment liabilities that cannot be restructured.*

*Staff salaries include critical staff required to accelerate recovery.*

*Working capital includes organisational expenditure that could not be paused, or is required to accelerate recovery.*

*Recovery planning includes fees and professional support towards adapting operational and delivery models. Plus, business plans to the new coronavirus reality.*

- Cashflow
- Staff salaries
- Working capital
- Recovery planning

### **33. Tell us in detail how you plan to spend the money**

*Make sure you have read the guidance to be clear about what you cannot spend the money on.*

### **34. How much money is your organisation applying for?**

*Your loan request must be between £50,000 and £250,000. It must be to the nearest £100 and cannot exceed 3 times the average yearly surplus.*

### **35. How long do you need to repay this loan?**

*Enter time in months, for example, 18 for 18 months.*

### **36. How often would you like to make repayments?**

*You can select more than one option. Read the guidance for details on repayment options.*

- Monthly
- Quarterly
- Yearly

### **37. Do you understand the things your cashflow needs to demonstrate?**

*As part of your application, after you have submitted your form, we will contact you to request a cashflow forecast for your organisation for the proposed term of the loan. We expect this to be based on estimates and current government guidance.*

*Things we will look for:*

*- That your organisation has adjusted their cashflow forecast to deal with the post-COVID-19 world*

*- Repayment option is viable and can withstand a degree of disruption, for example, an amount of sensitivity to a reduction in income or rise in expenditure.*

Yes, I understand what the cashflow for the organisation applying for a loan needs to demonstrate.

## **Declaration**

### **38. Declaration**

*a) Terms of Grant You must read the standard terms of grant for this programme on our website. By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration. b) Freedom of Information and Data Protection We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow all data protection laws and regulations, to include European Parliament directives and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Lottery Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller. As part of the application process we will collect your name and position at the organisation you represent. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website. The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money- laundering and to verify your identity. If fraud is detected, you could be refused a grant or loan. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by contacting [fair.processing@heritagefund.org.uk](mailto:fair.processing@heritagefund.org.uk)*

### **39. Data and Freedom of Information**

*When you complete the Declaration at the end of the application form, you are confirming that you understand our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and have no objection to us releasing the Your organisation and project sections of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any*



*information in these sections of the form that you don't want made publicly available, please explain your reasons below:*

#### **40. Data Protection and Research**

*We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information that you provide to us. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities. When you submit this form you agree that we can use your application form and the other information you give us, including any personal information covered by Data Protection legislation, for the following purposes: •To decide whether to give you a grant. •To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants. •To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes. •To hold in a database and use for statistical purposes. •If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us. •If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you. We run qualitative user research to help us to develop our products and services. This could be from a 20-minute survey to a 2 hour interview.*

Yes, I would like to be involved in user research

#### **41. Contact**

*We may contact you from time to time to keep you informed about the work of the National Lottery Heritage Fund.*

I would like to be kept informed of the work of the Fund





## **42. Confirmation**

*I confirm that the organisation named on this application has given me the authority to complete this application on its behalf. I confirm that the activity in the application falls within the purposes and legal powers of the organisation. I confirm that the organisation has the power to accept and pay back the grant. I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project. I confirm that, as far as I know, the information in this application is true and correct.*

I confirm that I agree with the above statements

**43. We will be in touch following submission of your form to us with instructions on how to send any supporting documents. If you have any issues please contact us, details are here**

<https://www.heritagefund.org.uk/about/contact-us>