

# Application form

This is a reference guide to the full application form and should not be filled in. You will need to apply online.

This application form has nine sections, following your project summary below.

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We support projects that relate to the national, regional or local heritage of the UK.

Throughout the form you will see that some questions have word limits. Word counters will let you know how many words you have written so far and you will be able to save the document as you work on it, no matter how many words you have written. However, please bear in mind that you will not be able to submit your application if you go over any of the identified word limits.

Please note that the way in which the Heritage Lottery Fund (HLF) portal counts words slightly differs from other word processing software, e.g. Microsoft Word. For example, if you use dashes in your text, this may be counted as an additional word by the HLF portal counters. If you decide to copy and paste text directly into your online application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limits.

We will confirm we have received your application when we have your online form and all supporting material. If you are sending any material in hard copy, this must arrive within five working days, and by the relevant programme deadline, if applicable.

We will not assess your application if you miss the published programme deadlines, have not provided the correct supporting documents (please do not send more than we ask for) or have not answered all the questions.

In deciding which applications to fund, we will be taking into account the geographic spread of projects to ensure that communities all over the UK benefit from funding.

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# Application summary

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## Name of your organisation

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## Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision takers so please ensure that you choose a title that you are happy for a wide range of people to see.

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## Project summary

In no more than 500 words, summarise your project. We will use this text to tell people about your project, including our decision takers, who will see your description as part of the assessment process.

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## Have you received any advice from us before making your application?

Yes / No

**If yes:** Please tell us who you received advice from

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## Is this your first application to the Heritage Lottery Fund?

Yes / No

**If no:** Please tell us the reference number and project title of your most recent application

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## How did you hear about this grants programme? Please pick from the list or specify below.

- HLF event
  - Non HLF event
  - Advice agency (e.g. CVS)
  - Local authority
  - Heritage agency
  - Other funder
  - Media (TV, radio, newspaper)
  - HLF website
  - Word of mouth
  - Previous application to HLF
  - Previous programme enquiry
  - HLF publication
  - Other (please specify)
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# Section one: Your organisation

## 1a. Address of your organisation.

Address

Town/City

County

Post code *We will use this information to autopopulate the local authority and constituency information below.*

## 1b. Is the address of your project the same as the address in 1a?

Yes / No

**If no:** Enter the address of your project

Address

Town/City

County

Post code

Local authority within which the project will take place

Constituency within which the project will take place

## 1c. Details of main contact person.

Name

Position

Is the address of the main contact person the same as the address in 1a?

Yes / No

**If no:** Enter the address of the main contact person

Address

Town/City

County

Post code

Daytime phone number, including area code

Alternative phone number

Email address

**1d. The legal status of your organisation.**

Please select one of the following

Local authority

Other public sector organisation

Organisation not in the public sector

**If your organisation is not in the public sector please select one of the following:**

Faith-based or church organisation

Community or voluntary group

Other

If other please specify

**For all organisations not in the public sector:**

Describe your organisation's main purpose and regular activities.

- Describe the purpose and aims of your organisation.
- Tell us how many paid staff and volunteers work for your organisation (if you do not know the exact number, give an estimate).
- Describe your organisation's regular activities and explain how they are funded.
- Tell us who usually gets involved in activities run by your organisation

**For all organisations:**

If your organisation is any of the following, please provide the information shown.

Company – give registration number

Registered Charity in England, Scotland or Wales – give registration number

Charity recognised by HM Revenue and Customs in Northern Ireland – give reference number

**1e. Will your project be delivered by a partnership?**

Yes / No

**If yes:** who are your partners? Please provide a named contact from each organisation and ensure that a representative from each has been added to the end of the Declaration in Section eight.

**1f. Are you VAT-registered?**

Yes / No

**If yes:** Please provide your VAT number

# Section two: The heritage

## 2a. What is the heritage your project focuses on?

Please note that there is a limit of 300 words for this question.

# Section three: Your project

The next two questions ask you to explain to us **what** you will do as part of your project and then **how** you will share what you learn and involve the wider community.

## 3a. Use the tick box menu to tell us what you will do.

You can include as many different activities as you like. We expect each activity to involve a range of people. When you are planning your activities, think about how they will achieve outcomes for heritage, people and communities. In your responses, tell us who will be involved in carrying out the activities you have identified.

Think about any training people will need to help them deliver your project and refer to this in your responses. You can include training costs in the project budget in **Section seven: Project costs**.

- Visits to places like historic buildings, historic landscapes, museums, parks, burial grounds, archaeological sites or industrial heritage sites like railways  
If you tick this box, you will be asked how many of these activities you will be doing. For each one, you will have 350 words to tell us the names of any places you want to visit and why.
- Using collections like historical artefacts, objects, or written records in archives, libraries or museums, as well as those held by people in the community  
If you know them, tell us the names of any artefacts, objects, documents or collections you want to use and how they will contribute to your project. Please note that there is a word limit of 350 words.
- Talking to and working with heritage experts to hold workshops, talks and sessions exploring your heritage  
Tell us who you will talk to and what you will be trying to find out. Please note that there is a word limit of 350 words.
- Recording things like people's memories or local wildlife; scanning old photographs and documents; archaeological digs or surveying historic buildings  
Tell us what you will be recording and how. Please note that there is a word limit of 350 words.

- Undertaking physical works such as repair or conservation work to historic buildings, landscapes, archive collections or other heritage items; carrying out archaeological investigations or constructing a new building to protect historic ruins, archaeology or vehicles

Tell us what physical works you will carry out as part of the project and why they are needed. Please note that there is a word limit of 350 words.

- Other

Tell us about any other activities that you will carry out as part of the project and why. Please note that there is a word limit of 350 words.

**3b. Use the tick box menu to tell us how you will share what you have done with the wider community.**

Please tell us what the people involved in your project will do or produce in order to share what you have learnt through the activities you have listed in question 3a.

- Community events
- Celebrating your project's achievements
- Digital things like a smartphone app, DVD or website
- Display boards
- Exhibitions
- Guides/trails
- Leaflets or books
- Packs for schools
- Performances
- Events for professionals

**3c. Provide more details about how you plan to share what you have done as part of your project.** Please note that there is a word limit of 350 words for answering this question.

**3d. Who do you plan to share with?** There is a word limit of 350 words for answering this question.

We want a range of people to benefit from your project. This could include groups like young people, local residents, community groups or schools.

Think about any training people will need to help them share what they have learnt and comment on this. You can include training costs in the project budget in **Section seven: Project costs**.

**3e. How many people will be trained as part of your project, if applicable?**

**3f. How many volunteers do you expect will contribute to your project?**

**3g. How are you planning to promote and acknowledge National Lottery players' contribution to your project through HLF funding?**

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# Section four: Project outcomes

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## 4a. What outcomes will your project achieve?

Please read about the difference we want to make in the programme application guidance. In particular please refer to **Appendix 1: Outcomes**.

When answering this question, tell us (in no more than 300 words) about the changes that will come about as a result of the activities you told us about in **Section three: Your project**.

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# Section five: After the project ends

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## 5a. What will happen to the things that you produce after the project ends?

If your project involves doing physical work such as conservation or new building work, please read about our property ownership requirements in **Appendix 4: Property ownership** of the programme application guidance before you fill in this section. Please also read our standard terms of grant for further information.

You may also need to provide a condition survey if you are planning any conservation work. Please refer to **Section nine: Supporting documents** for further information.

Additionally, if your project will create anything in a digital format which is designed to give access to heritage, or to help people engage with heritage, please read about digital outputs in the programme application guidance. In particular please refer to **Appendix 3: Digital outputs**.

If your project includes any of the above, please include a short commentary to explain who will be responsible for meeting these requirements and how you will do that.

This question has a word limit of 300 words.

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# Section six: Project timetable

## 6a. Tell us when your project will start and finish.

Project start date: mm/yy

Project finish date: mm/yy

# Section seven: Project costs

## 7a. In this section, tell us how much it will cost to deliver your project.

- Please use the 'Description' column to describe your costs in more detail.
- There is a limit of 20 words per 'description' when completing the cost tables. You can use each heading more than once if you need to. For instance, if you will be recruiting two different members of staff to help you with your project, or producing more than one learning material, use a separate line for each individual or item.
- Remember to include VAT in your costs if you are unable to reclaim it elsewhere.
- You can use the 'Other' cost heading to include any costs that are not covered by the other cost headings.
- The HLF Grant Request field will be filled in automatically to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total project costs or the system will not allow you to proceed.

Cost heading	Description	Cost
New staff		
Professional fees		
Recruitment		
Purchase price of heritage items		
Repair and conservation work		
New build work		
Digital outputs		
Equipment and materials		
Training for staff		
Training for volunteers		
Travel for staff		
Travel for volunteers		
Expenses for volunteers		
Cost of producing learning materials		
Other		
Publicity and promotion		
Evaluation		
Contingency		
<b>Total project costs</b>		

**7b. Project income.**

Remember that the HLF Grant Request field will be filled in and automatically rounded down to the nearest £100. Don't forget to make sure that the total project income exactly matches the total project costs or the system will not allow you to proceed.

Income type	Description	Secured?	Value (£)
Cash			
HLF grant request			
<b>Total</b>			
<b>HLF grant %</b>			

**7c. Tell us about any volunteer time or non-cash contributions that you expect to receive to help you carry out the project.**

- Non-cash contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local business for regular meetings or materials being donated by a local building firm.
- We want to hear about any volunteers who may support your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. This could include administrative work, leading a guided walk, clearing a site or working as a steward at an event.
- There is a limit of 20 words per 'description' when completing the tables.

Description of non-cash contributions	Estimated value (£)
	Total value

Description of volunteers' task	Number of days	£ per day (as per our guidance)	Estimated value (£)
	Total number of days		Total value

# 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. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only

## Age

under 16	16 to 25	26 to 49	50 to 64	65 and over

## Disabled people

Disabled people
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## Ethnic group

Asian	Black	Chinese	Mixed	White
Asian British	Black British	Chinese British	White and Black Caribbean	White British
Asian English	Black English	Chinese English	White and Black African	White English
Asian Irish	Black Irish	Chinese Irish	White and Asian	White Irish
Asian N Irish	Black N Irish	Chinese N Irish	Other	White N Irish
Asian Scottish	Black Scottish	Chinese Scottish		White Scottish
Asian Welsh	Black Welsh	Chinese Welsh		White Welsh

Bangladeshi	Caribbean	Other		Other
Indian	African		Arab	
Pakistani	Other			
Other			Irish travellers (Northern Ireland only)	

### Marital or civil-partnership status

Single people (never married or in a civil partnership)	Married people (and living with their husband or wife)	In a civil partnership
Married people (and separated from their husband or wife)	Separated but still legally in a civil partnership	Divorced people
Formerly in a civil partnership which is now legally dissolved	Widowed people	Surviving partner from a civil partnership

### People with dependants

People with dependants (for example, children or elderly relatives)

### People in lower socio-economic groups

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland

### Community background (Northern Ireland only)

Mainly Protestant (more than 60%)	Mainly Catholic (more than 60%)	Both Catholic and Protestant	Neither Catholic nor Protestant
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### Religious belief

Protestant	Muslim	Catholic	Jewish	Other Christian
Sikh	Buddhist	Hindu	Other	Non religious

### Gender

Males	Females	Transgender people
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### Sexual orientation

Gay and lesbian people	Heterosexual people	Bisexual people
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## 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 the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 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:

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 contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, 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.

Continued...

## Declaration (Continued)

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

Tick this box if you do not wish to be kept informed of our work.

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.

Name \_\_\_\_\_

Organisation \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Are you applying on behalf of a partnership?

Yes / No

(If yes: Please add the details of additional contacts below)

# Section nine: Supporting documents

Please provide all of the documents listed unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us – as hard copy or electronically.

In addition to numbers 1–8 below, you may also be required to submit additional supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the programme application guidance, **Appendix 2: Supporting documents**. We will not be able to assess your application if we do not receive all the required information.

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.  
If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again.
2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed.
3. Copy of your organisation's audited accounts for the last financial year. This does not apply to public organisations.
4. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk).
5. Condition survey (if applicable). A condition survey is a short report that will tell us what condition the heritage is currently in, and will help you decide what works are needed. You will need to supply one if you are planning any conservation work, such as restoring a memorial.

6. Briefs for internally and externally commissioned work (if applicable). For further information please refer to **Appendix 2: Supporting documents** within the programme application guidance.
7. Job descriptions for new posts (if applicable).
8. Letters of support (no more than six).

If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box provided to confirm in what format the additional documentation will be submitted.