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 seven sections, following your project summary below.

<table>
<thead>
<tr>
<th>Application summary</th>
<th>Section one: Your organisation</th>
<th>Section two: The heritage</th>
<th>Section three: Your project</th>
<th>Section four: Managing your project</th>
<th>Section five: Project costs</th>
<th>Section six: Additional information and declaration</th>
<th>Section seven: Supporting documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>10</td>
<td>14</td>
</tr>
</tbody>
</table>

There is a word limit for your application of 6,000 words in total. Word counters throughout the application form 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 6,000 words.

Please note that the way in which the 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 application 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 deadline, have not provided the correct supporting documents (please do not send more than we ask for) or have not answered all the questions.
Application summary

Name

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.

Project summary
In no more than 200 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.

Have you received any advice from us before making your application?
Yes / No
If yes: Please tell us who you received advice from

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
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. Describe your organisation's main purpose and regular activities.

1e. 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
- Private individual
- For-profit organisation
- Other

If other please specify

For all organisations not in the public sector:

Describe the size and staff structure of your organisation, your governing body and your financial situation.

If applicable, how many board members does your organisation have?

How much did your organisation spend in the last financial year?

What level of unrestricted funds is there in your organisation's reserves?

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

1f. 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 six.

1g. Are you VAT-registered?

Yes / No

If yes: Please provide your VAT number
Section two: The heritage

In this section, tell us about the heritage your project focuses on and why it is valued.

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

2b. Does your project involve work to physical heritage such as buildings, collections, landscapes or habitats?
Yes / No

If yes: Tell us the name of the building(s), collections, landscape or habitat area

If yes: Do you, or a partner organisation, own the building, land or heritage items outright?
Yes / No

If no: Do you, or a partner organisation have a leasehold on the building, land or items?
Yes / No

If yes: How many years are left to run on the leasehold?

If no: If you do not currently meet our ownership requirements, tell us the date by when you expect to do so?

If you have answered Yes to the first part of question 2c, please answer these two additional questions.

If yes: Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

If yes: For landscape projects, please provide an Ordnance Survey grid reference for your landscape

2c. Does your project involve the acquisition of a building, land or heritage items?
Yes / No

If you have clicked Yes to question 2b or 2c, the online application form will also display tick boxes to help you give us further information about the physical heritage in your project.
Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a. Project plan.
You must submit a Project Plan as part of your application; this is where you can provide us with information on what your project will do. Please read the programme application guidance for more information.

You will need to create your own project plan and attach it as a supporting document at the end of this form. A template document can also be found on the HLF website.

3b. Explain what need and opportunity your project will address.

3c. What work and/or consultation have you undertaken to prepare for this project?

3d. What outcomes will your project achieve?

3e. What are the main groups of people that will benefit from your project?
We need to understand the range of audiences that you are planning to attract with your project. We use this information to assess your plans for your project – we do not prioritise projects for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take to overcome barriers to involving people with heritage.

In addition to asking you to write about who your project will benefit, we will also collect this information using a table of beneficiary groups. The groups listed in this table are the same as those listed in Section six: Additional information and declaration.

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

3g. How many volunteers do you expect will contribute personally to your project?

3h. How many full-time equivalent posts will you create to deliver your project?
Section four: Managing your project

In this section tell us about how you will deliver your project.

4a. How will your project be managed?

4b. Tell us about any outside advice you have received or will receive to help you manage your project.

4c. When do you expect your project to start and finish?
   Project start date: mm/yy  Project finish date: mm/yy

4d. How will you evaluate the success of your project?

4e. Tell us what will happen to things that your project has produced after the funding ends.

4f. If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.
Section five: Project costs

In this section, tell us how much it will cost to deliver your project. There is a limit of 20 words per ‘description’ section when completing the cost tables. If you need to provide a more detailed explanation and breakdown of your costs there is a facility at the end of the application form to upload supporting documents.

5a. In this section, tell us how much it will cost to deliver your project.

<table>
<thead>
<tr>
<th>Cost heading</th>
<th>Description</th>
<th>How much (£)</th>
<th>VAT (£)</th>
<th>Non recoverable</th>
<th>Total (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>New staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recruitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLF - approved Mentor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase price of heritage items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repair and conservation work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New build work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital outputs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment and materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training for staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training for volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel for staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel for volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses for volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of producing learning materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicity and promotion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Cost Recovery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inflation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5b. Project income.
Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of your project costs or the system will not allow you to proceed.

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Description</th>
<th>Secured?</th>
<th>Value (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLF grant request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5c. Financial summary.

<table>
<thead>
<tr>
<th>Source of funding</th>
<th>Description</th>
<th>Secured?</th>
<th>Value (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total project costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total project income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLF grant request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLF grant %</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5d. Are there any non-cash contributions or volunteer time to help carry out your project?

<table>
<thead>
<tr>
<th>Description of non-cash contributions</th>
<th>Estimated value (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of non-cash contributions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of volunteers’ task</th>
<th>Number of days</th>
<th>£ per day (as per our guidance)</th>
<th>Estimated value (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section six: 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.

### Ethnic group

<table>
<thead>
<tr>
<th>Asian</th>
<th>Black</th>
<th>Chinese</th>
<th>Mixed</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian British</td>
<td>Black British</td>
<td>Chinese British</td>
<td>White and Black Caribbean</td>
<td>White British</td>
</tr>
<tr>
<td>Asian English</td>
<td>Black English</td>
<td>Chinese English</td>
<td>White and Black African</td>
<td>White English</td>
</tr>
<tr>
<td>Asian Irish</td>
<td>Black Irish</td>
<td>Chinese Irish</td>
<td>White and Asian</td>
<td>White Irish</td>
</tr>
<tr>
<td>Asian Northern Irish</td>
<td>Black Northern Irish</td>
<td>Chinese Northern Irish</td>
<td>Other</td>
<td>White Northern Irish</td>
</tr>
<tr>
<td>Asian Scottish</td>
<td>Black Scottish</td>
<td>Chinese Scottish</td>
<td>White Scottish</td>
<td></td>
</tr>
<tr>
<td>Asian Welsh</td>
<td>Black Welsh</td>
<td>Chinese Welsh</td>
<td>White Welsh</td>
<td></td>
</tr>
<tr>
<td>Bangladeshi</td>
<td>Caribbean</td>
<td>Other</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td>African</td>
<td></td>
<td>Arab</td>
<td></td>
</tr>
<tr>
<td>Pakistani</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Age

<table>
<thead>
<tr>
<th>under 16</th>
<th>16 to 25</th>
<th>25 to 49</th>
<th>50 to 64</th>
<th>65 and over</th>
</tr>
</thead>
</table>

December 2013
### Disability

Disabled people (people with physical or mental problems which have significant and long-term negative effects on their ability to carry out normal day-to-day activities)

### Marital or civil-partnership status

<table>
<thead>
<tr>
<th>Single people (never married or in a civil partnership)</th>
<th>Married people (and living with their husband or wife)</th>
<th>Married people (and separated from their husband or wife)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divorced people</td>
<td>Widowed people</td>
<td>In a civil partnership</td>
</tr>
<tr>
<td>Separated but still legally in a civil partnership</td>
<td>Formerly in a civil partnership which is now legally dissolved</td>
<td>Surviving partner from a civil partnership</td>
</tr>
</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Mainly Protestant (more than 60%)</th>
<th>Mainly Catholic (more than 60%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Catholic and Protestant</td>
<td>Neither Catholic nor Protestant</td>
</tr>
</tbody>
</table>

### Religious belief

<table>
<thead>
<tr>
<th>Protestant</th>
<th>Muslim</th>
<th>Catholic</th>
<th>Jewish</th>
<th>Sikh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddhist</td>
<td>Hindu</td>
<td>Other</td>
<td>Other Christian</td>
<td>No religious belief</td>
</tr>
</tbody>
</table>

### Gender

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
<th>Transgender people</th>
</tr>
</thead>
</table>

### Sexual orientation

<table>
<thead>
<tr>
<th>Gay and lesbian people</th>
<th>Heterosexual people</th>
<th>Bisexual people</th>
</tr>
</thead>
</table>
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.

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 and monitor your grant.
- 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
Section seven: Supporting documents

Please provide all of the documents listed here. When you fill in the online form, please note the following:

- There may be some documents listed on the online form which are not relevant to this grants programme. Mark these as ‘not applicable’.
- There may be some documents which are listed here, but are not listed on the online form. Please submit these as ‘additional documents’.
- If you attach more than 10 documents, or if the total size of the attachments exceeds 20 megabytes, you will not be able to save or submit your form. If you have more documents or very large documents, please email them to your local HLF office.

1. Copy of your organisation’s governing document, unless you are a public organisation, a private individual or a for-profit organisation.
   If you have sent a copy of your governing document with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

2. Copies of your agreements with project partners, if applicable, signed by everyone involved, setting out how the project will be managed.

3. Copy of your organisation’s accounts for the last financial year. This does not apply to public organisations.

4. Project Plan (essential for all applications).

5. Calculation of Full Cost Recovery (if applicable).

6. Briefs for internally and externally commissioned work.

7. Job descriptions for new posts.

8. 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).

9. Letters of support (no more than six), from other current funders for example.