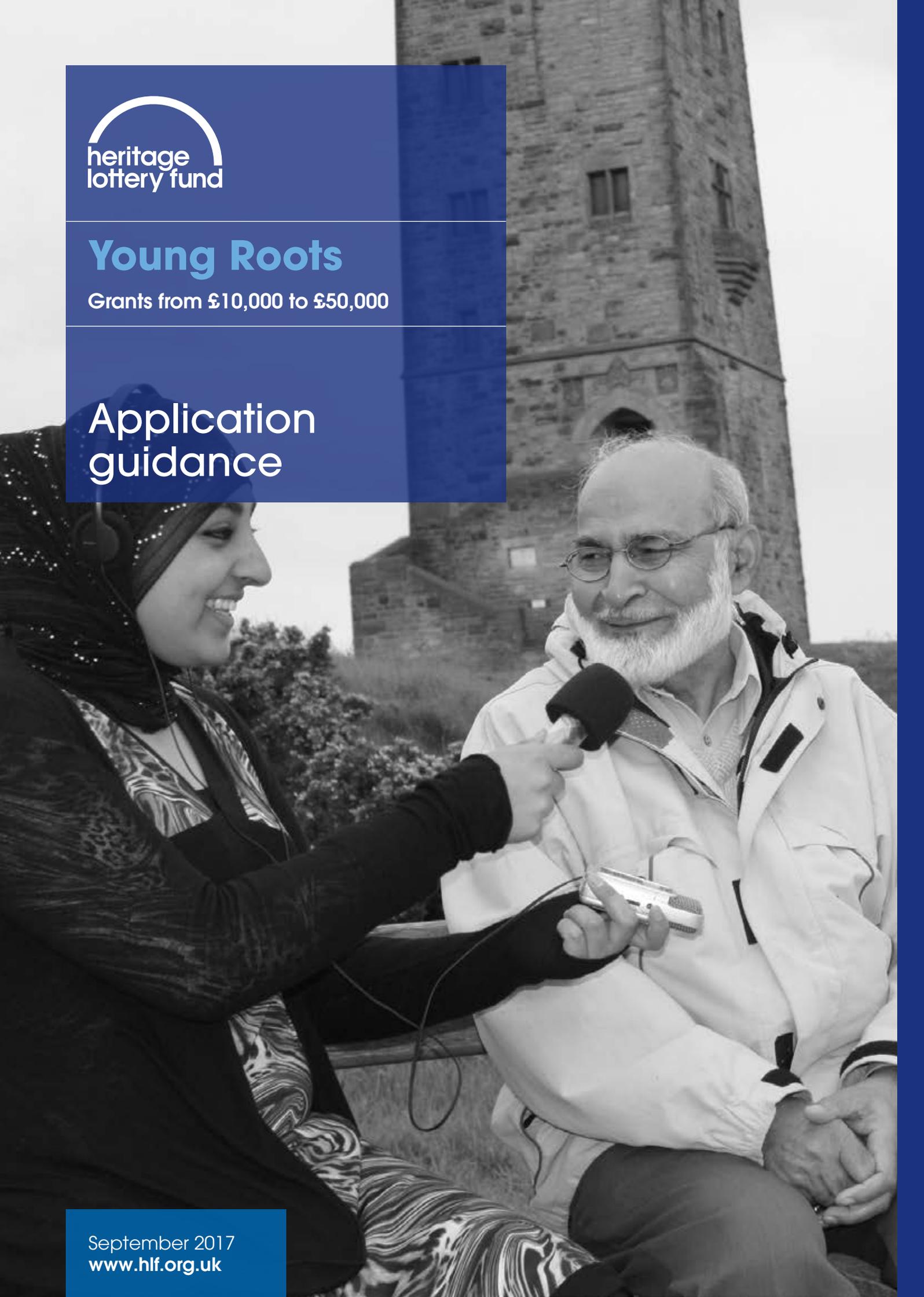




## Young Roots

Grants from £10,000 to £50,000

## Application guidance



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# Part one: Introduction

## Welcome

The Young Roots programme is for projects that engage young people with heritage in the UK. You can apply at any time for a grant of more than £10,000 and up to £50,000, and we will assess your application in eight weeks.

The programme is intended to:

- provide new opportunities for a wide range of young people aged 11 to 25 to help shape and deliver engaging heritage projects;
- bring heritage and youth organisations together to combine knowledge and experience; and
- create opportunities to celebrate young people's achievements in the project and share their learning with the wider community.

## About this guidance

This guidance will help you decide whether this is the right programme for you, as well as providing you with the information you'll need to plan an application.

Read **Part one: Introduction** and **Part two: Application process** to find out about what we fund and how to apply.

**Part three: Receiving a grant** tells you about how we will work with you if you receive a grant.

**Part four: Application form help notes** provides information to help you answer each of the questions on the application form.

The **appendices** expand on our requirements for certain types of projects, and we have defined some of the terms we use in a **glossary** at the back.

## Help we offer

### Project enquiry service

Please tell us about your idea by submitting a project enquiry form online. Staff in your local HLF office will get in touch within 10 working days to let you know whether your project fits this programme and to provide support with your application. Information submitted as part of a project enquiry is not used in the assessment of an application.

We recommend that you read **Parts one and two** of this Young Roots application guidance before sending us your project enquiry.

We also provide a range of resources designed to help you plan your heritage project, and examples of projects that have successfully achieved outcomes for heritage, people and communities. You can find these online.

## Who we fund

**Under this programme, we fund partnerships of heritage and youth organisations.**

You will need to nominate a not for profit organisation as a lead applicant to fill in our application form and administer the grant.

If private individuals or commercial 'for profit' organisations are involved in a project, public benefit must outweigh private gain.

Here are some examples of the types of organisations we fund:

- community or voluntary groups;
- Community Interest Companies;
- charities or trusts;
- social enterprises;
- community/parish councils;
- local authorities;
- other public sector organisations, such as nationally funded museums.

If you are a school or college wishing to apply, please see p15 for more information.

## What we fund

This programme is designed for organisations that want to provide young people aged between 11 and 25 with active roles in planning and delivering a heritage project. We want to encourage young people to develop their own views about heritage. We ask you to demonstrate that you have involved them in thinking about your project before you apply.

You will need to show us that you are bringing both heritage and youth work expertise to the project. Our research tells us that heritage organisations sometimes lack the resources to engage with young people and that youth workers are often not aware of the wealth of opportunities offered by heritage for youth work. Youth groups must work with at least one heritage partner to deliver a Young Roots project. Heritage organisations must work with at least one youth partner. You may find it useful to document what each partner will contribute to the project using the template we provide (see [Appendix 1: Partnership agreement template](#)).

Your project should include opportunities to celebrate the young people's achievements in the project, for example with an award or certificate, and share their learning with the wider community, perhaps through a performance, an exhibition or online.

Your project must relate to the culturally varied heritage of the UK. For example, young people might explore a museum textile collection, research stories in a newspaper archive, help restore a local habitat or document changes to their community over time.

Heritage includes many different things from the past that we value and want to pass on to future generations, for example:

- archaeological sites;
- collections of objects, books or documents in museums, libraries or archives;
- cultural traditions such as stories, festivals, crafts, music, dance and costumes;
- historic buildings;
- histories of people and communities;
- histories of places and events;
- the heritage of languages and dialects;
- natural and designed landscapes and gardens;
- people's memories and experiences (often recorded as 'oral history');
- places and objects linked to our industrial, maritime and transport history; and
- natural heritage including habitats, species and geology.

We fund projects that make a **lasting difference for heritage, people and communities** in the UK.

When we say **project**, we mean work or activity that:

- is defined at the outset;
- has not yet started;
- will usually take no more than two years to complete;
- will contribute to achieving the outcomes we describe.

The assessment process is competitive and we cannot fund all of the good-quality applications that we receive. As a guide, the following are unlikely to win support:

- projects outside the UK;
- projects where the main focus is meeting your legal and/or statutory responsibilities, such as the requirements of the Equality Act 2010;
- promoting the cause or beliefs of political and faith organisations.

If your project involves the purchase of land, buildings, heritage items or property, please contact us before applying. This would be unusual in a Young Roots project.

If your project is designed to **benefit people in Wales**, we expect you to make appropriate use of the Welsh language when you deliver your project.

## The difference we want to make

We describe the difference we want to make to heritage, people and communities through a set of outcomes.

Here we have listed the outcomes that we want to achieve with our funding, and when you apply, we will ask you to tell us how your project will contribute towards these.

When applying to Young Roots you will need to tell us how you will achieve all of the outcomes for people and communities listed here and **at least one** outcome for heritage.

We will consider the quality of the outcomes that your project achieves. This means that achieving more heritage outcomes will not necessarily make your application stronger.

We provide detailed descriptions of these outcomes in **Section four: Project outcomes** in **Part four: Application form help notes**. These tell you what changes we want to bring about with our funding, and include some suggestions of how you can measure them.

### Outcomes for people:

With our investment, people will have:

- developed skills
- learnt about heritage
- changed their attitudes and/or behaviour
- had an enjoyable experience

### Outcome for communities:

With our investment:

- more people and a wider range of people will have engaged with heritage

### Outcomes for heritage:

With our investment, heritage will be:

- in better condition
- better interpreted and explained
- identified/recorded

## Costs we can cover

### Direct project costs

Your application should include all costs that are directly incurred as a result of the project.

Here are some examples of direct project costs:

- employing extra staff needed to carry out the project;
- support from professionals who will give advice or carry out parts of your project;
- the cost of running activities which engage young people or the local community with heritage;
- buying equipment to create learning materials;
- training and accreditation costs;
- the cost of restoring heritage;
- promoting your project to a wider audience;
- evaluating your project.

We can also pay for the cost of a mentor, to support you whilst you carry out your project. For more information, please read about mentors in [Part three: Receiving a grant](#).

Direct project costs do not include:

- the cost of existing staff time (unless you are transferring an existing member of staff into a new post to deliver the project); or
- existing organisational costs.

Please read about our requirements for **buying goods, works and services** in [Part three: Receiving a grant](#).

### Indirect project costs – Full Cost Recovery

For voluntary organisations, we can also accept part of an organisation's overheads (sometimes called 'core costs') as a part of the costs of the project. We expect our contribution to be calculated using Full Cost Recovery. We cannot accept applications for Full Cost Recovery from public sector organisations, such as government-funded museums, local authorities or universities.

Your organisation's overheads might include overall management, administration and support, or premises costs that relate to the whole organisation. Under Full Cost Recovery, we can pay a proportion of these overheads, commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the HLF-funded project.

Recognised guidance on calculating the Full Cost Recovery amount that applies to your project is available from organisations such as the Association of Chief Executives of Voluntary Organisations (ACEVO) ([www.acevo.org.uk](http://www.acevo.org.uk)) and Big Lottery Fund ([www.biglotteryfund.org.uk](http://www.biglotteryfund.org.uk)). You will need to show us how you have calculated your costs, based on recent published accounts. You will then need to tell us on what basis you have allocated a share of the costs to the project you are asking us to fund, and we will assess whether this is fair and reasonable.

## Your contribution

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You do not have to make a cash contribution to the costs of your project. Whether or not you are able to offer a cash contribution, we encourage you to gain support for your project in the form of non-cash contributions and volunteer time. This is particularly important if you are asking for a grant which is a very high percentage of the total costs of the project.

Please read about non-cash contributions and volunteer time in the **glossary**.

## Other information about your application

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### Freedom of information and data protection

We are committed to being open about the way we will use any information you give us as part of your application. We work within the Freedom of Information Act 2000 and the Data Protection Act 1998. When you submit your declaration with your application form you are confirming that you understand our obligations under these Acts.

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### Complaints

If you want to make a complaint about HLF, we have a procedure for you to use. This is explained in *Making a complaint*, a document available on our website. Making a complaint will not affect, in any way, the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant from us in the future.

# Part two: Application process

## Making an application

When you send in your application online, we will let you know that we have received it. If we have any points of clarification, then we will contact you. Otherwise, you are unlikely to hear from us until we have made a decision.

We will assess your application in eight weeks. After this your application will be discussed at a monthly advisory meeting at your local HLF office. Following this meeting, a decision on your application will be made by the Head of your local HLF office. For further information about the decision-making timetable, please contact your local office.

## What we need to know about your project

When you apply, you will need to know enough detail about your project to be able to provide us with realistic costs.

You should be able to provide some certainty about what your main heritage or youth partner will contribute to the project (you might find it useful to use the template in [Appendix 1: Partnership agreement template](#)).

You will need to show us that you have been in touch with some of the young people you will work with. We ask you to provide evidence from those who have helped plan the application or will be involved if it is successful that they are keen to take part.

## How we assess applications

When we assess your application, we will consider the following:

- What is the heritage focus of the project?
- What is the need or opportunity that the project is responding to?
- Why does the project need to go ahead now and why is Lottery funding required?
- What outcomes will the project achieve?
- Does your project offer value for money?
- Is the project well planned?
- Is the project financially realistic?
- What outcomes will the project continue to achieve after it ends?

# Part three: Receiving a grant

## Terms of grant

If you are awarded a grant, you will need to comply with our terms of grant. You can see our standard terms of grant on our website.

The terms of the grant will last for the duration of your project with the following exceptions:

- If your project involves any capital work, the terms of the grant will last from the start of the project until 5 years after project completion.
- If your project includes buying a heritage item, land or building, the terms of the grant will last in perpetuity. If you wish to dispose of what you have bought in future, you must ask for our permission. We may claim back all or part of our grant.

## Promotion of your National Lottery Grant

As part of your grant contract you commit to acknowledging your HLF grant and promoting the National Lottery. Please give us an overview of the steps you will take to do this during the delivery of your project and after its completion.

Your answer should provide an outline of how, where and when you will feature the joint Heritage Lottery Fund/National Lottery branding at your project and on your website. You should also provide an overview of how you plan to promote National Lottery funding of your project in the media e.g. through local press/broadcast coverage, online and through regular social media activity; at project events and openings.

More ideas on acknowledgement and promotion, and the branding we expect to be featured, can be found on our website in the running your project section.

## Images

If you are awarded a grant, you will also need to send us images of your project. These can be high-resolution digital images, hard-copy photographs or transparencies.

You give us the right to use any images you provide us with. You must get all the permissions required before you use them or send them to us.

## Mentoring

If you think you will need support and guidance from a professional when you are carrying out your project, you can either find someone appropriate through your own networks or advertisements, or we can provide a list of HLF-approved mentors.

You can include the cost of appointing a mentor in your request for a grant.

- If you wish to appoint an HLF-approved mentor, please contact development staff in your local HLF office to find out how much budget to include for this.
- If you wish to hire professionals yourself, then fees should be based on sector standards.

If you receive a grant, you will be responsible for managing your relationship with your mentor and ensuring that they are paid.

An HLF-approved mentor can give you advice on:

- general issues relating to how you carry out the project, such as choosing consultants and contractors or managing your budget;
- specialist areas where your project team lacks experience, for example, in developing your organisation's online presence; and
- guidance on good practice – for example, in relation to conserving heritage or involving a community.

The role of an HLF-approved mentor is to support your organisation as you develop your project – they will not manage your project for you.

## Permission to start

If you are awarded a grant, you will need to have our written permission before you start any work. In order to grant you permission to start, you will need to provide us with:

- your bank account details;
- proof of ownership/leasehold requirements, if relevant;
- details of statutory permissions required and obtained.

## Grant payment

We will pay your grant in three instalments.

1. We will give you 50% of the grant up-front.
2. Once you have spent the first half of your total eligible project costs, we will give the next 40%.
3. We will pay the final 10% of your grant when you have finished your project and sent us a final completion report.

We will ask to see evidence that you have spent your grant, in the form of receipts and invoices.

### Payment percentage

We can fund up to 100% of your total project costs. If you or another organisation is contributing cash to the project, then we will be granting you less than 100% of the project costs. We describe this percentage as the 'payment percentage.'

Here's an example, where the payment percentage is 90%.

Total project costs	£25,000
Your cash contribution	£2,500
Your HLF grant	£22,500
Payment percentage	90%

We will pay you the 'payment percentage' of the total amount you spend on the project.

- If you spend less on the project than you were expecting, then we will not pay you the full grant.
- If you spend more on the project than you were expecting, then we will be unable to give you more than the grant we awarded you.

Here's an example, where the total amount spent on the project was less than expected.

Total project costs in the application form	£25,000
Payment percentage	90%
Total amount spent on the project	£20,000
Total amount we pay	£18,000 (90% of £20,000)

## Buying goods, works and services

Procedures to recruit consultants and contractors must be fair and open and keep to the relevant equality legislation. In all applications regardless of level of funding we will ask you to give us details of the procurement (buying), tendering and selection process for all parts of your project.

If you are unsure about your obligations, we advise you to take professional or legal advice. If you have already procured goods, works or services, you will need to tell us how you did it. We cannot pay your grant if you have not followed the correct procedure.

You must get at least three competitive tenders or quotes for all goods, work and services worth £10,000 or more (excluding VAT) that we have agreed to fund.

For all goods, works and services worth more than £50,000 (excluding VAT), you must provide proof of competitive tendering procedures. Your proof should be a report on the tenders you have received, together with your decision on which to accept. You must give full reasons if you do not select the lowest tender.

Your project may be covered by European Union (EU) procurement rules if it exceeds the thresholds noted below. This will require that all services for both fees and construction will need to be tendered through Tenders Direct, previously known as Official Journal of the European Union (OJEU).

If you are a non-public body, and your HLF grant exceeds 50% of the estimated cost of a contract, or the HLF grant together with other public funding exceeds 50% (e.g. ERDF, local authority, or other lottery distributors), and exceeds the thresholds noted below, you must adhere to EU Procurement Regulations.

The applicable thresholds can be found on the Cabinet Office website. Thresholds are reviewed annually in January. If you are a

public body, different thresholds apply, and you will have to comply with those that are already relevant to you.

The thresholds apply to all individual consultant appointments (or to the aggregate fee as a single appointment) and to construction works.

**All staff posts must be advertised, with the following exceptions:**

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your HLF project. You will need to provide a job description for this post.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about the role they will undertake.
- If you are a voluntary organisation and are including a proportion of a staff member's time in your Full Cost Recovery calculation.

## Insuring works and property

We need to protect Lottery investment and so we ask you, with your contractors, to take out insurance for any property, works, materials and goods involved. All of these must be covered for their full reinstatement value against loss or damage, including inflation and professional fees. If your project is affected by fire, lightning, storm or flood to the extent that you cannot achieve the outcomes set out in your application, we may have to consider claiming back all or part of grant payments.

## Evaluation

You will be asked to write an evaluation of your project in your own format and attach it to your final completion report.

Please see [Appendix 3: Evaluation questionnaire](#) for an outline of the information you will need to collect during your project. These numbers will not, on their own, tell the whole story of what your project is about, and your evaluation report will need to tell us about the quality of your project as well.

We also carry out our own programme evaluation research and may ask you for additional information on your project outcomes as part of your work.

# Part four: Application form help notes

There is a word limit for your application of 6,000 words in total. There are also word limits to some of the answers you may give; these are shown on the online form.

## Section one: Your organisation

### 1a. Address of your organisation.

Insert the address of the lead applicant, who will administer the grant. Include the full postcode.

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

Fill in as appropriate.

If identifying the postcode is difficult, provide the address and postcode of the nearest building.

### 1c. Details of main contact person.

This person must have official permission from your organisation to be our main contact. We will send all correspondence about this application to this person, at the given email address.

### 1d. Describe your organisation's main purposes and regular activities.

Tell us about the day-to-day business of your organisation and your partner's organisation.

### 1e. The legal status of your organisation.

Fill in as appropriate.

- If you are not a local authority, but report to the government (such as a state school or university), please tick 'other public sector organisation'.
- If your type of organisation is not listed, please tick 'other'. This might include a Community Interest Company or a social enterprise.
- If you are not a public sector organisation, you will also need to tell us about your organisation's capacity by providing information about your staff structure, your governing body and your financial situation.

### 1f. Will your project be delivered by a partnership?

You will need to tell us here how you will ensure youth and heritage expertise will be brought to your project. Youth groups will need to work with at least one heritage organisation, and heritage organisations will need to work with a youth group.

We ask you to identify one lead partner who is accountable for the project and who will receive the grant.

Heritage organisations are those whose main purpose relates to conserving, managing and promoting heritage. Examples include:

- museums, galleries, archives and libraries;
- wildlife organisations such as RSPB (Royal Society for the Protection of Birds), wildlife trusts, local nature charities;
- organisations which look after historic buildings, landscapes or industrial sites, such as the National Trust or canal societies;
- organisations which record or promote local cultures and traditions such as local

history societies, carnival groups, oral history societies, or archaeology groups;

- local authority park services; and
- agencies that look after buildings and monuments – for example, English Heritage, Cadw, Historic Scotland and the Northern Ireland Environment Agency.

Youth groups are those whose purpose it is to provide safe places to go and things to do for young people when they are not at school, college or university. These groups have experience in high quality youth participation work, in protecting young people and in offering a supportive environment to those who are experiencing exclusion. Examples include:

- youth clubs (local authority and voluntary);
- charitable organisations such as vInspired or The Prince's Trust;
- the youth section of national or regional organisations (for example, Young Archaeologists' Clubs, wildlife trusts);
- arts based organisations such as youth theatres and media training centres;
- groups such as Guides, Scouts and Sea Cadets;
- supplementary schools (often Saturday schools); and
- schools and colleges. A project led by a school or college must take place outside of formal school hours and not be formally linked to the curriculum (except where the young people leading the project are presenting their work to other schools). In a school or college project, you should particularly show how the project will benefit the wider community as well as the pupils taking part.

Partnerships must be led by not for profit organisations. If private owners are involved in your partnership, we expect the public benefit from a project to be greater than any private gain.

If you are not sure about your partnership, please contact us before you apply.

## 1g. Are you VAT-registered?

Fill in as appropriate.

## Section two: The heritage

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

- Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.
- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and the time period it covers.
- If your project is about physical heritage (such as a building, boat, or nature reserve), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important to your local area.
- Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a Site of Special Scientific Interest.
- Tell us who the heritage is important to. This could include the local community and/or experts.

### 2b. Is your heritage considered to be at risk?

Yes/No

If yes: please provide information on why your heritage is considered to be at risk and in what way.

### 2c. Does your project involve work to physical heritage such as buildings, collections, landscapes or habitats?

If your project includes this kind of work (for example, conserving a historic motorbike in a museum collection or a pond in a nature reserve), please see [Appendix 4: Property ownership](#) for more information.

## 2d. Does your project involve the acquisition of a building, land or heritage items?

It is unusual for a Young Roots project to involve the acquisition of a building, land or heritage, however, if it does, please tell us and see [Appendix 4: Property ownership](#) for more information.

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## Section three: Your project

### 3a. Project plan.

We recommend that you use the template provided in [Appendix 2: Project plan template](#).

A word version of this is available at [www.hlf.org.uk/youngroots](http://www.hlf.org.uk/youngroots)

The project plan is one of the most important parts of the application form. This is your opportunity to tell us in detail about the things your project will do and produce. We ask you to include target numbers where you can. The activity and outputs listed in your project plan should link clearly to the intended outcomes. The level of detail we would expect to see in the project plan might include, for example:

- tasks linked to the recruitment of staff, participants and any volunteers;
- evaluation activity;
- training or activity linked to demonstrating young people have a role in project planning and management, as appropriate to the group;
- a breakdown of any research, creative or community activities that are planned;
- details of any intended work to physical heritage;
- work towards any accreditation;
- activities that involve sharing learning with the community.

You may be in a position to provide us with a detailed plan for your entire project. However, we acknowledge that this is not always possible in longer programmes of work with young people. If you do not have firm details of activities for the second year of a two-year project, for example, provide us with your developing ideas and the process you will go through to firm them up.

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

- Tell us how young people engage with the heritage your project focuses on, if at all, what barriers they face and if there are opportunities to overcome them.
- If your project is about heritage that is not physical, such as local stories or cultural traditions, tell us about any problems there are relating to how it is recorded or understood, or if there are any opportunities to improve this.
- If your project is about physical heritage, tell us about any problems there are relating to its condition or how it is interpreted, or if there are any opportunities to improve this.
- Explain why your project needs to go ahead now.
- You can attach letters of support to your application. These letters might help you show why your project is necessary, or that people in your community support it.
- Explain what will happen if you do not receive a grant from HLF.

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

Young Roots encourages a youth-led approach. In order for your application to be successful you will need to demonstrate how young people have played a role in shaping your project and how you will recruit and encourage more young people to be involved.

In **Section seven: Supporting documents**, we ask you to provide a statement from the young people involved in its development. This statement is important to us and must accurately reflect the opinions of the young people involved.

The statement should include information such as why the young people want the project to happen, what they hope to get from it and what contribution they have made, or hope to make, to its development. This statement can be in any format and could include: handwritten documents, video or audio clips, photographs, artwork etc.

- Tell us about any additional consultation you have done and how this has shaped your project proposals.
- If the original idea for your project was not generated by young people, how have they shaped that idea and the planning of the project?
- We accept that there will sometimes be fewer young people playing a role in developing the project than the number of young people who eventually take part. If appropriate, tell us how you plan to attract more young people to the project.
- What opportunities will you provide to benefit other young people in your community who are not directly taking part in delivering the project, for example, inviting them to a performance? Include this activity in your project plan.
- Tell us about the options you have considered to deal with the problems or opportunities you told us about in 3b.

These outcomes are what you will evaluate the success of your project against, so it's important that they are clear and achievable. Tell us how you will know that your project has made a difference, showing how you will measure the outcomes you tell us about.

### **3d. What outcomes will your project achieve?**

Outcomes are changes, impacts, benefits, or any effects that happen as a result of your project. In the notes on the next pages, we have provided descriptions of outcomes for heritage, people and communities to help you understand the difference we want to make with our funding.

Your Young Roots project will need to achieve all of the outcomes for people and communities described here, and at least one outcome for heritage.

Referring to the notes on the next pages, tell us which of these outcomes you think your project will achieve and what changes will be brought about as a result of your project.

## Outcomes for people:

### **As a result of HLF investment:**

#### **People will have developed skills**

Individuals will have gained skills relevant to ensuring heritage is better looked after, managed, understood or shared and transferable or technical skills such as teamwork, communication, leadership, digital and project management skills. Structured training activities could include a mentoring programme or a short course.

#### **How you will know what you have achieved:**

People involved in your project, including young people, staff and peer mentors, will be able to demonstrate competence in new, specific skills, and where appropriate, will have gained a qualification, accreditation or recognition from their community.

#### **People will have learnt about heritage**

Individuals will have developed their knowledge and understanding of heritage because you have given them opportunities to experience heritage in ways that meet their needs and interests.

#### **How you will know what you have achieved:**

Young people and adults who took part in the project, or who are engaging with heritage in other ways e.g. through digital technology, will be able to tell you what they have learnt about heritage and what difference this makes to them and their lives. They will also be able to tell you what they are doing with that knowledge and understanding; for example, sharing it with other people, using it in their professional or social life, or undertaking further study.

### **People will have changed their attitudes and/or behaviour**

Individuals will think differently about heritage or your community, will have changed what they do in their everyday lives, or will have been inspired to take some form of personal action.

#### **How you will know what you have achieved:**

You will be able to show that these changes have come about as a result of their experience in your project from the stories people tell you themselves. For example, some people may have a different view of the importance of biodiversity or of the contribution made by young people in the community; others may have started doing conservation work or stopped doing things that are harmful. They may have joined the management group of your organisation, decided on a career in heritage or got involved in other community projects.

### **People will have had an enjoyable experience**

People involved in your project will have found it fun, interesting and rewarding. You will provide an enjoyable experience through the welcome you offer and by having the right resources and equipment for people to get involved with heritage.

#### **How you will know what you have achieved:**

Young people will tell you they enjoyed the opportunities for social interaction; they liked being part of a team achieving something; they enjoyed learning about heritage; and they were able to celebrate their achievements. Young people and adults engaging with your project will tell you that their engagement met or exceeded their expectations; that they liked it enough to take part or visit again; or that they encouraged other people to get involved.

## Outcomes for communities:

### **As a result of HLF investment:**

#### **More people and a wider range of people will have engaged with heritage**

There will be more young people engaging with heritage and this audience will be more diverse than before your project.

#### **How you will know what you have achieved:**

You and/or your partner organisation will be able to show that your participant or audience profile has changed; for example, it includes people from a wider range of ages, ethnicities or social backgrounds; more disabled people; or groups of people who have never engaged with heritage before. You will be able to show how more people, and different people, engage with heritage as visitors, participants in activities, or volunteers, both during your project and once it has finished.

## Outcomes for heritage:

### **As a result of HLF investment:**

#### **Heritage will be in better condition**

There will be improvements to the physical state of heritage. The improvements might be the result of repair, renovation or work to prevent further deterioration, such as conserving an archive, clearing field ditches or repairing a boat. They might also result from new work, for example, young people might work to improve the management of an existing habitat to benefit particular species.

#### **How you will know what you have achieved:**

The improvements will be recognised through standards used by professional and heritage specialists, and/or by people more generally, for example in surveys of visitors or local residents.

#### **Heritage will be better interpreted and explained**

There will be clearer explanations and /or new or improved ways to help people make sense of heritage. This might include developing youth-friendly nature trails; new displays in a museum, a smartphone app with information about the biodiversity of a landscape; imaginative interpretation such as animations, films, music and performances; talks or tours in a historic building; or online information about archives.

#### **How you will know what you have achieved:**

Visitors and users will tell you that the interpretation and information you provide are high quality, easy-to-use and appropriate for their needs and interests, that they enhance their understanding, and that they improve their experience of heritage.

### **Heritage will be identified/recorded**

The heritage of a place, a person or a community will have been located/ uncovered and/or there will be a record of heritage available to people now and in the future. This might include identifying places or collections that are of relevance to a particular community or young people and making information about them available; recording people's memories as oral history; surveying species or habitats and making the survey data available; cataloguing and digitising archives; making a record of a building or archaeological site; or recording the stories, customs or traditions of a place or community.

#### **How you will know what you have achieved:**

Heritage that was previously hidden, not well known, or not accessible will now be available to the public; visitors or users will tell you that this is an important part of our heritage and that they value it.

### **3e. What are the main groups of people that will benefit from your project?**

Tell us about who will benefit from your project. Tell us how many people in each of the main groups you will engage with, including the young people directly involved.

---

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

Provide an estimate for the number of young people, project staff, additional volunteers and any others you will train. By training we mean formal or informal courses or a structured programme of on-the-job tuition which provides general transferable skills or gives people heritage skills.

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

Estimate how many volunteers will give their time to lead, manage and carry out your project. This should not include the core group of young people who will shape and deliver your project activities. You could include, however, the time of additional peer-mentors brought in to work with the young people who are the main beneficiaries of the project or the time of adults who, for example, are providing training or safeguarding support.

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### **3h. How many full-time equivalent posts will you create to deliver your project?**

Provide an estimate; only include new posts that will be directly involved in delivering the project.

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

Tell us about what your project will do. Please read about acknowledgement and promotion in [Part three: Receiving a grant](#).

## Section four: Managing your project

### 4a. How will your project be managed?

- Tell us about the skills and experience of your project team, including the person who will take overall responsibility.
- If you are recruiting someone to help manage your project, attach a job description.
- Tell us how young people will be involved in the management of your project.
- If you are moving an existing member of staff into a post created by this project, or extending the hours of an existing member of staff, tell us how they are qualified for the role created by the project.
- If you are moving an existing member of staff into a post created by this project, tell us how you will manage the work they are currently doing, or if this is coming to an end.

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

You might receive advice from experts in the heritage your project focuses on, or from organisations who will support you whilst you deliver your project. These could include:

- an expert in a particular cultural tradition;
- a history group;
- a nature conservation group;
- local museums, libraries and archives;
- your local conservation officer;
- youth workers or youth organisations;
- youth advisory groups.

### 4c. When do you expect your project to start and finish?

Fill in the boxes.

You will not be able to start your project until we have given permission.

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

Tell us about how you plan to evaluate your project and who will take overall responsibility for this. In many projects, young people are responsible for or directly involved in conducting the evaluation and you might want to include related activities in your project plan. You can find out more about evaluation on our website.

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

Provide information about where things you produce will go after your project has finished. For example, you might store oral history recordings with an archive, or keep an exhibition safe so that it can be used again in the future. If you are producing 'digital outputs', please see [Appendix 5: Digital outputs](#) for information.

### 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.

Tell us about how you will manage your heritage in the future, and tell us how you will meet any additional running costs.

## Section five: Project costs

### 5a. Tell us how much it will cost to deliver your project.

Please read about our requirements for buying goods, works and services in

#### Part three: Receiving a grant.

- The form will give you 20 words to describe each item.
- Each item should have a separate line.
- You can add extra lines.

You should ask HM Revenue & Customs ([www.hmrc.gov.uk](http://www.hmrc.gov.uk)) to check how much value added tax (VAT) you will be able to claim back. If your VAT status changes so you can reclaim more than you expected, you will need to return this to us.

The following notes explain more about the information we are asking for in the cost table.

Please note that your grant request will be rounded down to the nearest £100. Your total project costs must match your project income.

#### New staff

**All staff posts must be advertised, with the following exceptions:**

- If you have a suitably qualified member of staff on your payroll that you are moving into the post created by your HLF project. You will need to provide a job description for this post.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the project. In this case we will fund the cost of their additional hours spent on the project and you will need to tell us about the role they will undertake.
- If you are a voluntary organisation and are including a proportion of a staff member's time in your Full Cost Recovery calculation.

- If you are moving an existing member of staff into a post created by the project, then we can either pay for the cost of this member of staff, or for the cost of backfilling their post.

All salaries should be based on sector guidelines or similar posts elsewhere.

#### Professional fees

Any person who is appointed to work on your project for a fixed fee. Fees should be in line with professional guidelines.

#### Recruitment

This can include advertising and travel expenses. In the 'Description' column, tell us briefly how you will recruit staff (for example, an advertisement in your local newspaper or a specialist journal).

#### HLF-approved mentor

If you think that you may need support and guidance from an HLF-approved mentor to help you develop and carry out your project, include the cost of this here. Read about mentors in [Part three: Receiving a grant](#).

#### Purchase price of heritage items

It is very unusual for Young Roots projects to involve the purchase of heritage items, however, if your project does please talk to us. You must get an independent valuation to help show that this item can be bought for a realistic price.

#### Repair and conservation work

This includes costs of work to repair, restore or conserve a heritage item, building or site.

#### New build work

This only relates to new building work – for example, an extension to a building or work to install an exhibition. It would be unusual to see these costs in your Young Roots project.

#### Digital outputs

Any costs that you require to create 'digital outputs' – the things that you create in a digital format which are designed to give access to heritage and/or to help people engage

with and learn about heritage. For example, a collection of digital images or sound files, an online heritage resource or exhibition or a smartphone app.

### **Equipment and materials**

This might include historic costumes, hard hats to give site access, art materials or leaflets and publications.

### **Training for staff and training for volunteers**

It is common for existing and new staff and volunteers to need training when carrying out a new project. For example, staff in heritage organisations may value training in working with young people.

### **Travel for staff and travel for volunteers**

For example, to help staff and volunteers travel to sites. Travel costs by car should be based on 45p a mile.

### **Expenses for volunteers**

You can include the costs of expenses for volunteers to make sure they are not out of pocket.

### **Cost of producing learning materials**

For example, educational resources, publications or leaflets.

### **Other**

Give a clear description of all other costs.

### **Publicity and promotion**

You can include the costs of promotional materials that relate directly to your project.

You must make sure that you acknowledge the support of the Heritage Lottery Fund as set out in How to acknowledge your grant.

### **Evaluation**

All projects must be evaluated. Most will be evaluated by staff in your own organisation. Depending on the scale of the project and how complicated it is, you may want to employ somebody to help evaluate your project and assess whether you are successfully achieving the outcomes you set out in your application.

Budget up to 3% of your costs towards evaluation.

### **Full Cost Recovery**

Read about Full Cost Recovery in **Part one: Introduction**.

### **Contingency**

A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure should not normally be more than 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. The calculation of your required contingency should reflect:

the degree of certainty with which you have arrived at your project's cost estimates; the stage of design or development work completed; the project timetable and any restrictions such as immovable deadlines associated with it; and the risks in relation to the type of project you are carrying out.

The level of appropriate contingency to include can be calculated –

- As an overall percentage of your estimated project cost and benchmarked against recently completed projects of a similar type to ensure it is appropriate; or
- As different contingency percentages applied to each major cost element of your project reflecting the differing risks and progress made against these aspects of your project

We will only agree to you using the contingency if you can demonstrate that it is a planned mitigation measure against an identified risk or issue for the project, or is required to address an unexpected need within your project that if left unaddressed will affect the scope, purpose or timescales to deliver your project.

We can contribute between 1% and 3% of your costs towards evaluation.

### Full Cost Recovery

Read about Full Cost Recovery in **Part one: Introduction**.

### Contingency

A contingency is only used to pay for unexpected costs required to deliver your project. The total contingency figure should not normally be more than 10% of the total costs of the project. You will need to request permission from us before spending your contingency.

### Inflation

You should only include inflation if your project will last for more than one year. It is only used to pay for costs that have increased over the time of the project.

### Total

The online form will generate your total project costs.

## 5b. Project income

### Cash

If you can provide a cash contribution, however small, please do so.

- List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision.
- We accept cash funding from any public, charitable or private source.

### HLF grant request

Your request for a grant should be between £10,000 and £50,000, and should be rounded down to the nearest £100.

### Total

The online form will generate a summary of your total project income.

## 5c. Financial summary

The form will generate a summary of your total project costs and your own contribution.

## 5d. Are there any in-kind contributions or volunteer time to help carry out the project?

We encourage and welcome in-kind contributions and volunteer time, whether or not you are able to offer a cash contribution. This helps to show your commitment to your project.

- In-kind 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 also welcome time volunteers give to 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. You should use the following rates to work out the financial value of the time volunteers contribute
  - Professional labour (for example – accountancy or teaching) – £350 a day
  - Skilled labour (for example – administrative work, carpentry or leading a guided walk) – £150 a day
  - Unskilled labour (for example, clearing a site or working as a steward at an event) – £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project. We can provide a worked example of this table if you need one.

## 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.

When you submit your online form, you are confirming that you have read, understood and agree with the statements set out in the declaration.

## 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. 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. Copy of your partnership agreement, signed by everyone involved, setting out how the project will be managed.
3. A statement from young people who have helped plan the application or will be involved if it's successful. This should be produced by the young people and can be in any format.
4. Copy of your organisation's audited accounts for the last financial year. This does not apply to public organisations, private individuals or for-profit organisations.
5. Project Plan (essential for all applications).
6. Calculation of Full Cost Recovery (if applicable).
7. Briefs for internally and externally commissioned work.
8. Job descriptions for new posts.
9. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a location map and, if applicable, a simple site plan. It would be helpful if these are in digital format (either as an attachment or on disk) and of high quality.
10. Letters of support (no more than six).

# Appendices

## Appendix 1: Partnership agreement template

If you wish, you can use this template as a partnership agreement with your heritage/youth partners, using the individual activities listed in the project plan in the application (question 3a). It is not expected that partners will necessarily have a role in every activity.

### Young Roots Partnership Agreement

Project \_\_\_\_\_

Lead applicant \_\_\_\_\_ Heritage/Youth (delete as appropriate)

Partner \_\_\_\_\_ Heritage/Youth (delete as appropriate)

We agree to undertake the activities outlined in this agreement in order to support the young people involved in the Young Roots project.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Youth partner

Signed \_\_\_\_\_ Date \_\_\_\_\_

Heritage partner

### Please note

This is not intended to be a legal document, nor does the Heritage Lottery Fund expect the partnership agreement to be legally binding. It provides an opportunity for each partner to identify their role in the delivery of the Young Roots project and avoid misunderstandings between partners.

This document is simply a template within which you can provide the partnership agreement requested in [Section nine: Supporting documents](#) in [Part four: Application form help notes](#).

## Sample Young Roots Partnership Agreement

<b>Activity number</b> (from the project plan)				
<b>Project activity</b> (in brief from the project plan)				
<b>Action partner will take to carry out the activity</b>				
<b>Expertise partner will bring to this action</b>				
<b>Resources partner will use to complete this activity</b> (venue space, staff time, equipment, cash)				
<b>Member of partner staff responsible for this activity</b>				
<b>Action you will take to carry out the activity</b>				
<b>Expertise you will bring to this action</b>				
<b>Resources you will use to complete this activity</b> (venue space, staff time, equipment, cash)				
<b>Member of your staff responsible for this activity</b>				

## Appendix 2: Project plan template

When?	What?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Give us the dates you expect the activity to start and end. Please list your activities in chronological order.	List the individual activities you will do to achieve your project outcomes. Use target numbers where possible.	Tell us where the activity will take place.	Tell us who will be responsible for managing the activity (for example, project officer, young people, or a named partner organisation).	Tell us who the activity is aimed at (for example, a particular group of people, local schoolchildren, visitors to a museum etc.). Use target numbers where possible.	Explain in detail what you will achieve by doing the activity.
1. mm/yy					
2.					
3.					
4.					
5.					

## Appendix 3: Evaluation questionnaire

The quantitative information we expect you to collect is outlined below. We will send you a questionnaire so that we can collect standard information about the Young Roots projects we fund.

In addition, you will need to tell us the wider story of your project through your own evaluation. You can build in costs to pay for this. We would like to see to what extent you have achieved the Young Roots programme outcomes. You will need to show us what difference your project has made to heritage and demonstrate how more and a wider range of people have engaged with heritage as a result of your project. You should be able to demonstrate to what extent people have:

- developed skills;
- learnt about heritage;
- changed their attitudes and/or behaviour; and
- had an enjoyable experience.

The quantitative information we ask for is as follows:

### 1. Young people

The total number of people engaged in the project and the number specifically involved in shaping and managing the project, broken down by age and background.

### 2. Volunteers

The number of volunteers involved with the funded project (not including the young people involved in shaping and managing the project) and the number of volunteer hours they contributed.

### 3. New staff

The number of new posts created to carry out your project, and the number of these still being maintained after the end of the project.

### 4. Training

The total number of people who were trained in the project, including young people and adults.

### 5. Skills

The number of young people who learned particular skills, including relating to heritage, team working, project management and planning, marketing and press and digital skills.

### 6. Accreditation/Recognition

The way that young people's achievements were recognised, for example, the number of Arts Awards or John Muir Awards achieved, or the number of other qualifications or certificates awarded.

## Appendix 4: Property ownership

If you are successful with your Young Roots application, we expect you to own any property (land, buildings, heritage items or intellectual property) on which you spend the grant.

### Land and buildings

For projects involving buying or carrying out capital work to land or buildings, we expect you to own the freehold or have a lease of sufficient length for you to fulfil our standard terms of grant. If you do not meet our ownership requirements, we will need you to improve your rights (for example, by changing or extending a lease) or include the owner as a partner in your application.

- For projects involving work to a building or land, if your organisation does not own the freehold, you will need a lease with at least 5 years left to run after the expected date of your project's completion. Otherwise, you will need to provide a letter from the owner, saying that you have the owner's permission to carry out the work. The owner will also need to sign a letter that we will prepare, agreeing to keep to our standard terms of grant.
- If your project involves buying land or buildings, you must buy them freehold or with a lease with at least 99 years left to run.
- We do not accept leases with break clauses (these give one or more of the people or organisations involved the right to end the lease in certain circumstances).
- We do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent).

- You must be able to sell on, sublet and mortgage your lease but if we award you a grant, you must first have our permission to do any of these.

### Heritage items

For projects involving buying a heritage item or carrying out conservation work to a heritage item (for example, a steam train or a painting), we expect you to buy or own the item outright. We cannot fund private individuals or 'for profit' organisations to buy buildings, land or heritage items.

However if you are borrowing item/s as part of the project e.g. for an exhibition, and are asked to contribute towards the costs of conservation for this item/s then we may accept this cost if it forms a small part of your project. The owners of the item/s may need to be tied into your Partnership Agreement, or tied into the Standard Terms of Grant if a grant is awarded. Please contact your local team to discuss this if you think this will apply to your project.

### Digital outputs

If you create digital outputs we expect you either to own the copyright on all the digital material or to have a formal agreement with the copyright owner to use the material and to meet our requirements – see [Appendix 5: Digital outputs](#).

## Appendix 5: Digital outputs

We have specific requirements, which are set out in our terms of grant, for **'digital outputs'** produced as part of any HLF project. We are using the term 'digital output' to cover anything you create in your HLF project in a digital format which is designed to give access to heritage and/or to help people engage with and learn about heritage, for example a collection of digital images or sound files, an online heritage resource or exhibition, or a smartphone app.

The requirements do not apply to digital material that has no heritage content or does not engage people with heritage, e.g. a website that contains only information about your organisation/project, visitor information or events listings.

All digital outputs must be:

- **'usable'** and **'available'** for five years from project completion;
- **free of charge for non-commercial uses** for five years from project completion; and
- **licensed for use by others** under the Creative Commons licence 'Attribution Non-commercial' (CC BY-NC) for five years from project completion, unless we have agreed otherwise.

We expect:

- websites to meet at least W3C Single A accessibility standard;
- you to use open technologies where possible; and
- you to contribute digital outputs to appropriate heritage collections.

## Appendix 6: Reducing environmental impacts

It is rare for Young Roots projects to involve capital development but if it is true for your project talk to us about our requirements. When we are investing in capital projects we ask you to take account of measures to improve energy efficiency and water use and, for example, ask you to use paints, varnishes and other finishes that are natural-oil- or water-based, and not petrochemical- or solvent-based.

## Appendix 7: Projects involving land, habitats and species

### Biological-recording projects

If your project contributes to UK, regional or local biodiversity action plan targets, you must report outputs through the Biological Action Reporting System (BARS). For further information see [www.ukbap-reporting.org.uk](http://www.ukbap-reporting.org.uk)

Any species observations must comply with the standards for data quality and accessibility as set out by the National Biodiversity Network (NBN) ([www.nbn.org.uk/Share-Data.aspx](http://www.nbn.org.uk/Share-Data.aspx)). These observations must be made available to the public using the NBN Gateway ([data.nbn.org.uk](http://data.nbn.org.uk)). There are several ways of achieving this. The preferred route is through online recording using iRecord ([www.brc.ac.uk/iRecord](http://www.brc.ac.uk/iRecord)), or they can be shared with your local or regional environmental record centre ([www.alerc.org.uk](http://www.alerc.org.uk)) for onward transmission to the NBN Gateway. You must also meet HLF's requirement for digital outputs (see [Appendix 5: Digital outputs](#)).

# Glossary

**Activities:** We describe anything in your project that isn't capital work as 'activities'. Often these will be activities to engage people with heritage.

**Capital work:** Capital work includes any physical work such as conservation, new building work, creating interpretation or digital outputs, or buying items or property.

**Digital output:** We use the term 'digital output' to cover anything you create in your project in a digital format which is designed to give access to heritage and/or to help people engage with and learn about heritage; for example a collection of digital images or sound files, an online heritage resource or exhibition, or a smartphone app.

**Direct project costs:** All the costs that are directly incurred as a result of your project.

**Full Cost Recovery:** Full Cost Recovery enables voluntary sector organisations to recover their organisational overheads, which are shared among their different projects.

**Lead applicant:** You will need to nominate a lead applicant who will submit the application on behalf of other organisations in the partnership. If the application is successful, the lead applicant will be bound into the terms of grant and receive grant payments.

**Non-cash contributions:** Non-cash contributions can be included in your application, although these should not be included in the 'project income' section. These are items or services that you receive without charge, for example a donation of materials from a local firm or the use of a room. We only accept non-cash contributions if they are costs we could pay for with cash.

**Outcome:** An outcome is what your project will achieve and the change – for heritage, people or communities – that will be brought about by our investment. For more information on outcomes, read about **the difference we want to make** in [Part one: Introduction](#).

**Output:** Outputs are the things that your project will produce, such as a book, a new exhibition, a workshop, or conservation work to a building.

**Project completion:** This is the date that we make our final payment and are satisfied that the approved purposes of the grant have been met. The standard terms of grant will normally last for the duration of the project. Exceptions are listed in [Part three: Receiving a grant](#).

**Project enquiry form:** This form allows you to tell us about your project idea before you apply. It was previously known as a 'pre-application form'.

**Volunteer time:** Volunteer time can be included in your application, although these should not be included in the 'project income' section. This is the time that volunteers give to leading, managing and delivering your project. You should not include costs for the time of the young people who will take part in your activities. You could include, however, the time of additional peer mentors brought in to work with the young people who are the main beneficiaries of the project or the time of adults who, for example, are providing training or safeguarding support.