

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 a summary of your application.

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There is a word limit for your application of 9,000 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 9,000 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 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 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 of your organisation

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 makers 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 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

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

Other

If other please specify

For all organisations not in the public sector:

Describe the size and staff structure of your organisation

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

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. Is your heritage considered to be at risk? If so, please tell us in what way.

2c. 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

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

Yes / No

If you have clicked Yes to question 2c or 2d, 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. Describe what your project will do.

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

3c. Why is it essential for the project to go ahead now?

3d. Why do you need Lottery funding?

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

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a. What difference will your project make for heritage?

4b. What difference will your project make for people?

4c. What difference will your project make for communities?

4d. What are the main groups of people that will benefit from your project?

Here you will be asked to tick boxes showing which groups will benefit from your project.

4e. Does your project involve heritage that attracts visitors?

Yes / No

If yes: What are your existing visitor numbers?

If yes: How many visitors a year do you expect on completion of your project?

4f. How many people will be trained as part of your project, if applicable?

4g. How many full-time equivalent volunteers do you expect will contribute personally to your project?

4h. How many full-time equivalent posts will you create to deliver your project?

Section five: Project management

In this section, tell us how you will develop and deliver your project.

Development phase

5a-5d. You do not need to answer these questions.

Delivery phase

5e. Who are the main people responsible for the work during the delivery phase of your project?

5f. Complete a summary timetable for the delivery phase of your project.

Activity	Start date	End date	Who will lead this activity

5g. Tell us about the risks to the delivery phase of your project and how they will be managed.

Risk	Likelihood	Impact	Mitigation	Who will lead on this
	High / Medium / Low	High / Medium / Low		

5h. When do you expect the delivery phase of your project to start and finish?

Project start date: mm/yy

Project finish date: mm/yy

Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a. How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

6b. Tell us about the main risks facing the project after it has been completed and how they will be managed.

Risk	Likelihood	Impact	Mitigation	Risk Owner
	High / Medium / Low	High / Medium / Low		

6c. How will you evaluate the success of your project from the beginning and share the learning?

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project. There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see **Section nine: Supporting documents**.

7a-7c. You do not need to answer these questions.

7d. Delivery-phase capital costs.

Cost heading	Description	Cost (£)	VAT (£)	Total (£)
Purchase price of items or property				
Repair and conservation work				
New building work				
Other capital work				
Equipment and materials				
Other				
Professional fees relating to any of the above				
Total				

7e. Delivery-phase activity costs.

Cost heading	Description	Cost (£)	VAT (£)	Total (£)
New staff costs				
Training for staff				
Paid training placements				
Training for volunteers				
Travel for staff				
Travel and expenses for volunteers				
Equipment and materials				
Other				
Professional fees relating to any of the above				
Total				

7f. Delivery phase - other costs.

Cost heading	Description	Cost (£)	VAT (£)	Total (£)
Recruitment				
Publicity and promotion				
Evaluation				
Other				
Full Cost Recovery				
Contingency				
Inflation				
Increased management and maintenance costs (maximum five years)				
Non-cash contributions				
Volunteer time				
Total				

7g. Delivery-phase income.

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value (£)
Local authority			
Other public sector			
Central government			
European Union			
Private donation - individual			
Private donation - trusts/charities/foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising			
Increased management and maintenance costs (maximum five years)			
Non-cash contributions			
Volunteer time			
HLF grant request			
Total			

7h. Delivery-phase financial summary.

Total delivery costs	
Total delivery income	
HLF delivery-grant request	
HLF delivery grant %	

7i. If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

7j. If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

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

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)	

Age

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

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

Religious belief

Protestant	Muslim	Catholic	Jewish	Sikh
Buddhist	Hindu	Other	Other Christian	No religious belief

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. 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 and monitor 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 (the legal document setting out the rules governing 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 nine: 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. An activity plan. Follow the activity plan guidance on our website: www.hlf.org.uk. Please provide detailed planning for years 1 and 2 of your project, with outline planning for the remainder of your project. If you are applying for up to £100,000, you only need to complete an action plan, using the template included in the activity plan guidance.
 2. A project timetable, giving detailed information for years 1 and 2 and outline information for the remainder of your project.
 3. Cash flow for the project.
 4. Income and spending forecasts for the life of the project and five years following project completion.
 5. The project management structure.
 6. Spreadsheet detailing the cost breakdown in Section 7: project costs.
 7. Calculation of Full Cost Recovery included in your delivery costs (if applicable).
 8. Briefs for internally and externally commissioned work.
 9. Job descriptions for new posts to be filled.
 10. Not applicable to Collecting Cultures projects.
 11. A small selection of images that help illustrate your project. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision makers. Please read about **images** in **Part three: Receiving a grant**.

12. If you are applying in partnership please provide;

- Details of your partnership, its members and the scope of their collections in the collection area;
- Details of any relevant joint working that you have already undertaken (and any other relevant partnerships);
- Details of how all partners have contributed to the development of the application, and the roles each partner will take in delivering the project. Set out which partners will be acquiring items through the project and include their acquisition policies;
- A partnership agreement that demonstrates all partners have approved the application and are committed to their role within the project.

Collecting Cultures applications should also provide:

13. Copy of your organisation's constitution, unless you are a public organisation.
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. Tell us the reference number of the previous application.
14. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations.
15. Copies of your organisation's collections development policy and/or acquisition and disposal policy.
16. Evidence that your organisation (and any acquiring partners, if applying in partnership) meet the industry standards of museum accreditation or archive accreditation. If not part of either scheme, supply policies or strategies that demonstrate you are working to those standards.
17. A plan and budget for developing the collection, with detailed planning for years 1 and 2 and outline planning for the remainder of your project (including examples of recent sale prices for similar items).
18. An outline of the research and consultation you will carry out before beginning the programme of acquisition.
19. For projects which will deliver digital outputs, a management and maintenance plan.