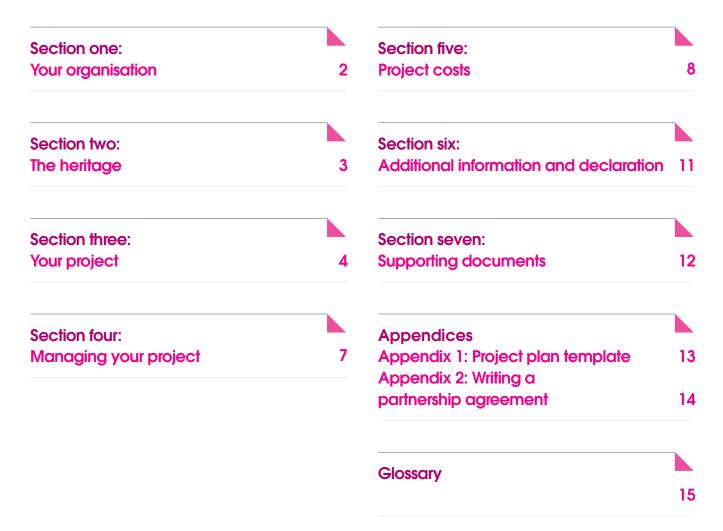# Application form help notes

This document is designed to help you complete the Resilient Heritage application form. It is intended to be read alongside the Resilient Heritage application guidance and reference copy of the application form.

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.

The application form is generic and is used across a number of funding programmes. These help notes tell you what information we need to see under each question for a Resilient Heritage application for grants over £10,000. Throughout the form we use the word 'project' to refer to all of the activities you want to carry out with Resilient Heritage funding.

Section one: Your organisation

1a. Address of your organisation.

Include your full postcode. If the project is being delivered in partnership, please insert the address of the lead organisation.

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.

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.

Please name the trustees of your organisation and describe their skills, knowledge or experience.

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

Fill in as appropriate.

Your project may include different types of partners. If any of your partners own land, buildings, or heritage items that are included in the project then you should list them as a formal partner here, and in the Declaration at the end of the application form.

Partner organisations who will only help you deliver parts of the project do not need to be entered on the form but must be included within your signed Partnership Agreement.

If you are applying as a partnership, there must be a lead applicant.

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. Give us factual information about the heritage asset, its size, when it dates from, the surviving features, its condition and why it is important to your local area.

If your Resilient Heritage project relates to heritage that is not physical (such as memories or cultural traditions), tell us about the subject and the time period it covers.

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.

If you have previously received funding from HLF, describe what you did with your previous grant(s) and what the impact has been.

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

If so, 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?

Your Resilient Heritage project is unlikely to include costs of work to physical heritage.

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

Your Resilient Heritage project is unlikely to include an acquisition.

Section three: Your project

3a. Project plan.

This is one of the most important parts of your application and we recommend that you use the template provided in Appendix 1: Project plan template.

A word version of this is available on the Resilient Heritage programme page on the HLF website.

Describe your Resilient Heritage activities as fully as you can. We recommend that your project plan is in chronological order. This is where you tell us about the things that your project will do and produce. Tell us what your project outputs will be, and include numbers where you can.

When filled in, the table should give you and your colleagues a realistic plan for carrying out your project. However, we understand that the plan is likely to change and improve as your project develops.

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

Explain how you have arrived at your current position and what issues or challenges your organisation faces that mean you need to consider making strategic changes.

Tell us what specific gaps you have identified in your organisation's capability to address these challenges – for example, in achieving revenue, or in skills available to trustees or management.

Tell us what is likely to happen if you do not receive Resilient Heritage funding. Why does this project need to go ahead now and why do you need Lottery money?

If you have used the Resilient Heritage strength checker tool to analyse your current situation, summarise what you found out here and include the report as a supporting document.

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

Tell us how you have developed your project proposals and how they meet the needs you have identified. If you have used the Resilient Heritage Strength Checker, tell us how this has informed your plans.

Tell us about the options you have considered to deal with the problems or opportunities you told us about in 3b.

Tell us about any consultation you have done – within your organisation and/or with audiences, customers, partners or potential partners, donors and other stakeholders. How has this demonstrated the need for, and helped shape your proposals for your Resilient Heritage project?

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 page, we have provided descriptions of outcomes for heritage, people and communities to help you understand the difference we want to make with our funding.

We expect Resilient Heritage to achieve all three of the outcomes we describe here and you must outline how your project will do this. Referring to the notes on the next page, tell us what changes will be brought about as a result of your project.

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.

Outcomes for heritage

As a result of HLF investment: Heritage will be better managed

There will be clear improvements in the way that you manage heritage. This could include the implementation of a new management and maintenance plan, securing additional staff, Trustees or other resources that you need, or the more effective use of existing resources. As a result of these improvements, you will be able to show that the heritage you manage is in a stronger position for the long term including, if appropriate, a stronger financial position. These improvements to managing the heritage are likely to mean that you can meet national or sector quality standards.

Outcomes for people:

As a result of HLF investment: People will have developed skills

Individuals involved with your organisation, such as Trustees, staff or volunteers, will have gained skills relevant to ensuring heritage is better looked after, managed, understood or shared (including, among others, strategic and business planning, fundraising, maintenance, and project management skills). As a result of taking part in a structured training activity – for example, an informal mentoring programme, on-the-job training or external short courses – the people involved will be able to demonstrate competence in new, specific skills, and where appropriate, will have gained a formal qualification.

Outcomes for communities:

As a result of HLF investment: Your organisation will be more resilient

Your organisation will have greater capacity to withstand threats and to adapt to changing circumstances to give you a secure future.

You will achieve this greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources. You might have new volunteers who increase your capacity and skills; or new sources of income through commercial activity, endowments or new fundraising programmes. You will be able to show that your organisation is stronger and in a better position for the future as a result of the changes you made as part of your project.

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

Tell us about who will benefit from your project, either because they will be directly involved or because they will be able to enjoy the improvements that come about as a result. These will be the people who will be able to engage with your heritage in future as a result of your Resilient Heritage funding.

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

Provide an estimate for the number of project staff, volunteers, people on work experience, apprentices and others you will train.

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.

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 or that are created as a result of the project (for example, someone to undertake ongoing duties to release a member of staff to lead or manage the Resilient Heritage project).

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

First round

Provide outline information about what you will do during your delivery phase and after the project is completed.

Second round

Provide detailed information about what your project will do during your delivery phase and after your project is completed.

Please read about acknowledgement and promotion in **Part three: Receiving a grant**, in the Resilient Heritage application guidance.

Section four: Managing your project

4a. How will your project be managed?

Tell us about the skills and experience of your Resilient Heritage team, including the person who will take overall responsibility. If you are recruiting someone to help manage your project, attach a job description. 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. If you are including costs for support from a mentor, tell us what sort of help you need.

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

You might already have taken financial, legal or strategic advice – if so tell us who this was from, and how it has influenced your proposals for Resilient Heritage.

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 Resilient Heritage project and who will take overall responsibility for this. 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.

Tell us how you will use the work you have done as part of your project to implement change in your organisation. If you will produce strategies or plans of wider relevance than to your own organisation, tell us how you will share those. Tell us what will happen to any other products of your Resilient Heritage project.

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.

It is unlikely that your Resilient Heritage project will involve conservation. However, tell us here how the changes you expect to make as a result of this funding will help you meet future management and maintenance responsibilities.

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**, in the Resilient Heritage application guidance.

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) to check how much value added tax (VAT) you will be able to claim back. If you underestimate costs for VAT, you will have to pay the extra costs.

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

When you recruit new staff, the positions must be open to everyone. The salaries should be equal or similar to the same kind of posts elsewhere.

Under Resilient Heritage we can exceptionally contribute to existing staff costs for a fixed period of time provided you can demonstrate a clear need. You should include these costs here. You will need to state which staff posts are existing and which are new. If you are a voluntary or community organisation do not include these costs here – you should include these as part of your Full Cost Recovery calculation and cost line. We can contribute towards the costs of extra hours for existing part-time staff. You can move existing members of staff into a position that you have created, for

example to take responsibility for leading and managing the transition process. You must justify in your application that these members of staff are the most suitable people for the posts.

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** in the Resilient Heritage application guidance.

Purchase price of heritage items

Your Resilient Heritage project is unlikely to include buying a heritage item.

Repair and conservation work

Your Resilient Heritage project is unlikely to include costs of work to repair, restore or conserve a heritage item, building or site.

New build work

Your Resilient Heritage project is unlikely to include new building work.

Digital outputs

Your Resilient Heritage project is unlikely to include digital outputs.

Equipment and materials

This might include, for example, the cost of producing materials to support consultation, or the purchase of new software to support marketing or fundraising.

Training for staff and training for volunteers

Include the costs of any training undertaken as a part of the Resilient Heritage project, including, for example, bringing in specialists to carry out training, or the costs of training courses attended by staff, Trustees or volunteers.

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

Your Resilient Heritage project is unlikely to produce 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 Resilient Heritage project, including the early stages of implementing any new brand or marketing strategies for your organisation. You must make sure that you acknowledge the support of the Heritage Lottery Fund as set out in How to acknowledge your grant document.

Evaluation

All projects must be evaluated. 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 grant amount towards evaluation.

Full Cost Recovery

Read about Full Cost Recovery in **Part one: Introduction**, in the Resilient Heritage application guidance.

Contingency

A contingency is only used to pay for unexpected events. 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 have a decision.

We accept cash funding from any public, charitable or private source.

For applications of above £100,000

For applications of above £100,000 we ask that you make a contribution of 5% towards the project. This can be made up of cash, volunteer time, non-cash contributions or a combination of all of these. Some of your contribution must be from your own organisation's resources.

HLF grant request

Your request for a grant should be between £10,000 and £250,000, 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:

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 constitution (formal rules), unless you are a public organisation or registered charity. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.
   If you have sent a copy of your 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 audited 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.

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

10. A copy of the report from the Resilient Heritage strength checker, if you have used this tool.

    If you have completed other diagnostic tools or audits please include the documentation relating to these.

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

Appendices

Appendix 1: 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.).	Explain in detail what you will achieve by doing the activity.
1. mm/yy					
2.					
3.					
4.					
5.					

Appendix 2: Writing a partnership agreement

If you are applying as a partnership, you will need to have a simple partnership agreement in place. You will need to submit this agreement along with your application, and include all the information set out below.

- Name of all partner organisations.
- Contact details of the nominated lead individual within each organisation, along with position within the organisation.
- Partnership start and end dates.
- The role of each partner, and their activity or service description in the partnership.
- How funding will be managed between partners.
- Staff/volunteer time requirements for each partner.
- Activity or service space and equipment requirements.
- How information will be shared between partners.
- What will happen if a partner needs to leave the partnership before the end date of the partnership.
  (Will there be a notice period?).
- Which partner will take responsibility for monitoring and evaluating your project, and reporting back to us.
- How you will communicate, for example, how often you will meet (if at all), where you will meet and who will organise the meetings.
- How partners will resolve disputes.
- How changes to the agreement will be made.
- Signatures of each partner.

Glossary

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: If you are applying as a partnership, 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 partnership funding. 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**, in the Resilient Heritage application guidance.

Output: Outputs are the things that your project will produce, such as new strategic or business plan.

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**, in the Resilient Heritage application guidance.

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 partnership funding. This is the time that volunteers give to leading, managing and delivering your project. You should not include costs for the time of people who will take part in your activities, for example, as consultees.