

## Application form

*(We fill in this section)*

**Date we received your full application and supporting documents:**

**Application reference number:**

This is a reference-only version of the Catalyst online application form. It is intended to guide you through the questions you will be asked by the online form but does not reflect the presentation or functionality you will see and use when completing the online form.

Before you complete an online form, please read the relevant programme guidance.

Please note that we will not assess your application if you have not filled it in fully. We will return your application form to you if you do not:

- answer all the questions;
- provide the correct supporting documents (do not send more than we ask for); or
- include the correct signature on the declaration.

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after you send your fully filled-in application form through our website.

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**Title of your project**

**Section one About your organisation**

1a Name and address of your organisation.

Full postcode

1b Address of your project if different from 1a.  
Name of site or place

Address

Full postcode

1c Details of main contact person  
Name

Position

Address (if different from 1a)

Full postcode

Daytime phone number (include the area code) – this should not be a mobile number

Mobile number (optional) – please tell us if this is the number you prefer us to contact you on.

E-mail address

1d The legal status of your organisation.  
Please tick 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 tick one of the following.

- Church organisation or other faith-based group
- Community or voluntary group
- Other (please say which)

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

- Company – give the registration number

- Registered charity in England, Wales or Scotland – give the registration number

- Charity recognised by HM Revenue & Customs in Northern Ireland  
– give the reference number

1e Describe your organisation's main purpose and regular activities.

1f Describe the size and staff structure of your organisation.

1g Bank account details

Account name

Name and address of bank or building society

Sort code

Account number or roll number

1h Are you VAT registered?

Yes  No

If yes, give the registration number.

1i If your project involves buildings, land or heritage items, do you own these outright?

1j Does your project involve leasehold land or buildings?

1k Does your organisation have, or are you planning to take out, a mortgage or other loans secured on the property or item?

1l Have you received advice from us before making your application?

**Section two The heritage**

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

Reference only

2b Why is your heritage important and who is it important to?

Reference only

2c How do you manage your heritage today?

Reference only

2d How do people get involved with and learn about your heritage now?

Reference only

**Section three Your project**

3a What is your project? (200 word limit)

Reference only

3b What will your project do?

Reference only

Continue overpage if necessary

Reference only

3c How have you arrived at this project?

Reference only

**Section four project outcomes**

4a What difference will your project make to your heritage?

Reference only

4b What difference will your project make for people?

Reference only

4c What are the main groups of people who will benefit from your project?

Reference only

4c1 What are the main groups of people who will benefit from your project?

If your project is meant to benefit a wide range of people and is not specifically targeted at any particular group, tick this box only.

**Ethnic group**

Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Chinese <input type="checkbox"/>	Mixed <input type="checkbox"/>	White <input type="checkbox"/>
Asian British <input type="checkbox"/>	Black British <input type="checkbox"/>	Chinese British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	White British <input type="checkbox"/>
Asian English <input type="checkbox"/>	Black English <input type="checkbox"/>	Chinese English <input type="checkbox"/>		White English <input type="checkbox"/>
Asian Irish <input type="checkbox"/>	Black Irish <input type="checkbox"/>	Chinese Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White Irish <input type="checkbox"/>
Asian Scottish <input type="checkbox"/>	Black Scottish <input type="checkbox"/>	Chinese Scottish <input type="checkbox"/>		White Scottish <input type="checkbox"/>
Asian Welsh <input type="checkbox"/>	Black Welsh <input type="checkbox"/>	Chinese Welsh <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White Welsh <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>			
Indian <input type="checkbox"/>	African <input type="checkbox"/>			
Pakistani <input type="checkbox"/>				
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

Irish travellers (Northern Ireland only)

**Disability**

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

**Age**

People aged:

under 13 <input type="checkbox"/>	13 to 25 <input type="checkbox"/>	26 to 49 <input type="checkbox"/>	50 to 64 <input type="checkbox"/>	65 and over <input type="checkbox"/>
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**Sex**

Males  Females

**Religion**

Protestant <input type="checkbox"/>	Catholic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	No religion <input type="checkbox"/>

### 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.	<input type="checkbox"/>
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### People with dependants

People with dependants (for example, children or elderly relatives)	<input type="checkbox"/>
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### Sexuality

Gay and lesbian people <input type="checkbox"/>	Heterosexual people <input type="checkbox"/>	Bisexual people <input type="checkbox"/>
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### Marital or civil partnership status

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

#### 4c2 Visits

If you have a heritage site that attracts visitors, how many visits have you had in the last 12 months?

How many visits do you expect you will have in the 12 months after your project finishes?

#### 4c3 Volunteers

How many volunteers do you expect will work on your project from start to finish?

#### 4c4 Training

How many people will receive training through your project?

What skills will they be trained in? Tick all boxes that apply.

Construction <input type="checkbox"/>	Conservation – collections (including oral history) <input type="checkbox"/>	Managing heritage sites, including customer care and marketing <input type="checkbox"/>
Conservation – land, habitats and buildings <input type="checkbox"/>	Delivering learning and interpretation <input type="checkbox"/>	Technical skills, including building websites and making films <input type="checkbox"/>
Conservation – buildings <input type="checkbox"/>	Getting people to take part, including consulting communities and managing volunteers <input type="checkbox"/>	Archaeology <input type="checkbox"/>

4d How will you maintain the benefits of your project in the long term?

Reference only

4e How will your project affect the environment?

Reference only

### Freedom of information

We have a duty to keep to the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing sections 2 to 4 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 2 to 4 of the form that you don't want made publicly available, please say this in the space provided and explain your reasons. We will take these into account when we respond to any request for access to those sections. Otherwise, we will release sections 2 to 4 to the public if asked. 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, Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 in Scotland. In those cases, we will always consult you first.

Reference

**Section five Developing and delivering your project**

5a Who are the main people responsible for developing and delivering your project?

Reference only

5b Describe in detail the development work needed for your project.

Reference only

5c What are the risks to developing and delivering your project and how will you manage those risks?

Risk	How likely is the event? High, medium or low	How serious would the effect be? High medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?
Reference only					

5d Provide a timetable.

Reference only

## Section six – The costs of your project

## Delivery costs

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
<b>6a Further development costs</b>							
	Managing the project						
	Professional fees						
	Staff costs						
	Recruitment						
	Other						
<b>6b Capital work</b>							
	Purchase price of items or property						
	Repair and conservation work						
	New building work						
	Other physical work						
	Equipment and materials						
	Other						
	Professional fees relating to the above						
<b>6c Activity costs</b>							
	Staff costs						

**Delivery costs** cont.

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
Training for staff							
Training for volunteers							
Travel for staff							
Travel for volunteers							
Expenses for volunteers							
Equipment and materials							
Producing printed materials							
Other							
Professional fees relating to the above							
<b>6d Other project costs</b>							
Managing the project							
Recruitment							
Publicity and promotion							
Evaluation							
Overheads							
Inflation							

Cost heading	Description	Cost £	VAT you cannot claim back		Contingency		Total £
			£	%	£	%	
Non-cash contributions							
Volunteer time							
<b>Total costs</b>							

### 6e Breakdown of volunteer contributions

Description of volunteer tasks	Number of days	Cost each day	Estimated value
		£	
		£	
		£	<b>Total (= x above)</b>

### 6f Funding

Income	Description	Total
Cash		
		Is this secured? Yes/No
Non-cash contributions		
Volunteer time		
Our grant (%)		
<b>Total income</b>		

### 6g Summary Costs

Total delivery costs £	Total delivery income £	HLF delivery grant requested £	HLF delivery grant percentage

6h If the contributions from other sources have not yet been confirmed, when do you expect them to be confirmed?

6i How have you worked out the share of your organisation's overheads that relate to your project (if this applies)?

**Section seven After your project ends**

7a How will you make sure your project is financially secure in the long-term, including meeting maintenance costs?

7b What are the main risks facing the project after it has been completed and how will you manage those risks?

Risk	How likely is the event? High, medium or low	How serious would the effect be? High medium or low	Consequence	Action you will take to help prevent the risk	Who is responsible for dealing with the risk?

7c How will you evaluate the success of the aims of your project (as set out in section three)?

Reference only

## Other information about your organisation

This part of the application form aims to collect the information we need to report on funding. **We will not use this information to assess your application.**

If your organisation specifically represents the interests of a particular group or groups of people, tell us which by ticking all the relevant boxes below.

If your organisation represents the interests of a wide range of people and does not specifically represent any particular group, tick this box only.

### Ethnic group

Asian	<input type="checkbox"/>	Black	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	White	<input type="checkbox"/>
Asian British	<input type="checkbox"/>	Black British	<input type="checkbox"/>	Chinese British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	White British	<input type="checkbox"/>
Asian English	<input type="checkbox"/>	Black English	<input type="checkbox"/>	Chinese English	<input type="checkbox"/>			White English	<input type="checkbox"/>
Asian Irish	<input type="checkbox"/>	Black Irish	<input type="checkbox"/>	Chinese Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
Asian Scottish	<input type="checkbox"/>	Black Scottish	<input type="checkbox"/>	Chinese Scottish	<input type="checkbox"/>			White Scottish	<input type="checkbox"/>
Asian Welsh	<input type="checkbox"/>	Black Welsh	<input type="checkbox"/>	Chinese Welsh	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	White Welsh	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>						
Indian	<input type="checkbox"/>	African	<input type="checkbox"/>						
Pakistani	<input type="checkbox"/>								
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>	Other	<input type="checkbox"/>

Irish travellers (Northern Ireland only)

### Disability

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

### Age

People aged:

under 13	<input type="checkbox"/>	13 to 25	<input type="checkbox"/>	26 to 49	<input type="checkbox"/>	50 to 64	<input type="checkbox"/>	65 and over	<input type="checkbox"/>
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### Sex

Males  Females

## Religion

Protestant <input type="checkbox"/>	Catholic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	No religion <input type="checkbox"/>

## 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. <input type="checkbox"/>
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## People with dependants

People with dependants (for example, children or elderly relatives) <input type="checkbox"/>
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## Sexuality

Gay and lesbian people <input type="checkbox"/>	Heterosexual people <input type="checkbox"/>	Bisexual people <input type="checkbox"/>
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## Marital or civil partnership status

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

## Terms of the grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. These can be read on our website. By signing the declaration below, you are confirming, on behalf of the organisation that you represent, that you accept these terms, unless we choose to draft a contract which is specific for your project.

## Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

- I have read, understand and accept the notes (including the standard terms of the grant) that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations.
- The project, and my organisation's role in it, falls within my organisation's powers and purposes.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- The project has not yet started and will not do so until my organisation receives permission from you.
- I accept that you may make the information contained in this form available to members of the public who ask to see it under the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. I understand that you will treat this information in line with the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland, and that, unless I have said otherwise, you will make sections 2 to 4 of this form available to the public if you are asked to. I understand that you will take account of any objection we make to you releasing the information contained in sections 2 to 4 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act

2002 in Scotland (which may mean you have a duty to make the information available even if I have objected to this) and I agree that you will not be held responsible for any loss or damage we may suffer as a result of you meeting those responsibilities in line with the law. I agree that any personal data supplied on this form (or otherwise) by my organisation will be used in accordance with the Data Protection Act 1998, and the Data Protection statement in the Introduction and Help Notes.

- I am authorised to put forward this application on behalf of my organisation and to sign this declaration.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter. The only exception to this will be if you decide to draft a contract specifically adapted for our project, in which case you will tell us about this in the grant notification letter.

We (Heritage Lottery Fund) will take your signature (or signatures) on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland; and
- accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

**The person signing this declaration must be different from the person named as the contact under question 1c and must have the authority to do so (for example, the chief executive, director, chairperson, vice-chairperson, secretary or treasurer of your organisation).**

If your project involves a partnership, the lead partner's authorised person should sign this on behalf of the partnership. If your project involves work to building, piece of land or heritage item, the owner must also sign this Declaration if they are not the lead partner.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Job title: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Date: \_\_\_\_\_

## Supporting documents you must send with your application form

Attach all the supporting documents listed below. If you need to send them to us as a hard copy (for example, documents larger than A3 which may be difficult for us to print out), send two copies of each with your signed declaration and number them as shown below. Please tell us in the right-hand column how you will send the supporting documents.

		Hard copy (H) Electronic (E) Does not apply (N/A)
1	An activity plan.	
2	A small selection of visual aids that you consider will help illustrate your project, for example, designs, drawings and photographs.	
3	Detailed project costs	
4	Cash flow for the project	
5	A timetable	
6	The project management structure	
7	Income and spending forecasts	
8	Calculation for full-cost recovery (if this applies)	
For projects involving capital work costing £200,000 or more		
9	Design specification	
10	10-year management and maintenance plan (see <i>Management and maintenance planning</i> )	
For capital-work projects with grant requests of £1 million or more that involve conservation (and for complicated capital work projects below £1 million)		
11	Conservation management plan (see <i>Conservation management planning</i> )	

Your case officer may ask for more documents that relate to your project. If not, do not attach any other documents.

## Our Offices

### East of England

Terrington House  
13-15 Hills Road  
Cambridge  
CB2 1NL  
Phone: 01223 224870  
Fax: 01223 224871

### East Midlands

Chiltern House  
St Nicholas Court  
25-27 Castle Gate  
Nottingham  
NG1 7AR  
Phone: 0115 934 9050  
Fax: 0115 934 9051

### London

7 Holbein Place  
London  
SW1W 8NR  
Phone: 020 7591 6000  
Fax: 020 7591 6001

### North East

St Nicholas Building  
St Nicholas Street  
Newcastle upon Tyne  
NE1 1TH  
Phone: 0191 255 7570  
Fax: 0191 255 7571

### North West

9th Floor  
82 King Street  
Manchester  
M2 2WQ  
Phone: 0161 831 0850  
Fax: 0161 831 0851

### Northern Ireland

3rd Floor  
51-53 Adelaide Street  
Belfast  
BT2 8FE  
Phone: 028 9031 0120  
Fax: 028 9031 0121

### Scotland

38 Thistle Street  
Edinburgh  
EH2 1EN  
Phone: 0131 225 9450  
Fax: 0131 225 9454

### South East England

7 Holbein Place  
London  
SW1W 8NR  
Phone: 020 7591 6000  
Fax: 020 7591 6001

### South West

3rd Floor Balliol House  
Southernhay Gardens  
Exeter  
EX1 1NP  
Phone: 01392 223950  
Fax: 01392 223951

### Wales

Hodge House  
Guildhall Place  
Cardiff  
CF10 1DY  
Phone: 029 2034 3413  
Fax: 029 2034 3427

### West Midlands

Bank House  
8 Cherry Street  
Birmingham  
B2 5AL  
Phone: 0121 616 6870  
Fax: 0121 616 6871

### Yorkshire and the Humber

Carlton Tower  
34 St Paul's Street  
Leeds  
LS1 2QB  
Phone: 0113 388 8030  
Fax: 0113 388 8031