

# Townscape Heritage Initiative

Grants of between £500,000 and £2 million

## Introduction





# Welcome

We, the Heritage Lottery Fund (HLF), were set up in 1994 to distribute money raised by the National Lottery to heritage projects throughout the UK. In our first 12 years we awarded over £4 billion in grants to over 26,000 projects, from multi-million-pound investments in well-known sites and buildings to small grants making a big difference to community groups.

Heritage will be one of the National Lottery good causes until at least 2019. We will have £1.9 billion to invest over the period 2008–2019, and our awards will continue to make sure that people can support, share and enjoy their heritage in the future.

## The Townscape Heritage Initiative programme

Through our Townscape Heritage Initiative (THI) programme, we make grants that help communities to regenerate conservation areas displaying particular social and economic need throughout the United Kingdom (except the Channel Islands and Isle of Man). It encourages partnerships to carry out repairs and other works to a number of historic properties within those areas, and improve the quality of life for all those who live, work or visit there.

## Applying for a THI grant is a two-round process. The THI application materials include:

- this introduction to the THI programme;
- a pre-application enquiry form;
- an application form for the first round of assessment;
- notes to help you fill in the first-round application form (first-round help notes);
- notes to explain what you need to do to draft a second-round submission (second-round help notes);
- THI Guidance Notes setting out additional information to develop and deliver your scheme; and

- a declaration (which you must sign and return to us by post).

## Contact us

We recommend you use the pre-application enquiry form to tell us about your project before going ahead with a full application. We will let you know whether it is likely to meet our priorities for funding and give advice on what you need to do to make your application.

You should send in your pre-application enquiry form and full application online using our website. However, please contact your regional or country office if you:

- have any particular communication needs;
- need information in other languages or formats;
- would prefer to send in your form in another format; or
- need some help filling in the form.

## How to contact us

Phone: 020 7591 6000  
Textphone: 020 7591 6255  
Text direct: 18001 020 7591 6000  
Email: [enquire@hlf.org.uk](mailto:enquire@hlf.org.uk)

You can find out about our other funding programmes by contacting us or visiting our website at [www.hlf.org.uk](http://www.hlf.org.uk).

All guidance and other documents referred to in the application materials can be found on our website.

We look forward to receiving your application.

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# Introduction

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## About the Townscape Heritage Initiative (THI)

### Our aims

We have three main aims which relate to learning, conservation and participation.

To receive a grant your scheme must:

- help people to learn about their own and other people's heritage.

Your scheme must also do either or both of the following:

- conserve the UK's diverse heritage for present and future generations to experience and enjoy;
- help more people, and a wider range of people, to take an active part in and make decisions about heritage.

### About the THI programme

THI grants support schemes led by partnerships of local, regional and national interests that aim to regenerate conservation areas across the United Kingdom. Together with other organisations, we contribute money to a common fund. The common fund is managed by a partnership, and is used to allocate third-party grants towards works on individual building projects within the scheme and support a range of activities that encourage participation in the heritage and improve understanding and enjoyment of it.

- The programme is for grants of between £500,000 and £2 million.
- Our grant can form a maximum of 75% of the common fund; at least 25% must come from other sources.
- Your scheme must be based in a designated conservation area that is affected by deprivation, and involve

works to a number of buildings, structures or spaces within a defined area.

- Your scheme must deliver our outcomes for the programme.
- Schemes run for five years.

### THI outcomes

We aim to support between eight and 15 schemes each year.

We expect schemes to deliver the following outcomes:

- Preserving and enhancing the character and appearance of conservation areas affected by high levels of deprivation and in need of regeneration.
- Bringing historic buildings back into appropriate and sustainable use.
- Safeguarding the character of conservation areas through:
  - increasing training opportunities in heritage skills;
  - increasing community participation; and
  - improving approaches to conservation management and maintenance.

### Welsh language

If your scheme is based in Wales or is designed to benefit people in Wales, we expect you to make appropriate use of the Welsh language when you deliver the scheme. Please read our guidance *Incorporating the Welsh Language into your project* for further information.

### Who can apply

We fund schemes which promote benefits for the public and which are not intended primarily for private gain. We give highest priority to applications from not for

profit organisations

Applicants could include:

- single organisations, for example local authorities or building preservation trusts;
- a partnership of organisations that have their own written constitutions, for example local regeneration companies; and
- less formally structured partnerships, where one member will apply to us and be responsible for managing the scheme on behalf of everyone involved.

If the lead applicant is not the local authority, the planning authority must be an active member of the partnership. The planning authority must confirm high-level commitment to the scheme, including a commitment to adequate staff resources, and to the use of statutory powers such as imposing Article 4 directions and using enforcement action (see [www.planningportal.gov.uk](http://www.planningportal.gov.uk)).

### What we will fund

Works that will have the greatest effect on the preservation, enhancement and regeneration of conservation areas are our highest priority and include:

- structural and external repair of historic buildings and structures which are still being used.
- repair and conversion for new uses of vacant or partly-used historic buildings.

We also fund other works and activities.

- Authentic restoration of architectural features to historic buildings and their settings.
- Authentic restoration, including reinstatement, of public realm features where they are critical to enhancing the character or appearance of the conservation area.
- Sympathetic redevelopment of gap sites where they are critical to enhancing the character or appearance of the conservation area.

- Valuations, professional fees, all statutory permissions such as planning fees, accountancy and legal fees (as these may be recharged to the scheme), non-recoverable VAT and costs associated with compliance with national planning policy guidance on archaeology.
- Extra costs of running a scheme, including employing a THI project officer or consultants, administrative support and other running costs directly arising from your scheme.
- Extra costs arising from reducing any negative environmental effects of your scheme.
- Costs of promoting your grant.
- Costs of evaluating your scheme from start to finish.
- Preparation of a conservation area appraisal and a conservation area management plan to set out a long-term vision for the conservation area.
- Other research, and strategic planning work needed to safeguard the long-term approach to conservation, to be completed within the lifetime of the scheme.
- Activities that are designed to widen knowledge, understanding and awareness of the conservation area and/or that involve people that have not been involved with the heritage before.
- Training in conservation and maintenance skills for contractors, property owners, volunteers or the public as part of the scheme.

Individual buildings or gap sites can be in public or private ownership, but all projects must be for public benefit and not for private gain. If our grant contribution to an eligible project is £25,000 or more, the owner is required to use a qualified professional with relevant conservation expertise to plan and oversee the works.

You can find more information on eligible projects and works in the *THI Guidance Notes*

## What we won't fund

Certain schemes, projects, works and activities are not eligible for THI grant.

- Schemes in which more than 25% of the common fund is proposed for public realm works.
- Schemes in which more than 25% of the common fund is proposed for new buildings for gap sites.
- Schemes which focus on a single historic building, for which our *Your Heritage* or *Heritage Grants* programmes may be more appropriate.
- Projects for active places of worship, for which our *Repair Grants for Places of Worship* programme may be more appropriate.
- Projects for urban parks, including large town squares, for which our *Parks for People* programme may be more appropriate.
- Projects for routine maintenance.
- Projects that involve demolishing or partly demolishing historic buildings.
- Projects for fitting out historic buildings for specific uses, such as a restaurant or shop.
- Core organisational staffing costs and running costs. Seconded posts are eligible, but posts staff are seconded from must be back-filled.
- Stand-alone options appraisals, feasibility studies, development briefs for gap sites, and business plans for individual projects within a THI scheme. However, if a study, appraisal or plan is a vital piece of work needed to develop a project or determine a new use, you may consider including the costs that the owner had to pay to carry out the study in the costs against which you work out the grant needed.
- Meeting statutory legislation such as the Disability Discrimination Act, except as part of putting floor space into use.

There are limits on certain types of work that can be included within your scheme, such as public realm works (up to 25%).

It is important to remember that this limit is based on the funding from the common fund and not just our contribution to the common fund.

## Features of the programme

### The project team

Scheme development and delivery will be carried out by your project team. The skills that will be needed in your project team will depend on the detail of your scheme, but will have to range from project management, economic regeneration and conservation skills to a sound understanding of working with communities, in particular with owners of potential eligible projects.

### The project officer

We strongly recommend that, if you succeed in the first round, you recruit a THI project officer at the earliest opportunity to help you develop and deliver your scheme. The project officer will handle the day-to-day management of the scheme and is fundamental to its success. The project officer should be based within or close to the THI area to establish strong links with the community and in particular property owners and businesses. A key responsibility will be to promote the third-party grants to property owners and engage the community in the scheme. Project management and negotiation skills are therefore essential skills for the post-holder.

Appointments must be based on public competition, with our funding role acknowledged in advertisements, and must respect equal opportunities. If you intend to second an existing member of staff from your organisation to the post of project officer, you must back-fill this post for the duration of the secondment. We recommend at least a five-year contract for the project officer post, to allow enough time to develop, deliver and evaluate the scheme.

## The partnership

Whether you are a local authority or a partnership organisation, we expect that a wide range of people, including representatives of the local community, take part in developing and managing your scheme. Where such a partnership is not yet in place, you will be working towards setting one up during the development phase of your scheme. Individual partner organisations may contribute funds or skills to particular parts of the scheme. However, we do not expect all members of the partnership to have an executive role in managing the scheme. Only the lead partner will be legally responsible for our grant.

The lead partner will, on behalf of the partnership, manage the common fund. With the advice and support of the partnership, the lead partner will promote and deliver your scheme and allocate third-party grants to individual projects and activities which make up your scheme.

The local planning authority must be a partner and must confirm its high-level commitment to the delivery of the scheme and to maintaining the benefits of the investment in the long term.

## The conservation area

The area your scheme will help to regenerate must be a designated conservation area affected by economic and social deprivation. To be eligible for grant support, the poor condition of historic buildings in a conservation area must be due to economic and social problems, and not caused by uncooperative owners or a failure to enforce planning policies.

In most cases, the area of a THI scheme will share the boundaries of the conservation area. Where a conservation area covers a large

area and different character zones, the THI area can focus on a smaller area within the conservation area. Your scheme can also cover more than one conservation area. The conservation areas don't have to be next to each other, but there has to be a link, such as shared historic interest or similar character.

You must have a conservation area appraisal for the area. If an appraisal exists, you should submit this with your first-round application. If not, you must draft the appraisal during the development phase of your scheme and include it in your second-round submission. A conservation area appraisal is the foundation for developing your scheme, and there should be a clear relationship between the appraisal and the eligible projects of your scheme. The appraisal provides a basis for making decisions about the future of the area and offers an opportunity to reassess the designated area and to evaluate and record its special character. Involving the local community in that process is essential.

If applicable, the conservation area appraisal must be formally adopted and published by the local planning authority by the time we give you permission to start your scheme. It should be used to support relevant supplementary planning documents and inform planning policy and planning decisions affecting the conservation area. The local planning authority may decide to adopt the conservation area appraisal, together with the management plan, as a supplementary planning document on its own.

Where necessary, you should impose an Article 4 direction to control change in the conservation area. We might make it a condition of grant that you finish this process before we give you permission to start your scheme.

## The scheme

It is important that from the start you set out a clear vision for the conservation area and its communities, and consider how your scheme can help remove economic obstacles to conservation-led regeneration. To have the confidence to carry out projects and invest some of their own money, property owners will need to understand what you hope to achieve in the area in the long term and how they will benefit.

Based on your conservation area appraisal, visual inspections and sample condition surveys of historic buildings and structures, you can identify the priorities for your scheme. There is no set number of projects or activities that your scheme needs to fund. Eligible projects may be grouped into the following categories:

- i) **Critical projects:** essential to the delivery of a scheme; without tackling them, the scheme will be perceived to have failed. Not every scheme will have critical projects.
- ii) **Priority projects:** clearly contributing to the enhancement of the conservation area.
- iii) **Reserve projects:** worthwhile pursuing should funding become available or if some of the priority projects fail to come forward for a grant.

Your scheme will not succeed in regenerating areas of deprivation and heritage need on its own. You must show that it has proper links with all other strategies or initiatives that will affect the area, and you must also provide evidence that these strategies consider the role the historic environment can play in regeneration.

## The action plan

You must develop an action plan for your scheme and submit the action plan with your second-round submission. The action plan is valid for the duration of your scheme and sets out what outcomes the scheme

will deliver, and when. When considering the projects and activities your action plan will deliver, you must show that these reflect a considered balance of works and a realistic view of value for money. This is especially relevant in the case of restoring architectural features, improving the public realm and redeveloping sites. These works can contribute to the conservation and regeneration objectives, but their role in enhancing and preserving the character of the area must be clearly explained.

To have a lasting impact, the number of projects should be realistic in relation to the total common fund and to the size of the conservation area. Tackling projects in well-defined 'clusters', for example around a street corner or along a street, can make the biggest difference to a conservation area and its communities.

Your action plan must also set out all activities and training initiatives you plan to deliver as part of your scheme, and these must benefit the local community.

You must update your action plan annually and we will review it. After two years we will also review how much you have requested from us in grant payments. We expect you to have claimed at least 20% by the end of Year 2 of your five-year scheme.

## The conservation area management plan

To inform your scheme and manage the conservation area in the medium to long term, you must also draft a succinct conservation area management plan. Include the draft in your second-round submission. The plan must be informed by your conservation area appraisal. Together, the appraisal and plan lay the foundation for the lasting legacy of your scheme. The conservation area management plan can be part of the same document as the conservation area appraisal.

Your conservation area management plan might include the application of policy guidance, an analysis of the resources needed to manage and maintain the area, a procedure to monitor change, consideration of the use of Article 4 directions, an enforcement strategy, public realm frameworks, design guidance, and so on. You must also involve your community in the preparation of the conservation area management plan and the actual management of the conservation area. You could do this by setting up a 'friends' group for your scheme or a conservation area advisory committee.

If applicable, the conservation area management plan must be formally adopted and published by the local planning authority by the time we give you permission to start your scheme. Your partnership must also adopt the management plan. It should be used to support relevant supplementary planning documents and inform planning policy and planning decisions affecting the conservation area. The local planning authority may decide to adopt the conservation area management plan, together with the conservation area appraisal, as a supplementary planning document on its own.

The conservation area management plan has to be put into practice for at least 10 years after your scheme has ended, and must be reviewed regularly.

### **The common fund**

The common fund is made up of various contributions, including our grant. These are pooled together, allowing your partnership to make third-party grant awards to support a series of individual building projects and activities that will together make up your scheme. The common fund can include contributions from organisations that will only support certain types of project or works within the overall scheme.

We are able to contribute between £500,000 and £2 million to the common fund of each scheme. Our maximum contribution should represent no more than 75% of the total value of the common fund. There is competition for HLF funding, therefore you must raise as much partnership funding as you can to demonstrate that your scheme represents value for money. The common fund must be big enough to tackle enough of the conservation area's problems to have a measurable and lasting effect.

Property owners receive grants from the common fund, which cover for example 70% of their costs, and are expected to contribute the rest from their own or other sources. Contributions from property owners to the cost of works to their properties cannot be added as partnership funding to the common fund.

Your scheme will run for five years. Your partnership will be expected to offer the whole of the common fund within the first three years and must make sure that all work is completed, with all claims for payment made, within five years.

### **Third-party grants**

Your partnership is responsible for allocating third-party grants towards works on individual projects and supporting a range of activities during the lifetime of the scheme. To make sure that there is a high take-up of grants, you not only have to set grant rates at a realistic level, but also consult with owners as early as possible and promote your scheme to the wider community.

Because the partnership is receiving the grant from us, the lead partner is responsible for the terms of any third-party grant contract, including the repayment of grants if necessary.

## The application and assessment process: overview

We assess all applications in two rounds. This is so you can apply at an early stage in planning your scheme and get a commitment from HLF before you send us your proposals in greater detail. At the first round you can also apply for a development grant. If your first-round application is successful, the development grant will help you meet the cost of planning and developing your scheme up to your second-round submission.

The first round is competitive and assessed in a national batch. If you receive a first-round pass, you will need to develop your scheme further within a 12-month development phase and then send us a detailed second-round submission, in line with our guidance and any extra information we ask for. Our staff will be able to offer you advice and support during this process. We may also appoint a project mentor to help you with developing your scheme.

The second round is not competitive; a grant will be offered to your scheme if it meets our criteria and priorities, and provides the information and level of detail we ask for.

## Application flow chart

### All THI schemes (pre-application)

- Download or ask for a THI application pack.
- Read this introduction, the THI programme guidance and help notes.
  - Send us a pre-application enquiry form.
- We will advise on whether your scheme is likely to meet our criteria and what to do next. We may arrange a site visit.



### First-round application

- Send us the first-round application form with your development grant request by 30 November each year.
- We assess your application. We may contact you to arrange a site visit and discuss your scheme.
- We will complete the assessment within five months. We will make a decision on your application in April.
  - The outcome is either:
    - You pass the first round with a development grant; or
    - An unsuccessful application.



### Successful first-round application

- We discuss with you the information required for the second-round submission and the detailed brief for the development phase (12 months).
- We may offer you a mentor to support you in developing your scheme.
  - We will make the first development grant payment of 50%.
- We may review progress of your scheme development and ask for a progress report.
  - We pay the balance of the development grant when you send in your second-round submission.



### Second-round submission

- You send in the second-round submission within 12 months of passing the first round successfully.
- We assess the application within three months from the date we receive your submission and take it to the next decision-making meeting (decision meetings take place every three months). The outcome is either:
  - We award you a grant.
- We tell you have made an unsuccessful submission and explain why.



### **Delivering the scheme**

- We discuss with you how you should deliver and monitor your scheme.
  - You must apply for formal permission to start your scheme.
  - If applicable, you should have formally adopted and published the conservation area appraisal and conservation area management plan by the time we give you permission to start your scheme.
- We make grant payments in arrears against payment claims as the scheme proceeds, and pay a percentage of the total grant every quarter.
  - We review progress against your action plan annually.
- We will review how much you have requested in grant payments after two years.
  - You must acknowledge our grant as agreed.



### **Completing the scheme**

- You send us a completion and evaluation report about how the action plan has been delivered.
  - You continue to acknowledge our grant as agreed.

## Your application

### Preparing your application

Contact us for advice on your scheme proposals before you apply, using the pre-application enquiry form. We will let you know whether your scheme is likely to meet our aims and outcomes for the programme, and tell you what you should do next to complete a first-round application to us.

There are a number of sources of advice and support to help you plan your scheme.

Our website includes examples of schemes we have funded, sources of best practice, and additional guidance. It is essential that you read the help notes, the THI Guidance Notes and any other HLF guidance documents that relate to your scheme.

You should also get advice on your scheme from the relevant national heritage organisation, for example English Heritage, Historic Scotland, Cadw (Welsh Historic Monuments) or the Department of the Environment's Planning Service, Northern Ireland.

Their comments will help you to plan your scheme. You need to show that you have engaged with relevant organisations as a stakeholder in the preparation of the scheme. For example, you might discuss with them the choice of eligible projects, the appraisal of character and the definition of boundaries of the conservation area.

Their websites, and the Historic Environment Local Management (HELM) website, [www.helm.org.uk](http://www.helm.org.uk), can also help you with guidance on conservation area appraisals, managing conservation areas, etc.

Before you apply we encourage you to:

- consider carefully whether your proposed scheme will meet the criteria and deliver the aims and outcomes of the programme;
- complete the pre-application enquiry form and submit it online or send it to your regional or country office by post; or
- contact the HLF office in your country or region to discuss your proposals.

### The application form

The application form is designed to act as a plan for your scheme, pointing you to the things that you need to consider when developing it. The help notes to each question explain what information and documents we need to see. Do not send information that we have not asked for as we will not use it in our assessment.

We will not assess incomplete applications. We will return your application form to you if you do not:

- answer all the questions;
- provide the correct supporting documentation; and
- include the correct signature on the declaration.

### First-round application

In your first-round application you need to show us that:

- you have a clear vision of what you want to achieve in the conservation area.
- your scheme meets a clear need or addresses a problem.
- you can describe the expected benefits of your scheme.
- you can describe the training and other learning activities your scheme will provide.
- you have consulted with the community and established an interest in improvements and third-party grants.

- you can describe how you will involve the community during the life of your scheme.
- you have a good estimate of overall maximum costs and the amount you want to ask us for, and have begun thinking about how you will raise the remainder.
- you know broadly what risks you might encounter.
- you can deliver the scheme in five years.

Using your application form, you should be able to present a broad description of your scheme, explaining how it meets our priorities and assessment criteria. You must also show that you have a fairly good idea of the costs, especially the costs of critical projects. The grant you ask for in your first-round application is the maximum we will be able to offer if you are successful in the second round.

You must also tell us what additional work you expect to do to develop your scheme. If you need support to work out the details of your scheme, you can ask us for a development grant of up to £50,000 as part of your first-round application. You must provide at least 25% match funding from your own or other sources, not including the contributions from property owners.

### Developing your scheme

If you are successful in the first round you will be asked to develop your scheme and complete the detailed second-round submission.

We will help you with appropriate support and expertise from your grants officer and may also appoint a project mentor. Through our website, you will also be able to learn from grantees who have successfully delivered THI schemes.

You can buy in specialist services to plan and develop your scheme.

We have produced guidance on a number of issues to help you develop a good-quality scheme. The following documents are essential reading:

Title	For which schemes
Planning greener heritage projects	Essential reading for all schemes.
Evaluating your HLF project	Essential reading for all schemes.
Understanding full-cost recovery	For voluntary-sector applicants who want to claim a percentage of their organisational overheads as part of their scheme costs.

We have also produced a range of guidance on heritage topics and activities. We strongly recommend that you review the list of these documents as many will relate directly to your schemes, for example *Planning activities for heritage projects*, *Thinking about training* and *Thinking about community participation*. For ideas on how other successful schemes have met our aims and criteria, or have dealt with specific problems, see examples of schemes we have funded. There is also a range of examples for some of the things we ask for as part of your application, including a risk table.

We can consider funding a range of tasks to develop your scheme to the detailed second-round submission, including:

- drafting a conservation area appraisal;
- drafting a conservation area management plan;
- undertaking further research and consultation;

- identifying the condition of buildings within the area as a baseline assessment against which the THI scheme's success will be measured;
- establishing the difference between the cost of tackling the buildings' problems and their market value, defined as the 'conservation deficit';
- undertaking a heritage impact assessment to identify ways to minimise harmful impacts;
- appointing relevant specialists such as an architect with conservation expertise, a quantity surveyor, a structural or services engineer and a planning specialist;
- getting property valuation advice to inform third-party grant rates;
- developing skills-training proposals and other training activities – for example in partnership with formal training providers – that will form part of the scheme;
- developing any learning and participation activities that will form part of your scheme, for example community events, consultations, school visits, town trails, leaflets, open days, etc., with professional assistance where necessary;
- preparing publicity to launch your scheme;
- preparing promotional material (brochures, etc – this can also include the publication of your conservation area appraisal and conservation area management plan);
- developing parts of the scheme's management structure; and
- appointing a THI project officer to develop your partnership and scheme.

There are certain activities which we cannot fund during the development phase, including:

- paying for the costs of the partnership's existing staff;
- paying for the time that your organisation's existing staff will spend managing the development work (although you can use your grant for

the costs of specific services – such as legal advice – charged by one local authority department to another, known as 're-charging');

- preparing Article 4 directions;
- serving Urgent Repairs Notices and Repairs Notices; and
- applying for Compulsory Purchase Orders.

When you have received permission from us to start the development of your scheme, we will pay the first instalment of up to 50% of your development grant. We will pay the balance of your grant when you send us your second-round submission and can confirm what you have spent during the development phase. We may ask you for a progress report during the development phase of your scheme.

### **Preparing your detailed second-round submission**

If you are successful in the first round, you have up to 12 months to develop your scheme before making your detailed second-round submission, including your action plan for the scheme and draft conservation area management plan. You do not have to fill out an application form for the second round, but we ask you to address the questions in the help notes for the second-round submission, in the order they are set out in. We ask for two hard copies of your second-round submission.

In the second assessment round we will expect to see proposals complete with detailed plans and costs for all elements of the scheme.

### **Success at the second round**

If you are successful in the second round we will confirm a full award to your scheme. We will review the support structure of your scheme, and you will need to ask for formal permission to start.

Please refer to our guidance documents on *Managing your THI grant* available on our website for full information on how your scheme will be monitored and grant payments made.

## Assessment and decision-making

### How we will assess your application

The national batch deadline for first-round applications is 30 November each year and decisions are made in April. We expect to receive within 12 months detailed second-round submissions for schemes that pass the first round of assessment. We will aim to assess your second-round submission within three months of receiving it, and after this assessment period we will take it to the next quarterly decision meeting.

A visit by staff, advisers and/or committee members will form part of the assessment process at pre-application stage and/or the first round.

Schemes that are based in designated conservation areas, meet all HLF aims and involve and deliver benefits to the wider community will be our highest priority for support.

### Assessment in the first round

In assessing your application we will take into account the value for money offered by your scheme. We will determine this by considering the overall benefits of your scheme in relation to costs and the amount of grant you want from us. At each application round we will also assess to what extent your application shows that:

- your scheme is relevant to the UK's heritage;
- your scheme will meet our aims for learning and either conservation or participation (or both); and addresses the outcomes for the THI programme.

- your scheme is an appropriate response to a need or opportunity;
- your scheme is well planned and your proposals for managing it are sound;
- your partnership is capable of delivering the scheme outcomes; and
- your scheme is financially realistic and there is a clear need for Lottery funding.

In assessing your application in the first round we may ask for advice from statutory agencies and other advisors.

### Assessment in the second round

In the second round we reassess your developed proposals against all the criteria listed above. We will also consider whether:

- you have produced a realistic action plan you can deliver within five years;
- you have produced an appropriate conservation area appraisal and conservation area management plan;
- your scheme meets our guidance on environmental sustainability (as set out in the *Planning greener heritage projects* guidance document);
- your scheme meets our guidance on *How to acknowledge your grant*
- your scheme will be evaluated appropriately; and
- your scheme will offer long-term benefits and provides value for money.

In assessing your application in the second round we may again ask for advice from statutory agencies and other advisors.

### Decision-making

In reaching a decision, if there are more supportable schemes (in other words, schemes that meet our criteria) than the available budget can fund, our decision-makers will use their judgement to choose which applications to support. They may

take into account other relevant factors, for example (in no particular order of importance):

- value for money – taking account of the overall benefits which schemes will have the most positive effects and give us the opportunity to make the greatest difference for our investment;
- the case for carrying out the scheme with public funding, including the risks or opportunities associated with not supporting a scheme;
- the need for our funding in particular and consideration of whether you have fully explored all possible sources of other funding;
- whether a scheme will add value through building partnerships and attracting other funding; and
- whether a scheme is of exceptional value and lasting importance.
- how much funding an area has already received.

Decisions on first-round applications are taken by our national Board of Trustees, decisions on second-round submissions by our country/regional committees.

## How we will monitor your scheme

### Scheme Monitoring

We will send you our guidance documents on *Managing your THI grant*, which provide information on how to monitor your scheme, so that you can keep us informed of the scheme's progress and how well it is meeting its aims. We may appoint someone to help us monitor your scheme. We will also review your scheme's action plan annually.

### Buying goods, works and services

If you receive a grant, you must get at least three competitive tenders or quotes

for all goods, works and services worth £10,000 or more that we have agreed to fund. For all goods, works and services worth £50,000 or more you must advertise appropriately in order to secure the tenders. Further information on this requirement can be found in our guidance documents on *Managing your THI grant*.

Beyond certain published limits, and when public-sector funds (including our grant) make up more than 50% of the cost of your scheme, you must follow all European Union (EU) and World Trade Organisation (WTO) procurement regulations (regulations for buying goods, works and services).

You can find useful information and guidance at:

[www.ogc.gov.uk/documents/ProcurementPolicyPublicContractsRegulations.pdf](http://www.ogc.gov.uk/documents/ProcurementPolicyPublicContractsRegulations.pdf)

[www.ogc.gov.uk/documents/Intro\\_to\\_EU.pdf](http://www.ogc.gov.uk/documents/Intro_to_EU.pdf)

We strongly advise you to get professional or legal advice. If you have not followed the correct procedure, we will not pay the grant.

You must advertise for all new staff posts.

### Paying grants

We will only pay your grant as you carry out the work on eligible projects in your scheme. You will need to send us regular requests for payment supported with invoices or architects' payment certificates showing how much of the work that we have agreed to fund has been done. We expect to receive your requests for grant payment once every three months and after two years will review whether you have claimed at least 20% of your grant.

We will check your grant payment request and aim to pay our fixed percentage share of the actual costs within three

weeks. Because we can only pay our grant after the work has been done, you may need to pay the invoices you receive before you can request your grant. This means you must consider carefully how to cover these costs until you receive your grant. If you think that you will not be able to cover these costs, we may in rare cases be able to pay some of your grant in advance.

You will need to have achieved your scheme's key aims and sent us your completion and evaluation report (see below) before we pay you the final 10% of your grant, so you will need to budget carefully for the final part of your scheme.

### **Completion and evaluation of your scheme**

We will expect evaluation feedback from every scheme that we fund, which involves filling out the completion and evaluation report which should compile quantitative and qualitative evidence and tell the story of the scheme. You should involve as many people as possible in your evaluation of the scheme. You should start to collect baseline data for your completion and evaluation report during the development phase. Having a baseline, and collecting the same data at the end of your scheme, will allow you to show the 'distance travelled'. More information on scheme evaluation can be found in the *THI Guidance Notes*.

### **Promoting and acknowledging your grant**

The funds that we distribute are raised through the National Lottery. We receive one-sixth of the Lottery money for good causes, and it is important that we give Lottery players and the public as much information as possible about the grants we make. This is in line with our commitment to openness and taking responsibility for our actions.

As a result, we may publicise on our website the fact that you have applied to us, what you have applied for and details of any decision we have made about your application. We may also make this information available to the media. To do this we will use information that you have given us in your application.

There may be times where you would prefer us to delay publishing information relating to your application. We will discuss this with you at the time.

### **Scheme publicity and acknowledgement**

Public support is vital to make sure that Lottery investment in heritage continues in the long term. We want the value and benefits of Lottery funding for heritage to be widely understood and appreciated.

If we give you a grant, you must publicise and acknowledge it. We can contribute to the publicity costs involved if you have included them in your scheme budget. We will expect you to publicise and promote your scheme as widely as possible, to make sure that people:

- have opportunities to take part;
- can contribute to its future; and
- recognise the National Lottery's contribution.

Your acknowledgement of your grant must be clear to all visitors to your site, on publications or displays, and to people taking part in activities. This should be in place as soon as we confirm an award at the second round and before work begins. You must make sure you acknowledge your grant publicly, which includes using the joint 'crossed fingers' and HLF logo. We can provide construction boards, banners and other branded materials, and will also supply the logo to you for materials you wish to produce yourself. You can find further guidance in *How to acknowledge your grant* and *Managing your THI grant*.

## Other information about your application

### 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 3 to 5 of this form to anyone who asks to see them. If there is any information in sections 3 to 5 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 3 to 5 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 into account 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.

### Data protection

Under the Data Protection Act 1998 we will process personal information relating to your organisation, its officers and staff or any other people referred to in your application, for:

- assessing your grant application and how we handle it;
- handling the terms of our grant;
- sharing information with our specialists and monitors;
- keeping you informed about our work, including by email, where an email address is supplied. If you would prefer not to receive information from us which is not connected to your application or grant, you can let us know at any time by sending an email to [enquire@hlf.org.uk](mailto:enquire@hlf.org.uk),

telephoning **020 7591 6042**, or writing to **Information team, Heritage Lottery Fund, 7 Holbein Place, London SW1W 8NR**;

- publicising information about your application;
- research related to your application;
- sharing information with other Lottery distributors or grant-making organisations and other carefully identified organisations (such as best-practice groups) who may want to contact you about your application or scheme; and
- other legal or regulatory purposes, or other purposes reasonably related to making grants (such as customer surveys).

## Complaints

If you are not happy with the service you have received, please contact the office you first dealt with. They will try to put things right. If you are not satisfied with the response you receive, you can take this further by writing to our director. You can get a copy of our complaint procedure from our website or any of our offices.