THI First-round help notes

heritage lottery fund

These help notes provide you with further information for most of the questions on the application form. If you have any questions about the first-round application, contact our helpline or country and regional teams.

When you submit a first-round application, we will ask you to tell us about your scheme in outline. If we award you a first-round pass, you will need to develop your scheme in more detail.

Keep your answers as brief as possible. We do not have a word limit. However, as a guide, we would not expect your answers to be longer than 1,000 words per section (about two sides of typed A4) at the first round

We strongly recommend that you also read the second-round help notes and the THI Guidance Notes. This will help you to understand what is expected from you in developing your scheme if you succeed in the first round.

As well as filling in this form, you will need to give us some supporting documents – as listed at the end of the application form.

June 2010

THI First-round help notes

Scheme title

What is the title of your scheme?

- Your chosen title should clearly reflect the area the scheme is proposing to regenerate, and state that it is a THI scheme, for example 'Heart of Hawick THI'.
- It should include the name of the place where it is located, for example 'Hawick'.

Please give a brief description of your scheme and outline its main aims and priorities (no more than 200 words).

- Briefly describe in what way your scheme will improve the area's appearance and economic performance.
- You must show how you will deliver the THI outcomes. Read examples of schemes we have funded to see how other schemes have successfully met the outcomes.
- Consider the problems which you want to solve and the opportunities you want to take.

Section One – Your organisation

1.1 Name and address of your organisation.

- Give the official or registered address with the full postcode.
- The name should be the same as that on your constitution.
- If this is a joint application, the name of the lead organisation should be entered here.
- For joint applications, you also need to have a signed agreement between those legally responsible for the grant. The agreement needs to set out how the scheme will be managed, how funding will be shared out and who will be responsible for the various aspects of the scheme.
- Give the full postcode for the building at the centre of your scheme.

1.3 Details of main contact person.

Name

- Give details of someone who can talk about your application in detail during normal working hours.
- This person must have official permission from your organisation to be the main contact.
- We will use email as the primary method of communication unless you say you would prefer otherwise.

Job title.

- Give us the job title of the main contact and the name of the department the main contact is based in.

1.5 Describe your organisation's main purpose and regular activities.

- Explain when and why your organisation was formed.
- Describe its purpose and aims as set out in its constitution.
- Describe your organisation's regular activities and the arrangements for funding these.

1.6 Describe the size and staff structure of your organisation.

- Describe the structure of your organisation.
- Local authorities do not need to tell us about the whole of their structure but do need to provide information about the team responsible for the scheme.
- State the number of paid staff (full-time and part-time) and describe the role of staff and volunteers.

1.9 Have you received advice from us before making your application?

- Tell us if and when you have received advice from us.
- Tell us the name of your contact at HLF.

Section Two – The project team and partnership

2.1 Who are the key people in your team, what are their responsibilities for developing and delivering the scheme, and what are the reporting structures?

- Give a description of your project team, including the person who has overall responsibility for preparing your scheme during development.
- Outline the proposed project team and the day-to-day manager of your scheme for the delivery phase. Once appointed, your project officer could be the day-to-day manager.
- Broadly explain who will have responsibility for making decisions and approving changes during the delivery phase of your scheme. This could be the project officer or a steering group.
- If possible, provide a simple network diagram to show the reporting lines. You only need to confirm the arrangements with your second-round submission.
- Tell us if you wish to use your development grant to begin the employment of a project officer during scheme development.
- Tell us if you need additional administrative support to deliver your scheme.
- Include CVs for all key team members, and a job description and person specification for the project officer post and administrative post, if applicable.

As long as the employment contract has a break clause, you could consider recruiting a project officer for the duration of your scheme, starting with the development phase.

While you can use consultants to develop your scheme, the project team and partnership must have clear ownership of the scheme and establish strong links with the community during the development phase.

2.2 Describe the other proposed partners and their commitment to the scheme.

- List the proposed partners, for example the planning authority, civic society, residents' association, chamber of commerce, community groups, local college, etc.
- State the name of the local planning authority and confirm that will be a member of the partnership. It does not need to be the lead organisation but must offer high-level support for the delivery of all aspects of the scheme.
- If you are a local authority, provide evidence of a combined approach to scheme delivery by all departments concerned, for example planning and conservation, economic regeneration, highways, finance, etc. Include letters of support from relevant directors/ team leaders.
- In Northern Ireland, provide a statement of support from the Department of the Environment's Planning Service. In England, Scotland and Wales, provide a statement of support from the local planning authority's chief executive. The statement of support should set out the high-level commitment to the scheme and to the use of statutory powers, such as Article 4 directions, compulsory purchase orders (CPOs) and enforcement.
- Tell us about the community and business groups you propose to work with, and what their roles in the partnership will be.

We understand that at this stage in the development process of your scheme you might not have identified all the partners you will work with.

2.3 What is your proposed partnership structure?

- Explain who will lead the scheme, and the proposed role of each partner in terms of funding, decision-making and the management of the scheme.
- Show that the partnership will be able to manage the scheme effectively while it is being developed and delivered, and that the scheme will continue to show good practice after its completion.

We understand that at this stage in the development of your scheme you might not be in a position to set out a detailed partnership structure.

2.4 Describe the relevant skills of the project team and proposed partnership, and identify any likely skills gaps.

- Describe the skills that will make the team members suitable to be part of the team developing and delivering your scheme, for example conservation skills, project management skills, economic regeneration skills or community engagement skills.
- Identify any likely skills gaps in your team, and tell us about the training needs and how these will be addressed.

2.5 Briefly describe the project team's track record in delivering conservation-led regeneration schemes.

- If your organisation has already carried out schemes or projects similar to the scheme for which you are applying for HLF funding, briefly explain the scheme/project and its budget.
- If you haven't delivered a similar scheme, tell us whether you intend to contact organisations in your area which have delivered conservation-led regeneration schemes, and explain how you will learn from their experiences.

Section Three – The conservation area

3.1 Which area and wards will your scheme focus on?

- Give the local authority area, for example district council, unitary authority or metropolitan borough council.
- Give the name of the ward and/or the super output area or data zone.

3.2 How is the conservation area affected by deprivation (include statistics)?

- Refer to the index of multiple deprivation for the ward, data zone or super output area, and put the data in a local, regional and national context.
- State whether the conservation area or surrounding areas fall within the 25% most deprived either in England, Northern Ireland, Scotland or Wales.
- Explain how the threat to the conservation area's special character is a cause or symptom, or both, of wider economic and social problems, for example low wages, infrastructure problems, unemployment, depressed local property market, rural deprivation and its impact on small towns, or competition from out of town retail developments.

3.3 Name the conservation area and briefly describe the THI area.

- Give us the name of the conservation area and the date when it was designated. If your scheme will cover more than one conservation area, list the details of each.
- If you have a conservation area appraisal, include a copy of the most up-to-date version. If you consider it to be out of date or requiring further work, say so here.
- Explain why you have chosen this

conservation area for your scheme in preference to others in the town/city.

- Unless your THI area covers the whole conservation area, briefly describe the area your scheme will cover within the conservation area. If your scheme will cover more than one conservation area, explain why and tell us how the areas are linked, for example through similar architectural or historic interest, or character.
- State whether the boundaries of the conservation area will be reviewed/ extended before you make your second-round submission, possibly as part of the process of drafting or reviewing the conservation area appraisal.

Guidance on commissioning and drafting conservation area appraisals is available from the national heritage organisations. A good starting point is the Historic Environment Local Management (HELM) website, www.helm.org.uk

3.4 Describe the character of the conservation area.

- Describe the special interest and the character or appearance of the conservation area, including its setting.
- Briefly explain why the area is of local, regional, national or UK-wide importance.
- Highlight any buildings, structures, areas of the public realm and gap sites which have a negative impact on the character of the conservation area, and opportunities to reverse this.
- Summarise any other research or surveys done to assess the heritage merit of the conservation area, for example master plans, townscape audits, burgh survey, characterisation or urban archaeological database.

3.5 Describe the heritage need in the conservation area.

- Tell us about the extent of disrepair, inappropriate change, vacant buildings and loss of buildings, or refer to the relevant part of the conservation area appraisal.
- Tell us which buildings are on the local or national Buildings at Risk register.
- Tell us of any areas of the public realm in disrepair or in need of improvement, and of gap sites which harm the character of the area.
- Tell us of previous conservation-led regeneration schemes which tried to tackle these problems.

3.6 What other means of protection are in place in the conservation area?

- Give us the number of listed buildings and scheduled monuments in the area.
- List any other statutory powers which have been imposed, for example Article 4 directions.
- List relevant documents such as development plan documents (DPDs), area action plans (AAPs), or guidance such as supplementary planning documents (SPDs) covering issues such as conservation area policy, design guidance or master plans. Explain how they relate to the conservation area and its heritage assets.
- Explain who manages and enforces these planning policies.

3.7 Does the community value the special character of the conservation area?

- Tell us about any public consultation you have carried out. Are the conservation area and its heritage assets valued by the community? What is valued and what isn't? Who values the special character?

4. Section Four – Scheme details

4.1 What is the overall vision for the conservation area and the wider area/town/city?

The vision should set out ideas and ambitions for the future of the conservation area and the wider area/town/city, and determine the way forward. For example, the vision could be that, by repairing buildings in the area for residential use, the number of residents will increase in the town centre, making businesses more profitable.

- Briefly outline the vision for the conservation area and the wider area/town/city, and refer to relevant strategies, for example town centre action plans.
- Explain how your proposed scheme feeds into this vision and how regeneration of the conservation area fits into local, regional and national strategies such as area action plans, or master plans.
- Explain how you propose to deliver the vision for the conservation area and the wider area/town/city.

4.2 Tell us about the demand for your scheme and why it needs to go ahead now.

- Summarise results from public consultations or anecdotal evidence and explain whether there is a demand from businesses and owners of properties for third-party grants. Tell us what improvements businesses and owners and the wider community would like to see happening.
- If there is clear heritage need, but little demand for third-party grants, how will you increase demand within your community?
- Explain why public funding for regeneration is needed now, state whether other funding options were considered before you decided to apply for an HLF grant, and explain what will happen to the conservation area if you are not successful in securing Lottery funding.
- Include letters of support for the scheme confirming demand, for example from the local chamber of commerce.
- Explain the risks to the conservation area if the scheme does not go ahead.

4.3 What other regeneration strategies, projects or schemes impacting on the conservation area and the surrounding areas are, or will be, in place?

- List what other regeneration strategies, projects or schemes are or will be in place.
- Show that wider strategies – such as master plans, town centre action plans, or area action plans – include a commitment to conservation objectives. Include copies of relevant and up-to-date strategies and frameworks, or sections of them, in your application.

4.4 What are the proposed critical, priority and reserve (capital) projects in your scheme?

- Identify the buildings and structures you might repair.
- Split the eligible projects you have identified into indicative lists of critical, priority and reserve projects, including public realm and gap site projects, or shop-front improvement projects. Briefly describe the projects' special interest and the contribution they make to the conservation area. Not every scheme will have critical projects.
- If known, tell us whether the properties or sites are publicly or privately owned.
- If cost estimates exist for the projects or sites, please list those as well.
- Include a map with the conservation area boundary, the THI scheme boundary (if different) and all the potential eligible projects clearly marked on.

We recognise that the THI area boundary and the list of potential eligible projects are indicative at this stage and may change. You can get more guidance on what we fund, the eligible projects and works, in the *THI Guidance Notes*.

4.5 What capital works do you propose to carry out?

- Describe in outline the type of the proposed works, for example the type of repair works.
- If applicable, give us brief details about potential public realm improvements or opportunities for the redevelopment of gap sites.

4.6 What community activities do you propose to provide?

- Describe opportunities for the community to take part in your scheme, for example through setting up a 'friends' group or conservation area advisory group, organising open days at properties funded through the scheme, or consultation events.
- Explain how the community will learn about and understand more about the conservation area and its special interest, for example through town trails, conservation area appraisals, or talks and guided tours.
- You may find it useful to read *Thinking about community participation*.

4.7 What training activities do you propose to provide?

- Explain what training activities you will put into practice to achieve high professional standards and appropriate maintenance of properties – such as training in conservation skills for contractors or maintenance training for property owners.
- Explain how you plan to set up links with local training providers and colleges, and outline their involvement in the delivery of training activities, if appropriate.
- Explain which established standards, programmes or models of best practice you will use, for example formal education activities should be linked to the national curriculum, and you should be able to offer accreditation for vocational training to those who want it.
- You may find it useful to read *Thinking about training*.

Section 5 – Scheme outcomes

Your scheme's outcomes are the benefits that your proposals will achieve – for the conservation area and your community.

5.1 What benefits will your scheme bring to the conservation area?

- Explain how your scheme will preserve and enhance the special character and appearance of the conservation area.
- Explain if and why you have focused on certain projects and outline the impact this will have on the area. Grouping projects has the biggest impact.

5.2 How will the conservation area be managed and maintained, and what planning policies will be put in place during the lifetime of the scheme?

- Explain what further planning policies and statutory powers you propose to put in place and use during the lifetime of the scheme. Where necessary, all conservation areas which benefit from THI funding should have an Article 4 direction imposed, ideally before the scheme starts.
- Explain what resources from the local planning authority will be made available to manage and maintain the area during the lifetime of the scheme, for example conservation officers or enforcement officers.

5.3 What benefits will your scheme bring to the community?

- Explain how the quality of life will be improved for the community, for example through enhancements to the physical environment, job creation, or better economic performance.
- Tell us how many people will benefit from improved skills and how they will be able to use and retain these skills.
- In addition to those community groups officially joining your partnership, what other groups or organisations will you work with and why? Groups could include local schools, adult education providers, or museums.

5.4 What are the main groups of people who will benefit from your scheme?

We need to understand the range of audiences that you are planning to attract with your scheme. We use this information to assess your plans for your scheme – we do not prioritise schemes for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take to overcome barriers to involving people in heritage.

- Tells us if your scheme aims to benefit a wide range of people and is not specifically targeted at any particular group.
- If your scheme will specifically benefit a particular group or groups of people, tell us which groups. For example, people from the Indian community, young people, people with disabilities, women, etc.

5.5 How will your scheme affect the environment?

We need to understand what positive impact (effects) your scheme will have on the environment and in what ways you will reduce, as far as possible, any negative impact.

- We have set out the sorts of issues that we think you should consider, depending on the size and type of your scheme, in our guidance *Planning greener heritage projects*.
- At least some parts of this guidance will be relevant to THI schemes. Any capital project involving THI grants from the common fund of £50,000 or more should comply with the guidance.
- Consider the extra costs from these actions and add these to the costs in the relevant category, such as 'building repairs' or 'staff costs and overheads', Question 7.3.

Section Six – Scheme development and costs

6.1 How much development grant are you applying for from us?

- State the amount of grant you want from us.

You can apply for up to £50,000 to develop your scheme, depending on the cost of development needed and whether you can raise enough partnership funding. You must raise at least 25% of the total development-phase costs from your own or other sources.

6.2 Describe how you will develop your scheme.

- Tell us about the different activities required to develop your scheme, for example preparing valuations and surveys, or drafting a conservation area appraisal.
- Explain how the development of your scheme will be resourced.
- Explain whether you need to include the time of additional staff, freelancers or consultants as part of your development grant request.
- Include final briefs for those activities of the development phase costing more than £10,000, for example consultants'

fees to prepare valuations or surveys.

- Describe the skills required to develop your scheme and explain what training activities may be required for members of the team during the development phase.

The *THI Guidance Notes* set out the works and activities eligible for development grant funding and you should also read the *THI Second-round help notes* to gain a full understanding of what is required to develop your scheme.

6.3 Provide a detailed timetable for the development phase of your scheme.

- Set out the different activities which will lead to your second-round submission, and the timeline for their delivery.

You have up to 12 months from receiving a first-round pass to develop your scheme.

6.4 Detail the costs for the development phase of your scheme, including costs for overheads.

- Provide estimated costs for the activities and overheads, based on the activities identified in Question 6.2.
- State how much in partnership funding you or other sources will be able to provide (at least 25%).

Include all relevant costs such as professional fees, non-recoverable VAT allowances, and contingency.

6.5 Who will provide match funding for the development of your scheme?

- Tell us who will provide the match funding, and how much each funder will contribute. You will have to contribute 25% match funding from your own or other sources.

Partnership funding for the development phase must be fully secured by the time of our first-round decision in April, demonstrated through letters confirming the funding. We will need to see these letters before we give permission to start the development phase.

6.6 What are the anticipated risks for the development phase of your scheme and how do you propose to manage those risks?

- Using the grid provided, list up to five serious risks that you think may occur during the development phase of your scheme.

These risks may be:

- financial – for example, a reduced contribution from an external funding source
- organisational – for example, a shortage of people with the skills required to develop the scheme
- social – for example, negative responses to consultation
- management – for example, a significant change in the project team developing your scheme

You may find it helpful to see a worked example of a risk table for the development phase on our website.

Section Seven – Scheme delivery and costs

We must assess whether there is a need for Lottery funding, and whether the scheme will provide value for money in terms of the funding you are asking for and the benefits that the scheme will deliver.

Although we understand that eligible projects and project costs can only be indicative at this stage, we need to see that the proposed common fund will be able to deliver your scheme.

You can get more guidance on eligible projects and works and setting grant rates in the *THI Guidance Notes*.

7.1 What grant are you applying for from us?

- State the amount you are asking for from us (between £500,000 and £2 million), rounding the grant request to the nearest £100.

The common fund can change during development or delivery, but we cannot offer an increase to the HLF contribution once we have awarded a first-round pass.

7.2 Describe the delivery of the scheme, including a timetable.

- Provide an outline of your proposed scheme timetable, telling us when you expect the scheme to start and finish.
- Tell us how you propose to deliver your scheme within five years.

7.3 Indicate in the table below how you propose to split the common fund between the categories of work.

- To estimate the eligible costs and the common fund at this stage, focus on the critical and priority projects and the costs for public realm works and gap site developments, not on the reserve projects.
- The common fund must be big enough to tackle enough of the conservation area's problems to have a measurable and lasting effect.
- The common fund contribution to public realm works and gap site developments is limited to a maximum of 25% of the common fund for each. Staff costs and overheads should normally account for no more than 15% of the common fund, and complementary initiatives for no more than 5%. Also consider the additional costs of 'greening' your projects. Our guidance *Planning greener heritage projects* has more information on this.
- Inflation and non-recoverable VAT has to be considered from the start and built into costs, as we cannot offer an uplift at a later stage.

You may find it helpful to refer to a worked example of a common fund table.

We do not require detailed valuations, surveys or project costs for priority and reserve projects at this stage. However, in order to produce the cost estimates and support your application for grant, you need to look at sample costings and valuations of proposed projects, or consider project costs from previous schemes to estimate costs and the proposed common fund table on our website.

If a project is critical to the success of the scheme, funding will be ring-fenced. In order for you to request the right level of total grant from us for your scheme in your first-round application, you will need to consider the costs for critical projects very carefully. For critical projects, we recommend basing your cost estimates in the first-round application on more detailed information.

You can get more guidance on eligible projects and works, and assessing the financial need and grant rates, in the *THI Guidance Notes*.

7.4 Describe the basis for calculating third-party grant rates.

- Explain if and why different levels of common fund grants are appropriatefor different categories of work. Certain works, for example building repairs, might add more value to a property and therefore might require lower grant-intervention rates.

At this stage in the development process of your scheme, give us your best estimate of grant rates.

You can get more guidance on assessing financial need in the *THI Guidance Notes*.

7.5 Who will provide partnership funding for the scheme?

- List all potential partnership funders. Contributions may come from your own funds, local-authority funds, regeneration funds, housing grants, or European funding.
- Make realistic estimates of the amount that is likely to be available from each source.
- Indicate when you expect to hear decisions on contributions from other sources.
- Provide a timetable for the potential partnership funds. If known, provide the date the match funding will become available and the duration it will be available for.

You do not have to have secured all the contributions when you apply to us. We can offer a grant before all the funding is in place.

7.6 How have you calculated the share of your organisation's overheads attributable to your scheme (if applicable)?

- We can accept part of your central costs, for example, staffing and overheads to manage and support the scheme. This is also known as full-cost recovery and usually applies only to voluntary-sector organisations. This section therefore does not apply to local authority applicants. However, local authority applicants have the option to back-fill seconded posts through open recruitment.
- There are certain things you can and cannot include as overheads. If you feel this is relevant to your organisation, you can get more guidance on working out overheads in our guidance *Full-cost recovery*. Give us your best estimate at this stage.

7.7 What are the risks to the delivery of your scheme and how will you manage those risks?

- Using the grid provided, list up to ten of the most serious risks that you think may occur during the delivery of your scheme.

At this early stage in your scheme we do not expect you to have a full risk register for the delivery phase, but we need to see that you have started to think about the potential problems that you may face. Keep in mind the aims of your scheme and success measures when putting together your risk register.

These risks may be:

- technical – for example, the discovery of unexpected and extensive damp
- financial – for example, a reduced contribution from an external funding source
- organisational – for example, a shortage of people with skills required to deliver the scheme
- economic – for example, an unforeseen rise in the cost of materials or the collapse of the property market
- social – for example, negative responses to consultation or a lack of interest for third-party grants
- management – for example, a significant change in the project team
- legal – for example, changes in legislation that make the project impractical.

You may find it helpful to see a worked example of a risk table for the delivery phase on our website.

Section Eight – Exit strategy and success measures

8.1 What is your exit strategy?

Your exit strategy will tell us how you will maintain the benefits of your scheme in the long term, once the scheme has finished.

- Explain how your partnership and the local planning authority propose to manage and maintain the conservation area in the long term, after the scheme has ended, for example through the conservation area management plan.
- Explain what staff resources from the local planning authority might be made available to manage and maintain the area in the long term, after the scheme has ended.
- Explain how training opportunities might be provided once your scheme has finished.
- Tell us how you will encourage the community to be involved in the long-term maintenance of projects tackled under your scheme, for example through 'friends' groups, workshops, or opens days.

8.2 How will you measure and evaluate the success of your scheme?

We are looking for clear proposals for evaluating your scheme and how you will share results with both us and other organisations.

- Read more guidance on scheme evaluation in *THI Guidance Notes*.
- See also our guidance *Evaluating your HLF project* for more information on our specific needs.

Tell us:

- your proposals for evaluating your progress;
- the name and position of the person with overall responsibility for evaluation, although we will expect input from the whole project team; and
- how you plan to share your evaluation and lessons learnt with other similar organisations.

Standard terms of grant

The standard terms of grant apply to all our awards in this grant programme.

- There may be further conditions that will apply to your scheme. We will tell you about these before we award your grant and they will be set out in the letter awarding the grant.
- We will prepare a contract specifically adapted for your scheme if we feel that this is appropriate.
- The requirements in *Managing your THI grant* form part of the terms of any grant awards that we may make. We consider breaking the conditions of *Managing your THI grant* as breaking the terms of the grant.
- If work begins on the scheme before we award a grant and before we have agreed that work can start, we may withdraw our grant.
- We may also withdraw our grant if work has not started within a year of the letter awarding you the grant.
- If a first-round grant with development funding is awarded, the terms of the grant will last for 10 years.
- If a second-round grant is awarded, the terms of the grant will last for 10 years from the date of the grant notification letter or when all Third-Party Contracts end, whichever is later.

Declaration

By signing the declaration, you are confirming that your organisation understands and accepts the standard terms of grant.

The person signing this declaration must be different from the person named as the contact under question 1.3 and must have the authority to do so.