

Your Heritage

Grants from £3000 to £100,000

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 Your Heritage programme

The Your Heritage programme offers grants between £3000 and £100,000 inclusive for projects that relate to the local, regional or national heritage of the UK (except the Channel Islands and Isle of Man). You can expect to receive a decision within 10 weeks from the date we receive your fully filled-in application.

The application materials include:

- Introduction to the Your Heritage programme – this contains information and guidance about the programme.
- A pre-application enquiry form – we strongly recommend you use this form to ask us for advice before you apply.
- An application form – the form contains notes to help you answer the questions.
- A declaration – you must sign this and return it to us by post when you send your application.

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 through 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

You can find out about our other funding programmes by contacting us or visiting our website at 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

Heritage Lottery Fund

Introduction

The Your Heritage programme welcomes applications for original and exciting projects that help people to learn about, look after and celebrate heritage in a fun and enjoyable way. Many organisations and community groups throughout the UK have already benefited from Your Heritage grants. Have a look at examples of projects we have funded for ideas of what you could do.

We hope you find the application form easy to use. If you are applying for a small grant (for example, £10,000 or less), we ask for much less information than if you are applying for a larger grant. If you need any help, please contact us.

Our aims

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

To receive a grant, your project must:

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

Your project 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.

Different kinds of heritage projects

Heritage includes many different things from the past that we value and want to pass on to future generations. See examples of projects we have funded for the range of heritage projects that we fund.

Heritage can include:

- people's memories and experiences (often recorded as 'oral history' or spoken history);
- histories of people and communities (including people who have migrated to the UK);
- languages and dialects;
- cultural traditions such as stories, festivals, crafts, music, dance and costumes;
- histories of places and events (for example, the development of a village or town or the effects of a war or a strike);
- historic buildings;
- archaeological sites;
- collections of objects, books or documents in museums, libraries or archives;
- natural and designed landscapes and gardens;
- wildlife, including special habitats and species; and
- places and objects linked to our industrial, maritime (to do with the sea) and transport history, such as coal mines, docks and railways.

The Your Heritage programme

Who can apply

Use these application materials to apply for a grant under this programme if:

- your project focuses on heritage and meets the aims of the Your Heritage programme; and
- you need a grant of between £3000 and £100,000.

We fund projects which promote benefits for the public rather than those which are mainly for private gain.

- We welcome applications from single organisations and partnerships – for example, a partnership between a heritage organisation and a community group. We give priority to not-for-profit organisations and partnerships led by not-for-profit organisations.
- All partnerships must be led by a not-for-profit organisation. If private owners are involved as part of a partnership, we expect the public benefit of a project to be greater than any private gain.
- Private owners can apply on their own, but only for projects which create activities for the public to learn about and take part in heritage. These projects do not include conservation work.

If you are not sure, contact us.

Do not use this application form if your project is to do with urgent repairs to a place of worship. You can get an application form for Repair Grants for Places of Worship from our website or from English Heritage in England or from your HLF office in Scotland, Wales and Northern Ireland.

Your contribution to your project

We receive more grant applications than we are able to support. Because of this, we ask you to apply only for what you need and contribute as much as you can either as cash, non-cash contributions (for example, donated materials) or volunteer time.

Whether or not you are able to offer a cash contribution, we encourage you to gain support for your project in the form of non-cash contributions and volunteer time. We will ask you to list this support in a separate table in the application form so that we can clearly assess your commitment to the project and the financial value of this support. This is particularly important if you are asking for a grant which is a very high percentage of the total costs of the project.

Welsh language

If your project 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 project. Please read our guidance *Incorporating the Welsh Language into your project* for further information.

What we will fund

We can only fund projects that take place in the United Kingdom. Projects should last for no more than five years. In practice, we normally expect to see projects completed within three years.

By a project, we mean work or an activity that:

- is not part of the everyday work of your organisation;
- has a time limit for when it should be carried out; and
- has specific aims.

We can support:

- capital work (including conservation, repair and buying land, buildings or heritage items) and related activities; or
- activity-only projects.

Our website holds a range of examples of projects that we have funded to help you understand the kind of work and activities that you can include in your project.

What we will not fund

We do not give grants under this programme for the following:

- projects that do not focus clearly on heritage;
- work that has already started;
- projects, or work to continue projects, that we have funded before, unless the range of benefits to heritage or the people involved is distinctively different;
- salaries of existing staff;
- the costs of travelling abroad;
- work or services that are part of your organisation's main business or responsibilities, such as routine repairs and maintenance in public buildings and spaces;
- planning work such as options appraisals (assessing what options are available), feasibility studies (showing whether the chosen options are possible), business plans and market research; and
- projects that promote the work of political parties or faith organisations (although we welcome applications from faith organisations for heritage projects that meet our aims).

Other restrictions on funding

We will not fund projects or types of work that are not good practice for heritage.

We only fund certain types of work if they form part of a wider project that meets our aims. We cannot fund them as stand-alone projects. These include:

- visitor facilities such as cafes, car parks or toilets;
- putting together or publishing research findings;
- creating digital materials (for example, websites or DVDs);
- creating replicas (models or exact copies) of historic structures or objects;
- creating new works of art, monuments or memorials;
- creating learning materials or learning spaces; or

- projects to reduce the environmental impact (effects) of sites or buildings.

For collections-based projects

- We will only consider supporting a new museum or other new heritage attraction if it is based on an existing collection recognised as important by the appropriate heritage organisation (for example, the Museums, Libraries and Archives Council in England).
- We will only consider buying heritage items if the item (or most of a collection) is more than 10 years old.

Contact us if you are not sure whether we can fund your project using the pre-application enquiry form.

Ownership requirements

If you are successful with a Your Heritage grant application, we expect you to own and be the only organisation entitled to use any property (land, buildings and heritage items) on which you spend the grant. We will need to see proof of your ownership, as referred to in the list of supporting documents you must send with your application form. If you do not own the property, you must tell us who does.

Land and buildings

- For projects which involve carrying out capital work to land or buildings, we normally expect you to own the freehold or have a lease with at least 10 years left to run at the date we award any grant. Otherwise, you will need to provide a letter from the owner, saying that you have the owner's permission to carry out the work. The owner will also need to sign a letter that we will prepare, agreeing to keep to our standard terms of grant.
- If your project involves buying land or buildings, you must buy them either freehold or with a lease with a term of at least 80 years left to run at the date we award any grant.

- We do not accept leases with break clauses (these give one or more of the people or organisations involved the right to end the lease in certain circumstances).
- We do not accept leases with forfeiture on insolvency clauses (these give the landlord the right to end the lease if the tenant becomes insolvent)
- You must be able to sell on, sublet and mortgage your lease but if we award you a grant, you must first have our permission to do any of these.

Heritage items

For projects involving buying or carrying out work to a heritage item (for example, a steam train or a painting), we expect you to buy or own the item outright.

Intellectual property

For projects involving creating or using intellectual property (for example, creating a database, digital images or audio or other multimedia applications) we expect you to get all permissions, waivers and licences from any other person or organisation who may be entitled to any intellectual property rights which either exist or will be created to allow you to carry out and complete the project in line with your application.

Applying for a grant

First steps

Contact us for advice on your project before you apply using the pre-application enquiry form. We will let you know whether your project is likely to meet our priorities for funding and give you advice on what you should do next.

Our website includes examples of projects that we have funded, sources of best practice and extra guidance.

You can also get help with planning your project from other organisations. For example, your local authority, local heritage organisation or community- and voluntary-sector agency may provide advice on funding.

What to read

As well as this document and the help notes on the application form, we have produced a number of guidance notes on heritage topics and activities to help you make as strong an application as possible. They are available on our website as a series of short 'First steps...' documents (for example, *First steps in learning* or *First steps in conservation*). Please ask for advice on which of these documents you should read.

If your project involves buying a heritage item, you need to read our guidance notes *Thinking about buying heritage items and collections* or *Thinking about buying land and buildings*.

For a full list of guidance visit www.hlf.org.uk/ApplicationGuidanceDocuments

Mentors

If you think that you may need support and guidance from a mentor to help you carry out your project, you can include the cost of this in your request for a grant (the total request for a grant should not be more than £100,000). A mentor can give you advice on:

- general issues relating to how you carry out the project, such as choosing consultants and contractors or managing your budget;
- specialist areas where your project team lacks experience, for example, in developing websites; and
- guidance on good practice – for example, in relation to conserving heritage or involving the community.

The role of a mentor is to support your organisation as you develop your project – they will not manage the project for you.

They will normally give up to three days of their time throughout the life of your project. We will give you a list of names to choose from. If you feel this would be appropriate for your project, please say this in your pre-application enquiry form and we will give you further advice.

Your application

Once you have filled in your application and sent it to your regional or country office, we will acknowledge that we have received your application and give you the name of your case officer. You can expect to receive a decision within 10 weeks from the date we receive your fully filled-in application.

What we will assess

When we assess your application, we will take account of the value for money your project offers, the overall benefits of the project in relation to the costs, and the amount of grant you want from us. We will also assess how far your application shows that:

- your project is relevant to the UK's heritage;
- your project will meet our aims for learning and either conservation or participation (or both);
- your project is an appropriate response to a need or opportunity;
- your project is well planned and your proposals for managing it are sound;
- your organisation is capable of carrying out the project; and
- your project is financially realistic and there is a clear need for Lottery funding.

Information we need but will not assess

We ask you to fill in the 'Other information about your organisation' section at the end of the application form. We need this information to report on our funding but we will not use this information to assess your application.

Successful applications

Managing your grant

We hope your application is successful. If it is, you will be able to start your project as soon as you have our written permission and all other funding is in place.

We will send you documents on *Managing your grant* which contain information on how you should keep us informed of the progress of your project and how well it is achieving its aims. We will ask you to send us regular reports on what you have achieved so that we can release instalments of your grant.

Buying goods, work and services

If you receive a grant, you must get at least three quotes for all goods, work and services worth £10,000 or more. When you are recruiting new staff, you must make sure these posts are open to everyone.

Paying grants

We will normally pay your grant in three instalments. When you have our written permission to start the project, we will pay 50% of your grant upfront. When you apply for the next 40% of your grant, you will need to send us proof that you have spent the first 50%. We will only accept proof that relates to work and activities you have described in your application and that we have agreed to fund. We will pay the final 10% of your grant when your project is complete.

Completing and evaluating your project

You must send us a final completion and evaluation report at the end of your project. We need this before we will release the final 10% of your grant so you will need to budget carefully for the final part of your project. You will be asked to write an evaluation of your project in your own format and attach it to the report. See *Managing your grant* and *First Steps in evaluation* for further guidance.

Promoting and acknowledging your grant

Promoting your grant

The funds that we distribute are raised through the National Lottery. We receive one-sixth of the Lottery money that goes to the '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 being open about our responsibilities and actions.

As a result, we may publish 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.

Project 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 costs involved if you have included them in your project budget. We will expect you to publicise and promote your project as widely as possible, to:

- make sure that people have opportunities to take part;
- contribute to its future; and
- make sure that the National Lottery's contribution is recognised.

Your acknowledgement of your grant must be clear to all visitors using your site, on publications or displays, or to people taking part in activities. This should be in place as soon as we confirm an award and before work begins. You must make sure you acknowledge your grant publicly in line with *Managing your grant* and minimum conditions set out in our guidance *How to acknowledge your grant*. You should do this by using the 'crossed fingers' and the HLF logo. We supply these to you as one piece of artwork.

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 2 and 3 of the application form to anyone who asks to see them. If there is any information in sections 2 and 3 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 and 3 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.

Data Protection Act

Under the Data Protection Act 1998, we will process personal information relating

to your organisation, its officers and staff or any other people you refer 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, 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 organisations that award grants and Lottery funding and other carefully identified organisations (such as best-practice groups) who may want to contact you about your application or project; 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 Complaints Procedure from our website or any of our offices.