

# Young Roots

Grants from £3000 to £50,000  
for projects led by young people

## 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 Young Roots programme

The Young Roots programme is aimed at young people aged 11 to 25 and encourages them to take part in activities exploring heritage. Since the programme began in 2001, thousands of young people have benefited from Young Roots grants. Our research into the programme shows that young people enjoy shaping their projects and learning about heritage. They value the skills and confidence that taking part in a Young Roots project can bring. Youth workers tell us that the programme has opened up heritage as an exciting new area of work for them. And heritage organisations value the opportunity to work with young people in a supported way.

With Young Roots – whether this is through making films about immigration, rebuilding drystone walls, organising museum exhibitions or taking part in maritime archaeology – young people have shown that they can make heritage their own and play an important part in influencing its future.



## The application materials include:

- Introduction to the Young Roots programme – this contains general information 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](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.

## Is Young Roots the grant programme for you?

### Will young people aged between 11 and 25 play a leading role in the project?

**Yes** – Continue

**No** – This scheme is designed for organisations that work with people aged between 11 and 25. Your application won't be successful unless young people aged between 11 and 25 take part in developing and delivering the project. By a project, we mean an activity or piece of work that has a time limit in which it should be completed, and is beyond the everyday work of your organisation.

### Is your project linked to the varied heritage of the UK?

**Yes** – Continue

**No** – Your application won't be successful unless your project relates to the local and culturally varied heritage of the UK. For example, young people might do research in a local archive or practical work on a nature reserve.

### Will your project be delivered through a partnership?

**Yes** – Continue

**No** – Your application won't be successful unless you can show your project is delivered by a partnership. Youth groups must work with at least one heritage partner (for example, your local wildlife trust or museum) to deliver the project. Heritage organisations must work with at least one youth group.

### Are you applying for a grant of between £3,000 and £50,000?

**Yes** – Continue

**No** – We do not give grants of under £3,000 or over £50,000 in this programme. It may be more appropriate for you to apply under one of our other grant programmes.

### Will your project create new opportunities for young people to learn about heritage?

**Yes** – Continue

**No** – Your application won't be successful unless young people are taking part in activities which help them learn more about their own and other people's heritage. We want to encourage projects that help young people develop their own views about heritage.

### Does your project promote taking part in heritage activities for a range of young people, especially those who have not taken part in heritage projects before?

**Yes** – Continue

**No** – Projects should encourage young people of different abilities and cultural backgrounds to take part. We want the Young Roots programme to promote the value of heritage to the widest possible audience.

### Will the project cost less than £100,000 and last for up to two years?

**Yes** – Continue

**No** – For projects that cost more than £100,000 and last longer than two years, you should apply through our other grant programmes.

**If your answer to these questions is yes please send a pre-application enquiry form to your regional or country office.**

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# Introduction

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## The Young Roots programme

Young Roots is a grant programme designed to help local youth organisations work with young people to explore the heritage of the UK. It is aimed at organisations that already work with young people – for example, community youth groups, local authority youth clubs and groups such as Guides, Scouts and Sea Cadets. By targeting these groups, we aim to reach young people who have not taken part in heritage projects before. Heritage organisations can apply but must show that young people are playing a leading role in shaping the project.

If you are interested in how we have assessed the Young Roots programme as a whole so far, you may find it useful to read *Learning from Young Roots – Evaluation of the Young Roots Grant Programme*.

## Our aims

To receive a Young Roots grant, your project must relate to the varied heritage of the UK and:

- provide new opportunities for a wider range of young people aged 11 to 25 to learn about their own and others' heritage;
- allow young people to lead and take part in creative and engaging activities;
- develop partnerships between youth organisations and heritage organisations; and
- create opportunities to celebrate young people's achievements in the project and share their learning with the wider community.

Your project must also create either:

- new opportunities for young people to volunteer in heritage; or
- new opportunities for young people to gain skills in identifying, recording, interpreting or caring for heritage.

## What we mean by heritage

Heritage includes many different things from the past that we value and that we want to pass on to future generations. Through the Young Roots programme, we want young people to define what heritage is and what it means to them. Please look at the examples of projects we have funded on our website to get an idea of the range of projects we can support.

Heritage can include:

- people's memories and experiences (often recorded as 'oral' 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 and towns;
- archaeological sites;
- collections of objects, books or documents in museums, libraries or archives;
- natural and designed landscapes and gardens;
- wildlife 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.

Our guidance *Young People's Heritage Projects - Model of Practice* provides more examples and ideas about how to develop a heritage project.

### Who can apply

Please use these application materials to apply for a grant if:

- your project meets our aims for the programme;
- your organisation has worked with young people aged between 11 and 25 to develop your project to the application stage;
- your project costs no more than £100,000;
- you need a grant of between £3000 and £50,000;
- your project will last for up to two years; and
- you can contribute to the project with cash or non-cash contributions.

### Partnerships

Youth groups will need to work with at least one heritage organisation, and heritage organisations will need to work with a youth group. Heritage organisations can help you shape the learning part of your project. They can point you to useful sources of material or give you access to experts who can tell you about a particular place or culture. They can also provide a venue so that you can share your learning with the rest of the community. Sometimes, when the heritage you are exploring is very specialised, you may have to rely on knowledgeable individuals to help you interpret the past. In this case, we would still expect you to have a heritage organisation in your project's partnership.

Heritage organisations are those whose main purpose relates to conserving,

managing and promoting heritage. Examples include:

- museums, galleries, archives and libraries;
- wildlife organisations such as RSPB (Royal Society for the Protection of Birds) and wildlife trusts;
- organisations which look after historic buildings, landscapes or industrial sites, such as the National Trust or canal societies;
- organisations which record or promote local cultures and traditions such as local history societies, carnival groups, oral history societies, or archaeology groups;
- local authority park services; and
- agencies that look after buildings and monuments – for example, English Heritage, Cadw, Historic Scotland and the Northern Ireland Environment Agency.

Youth groups are those whose purpose it is to provide safe places to go and things to do for young people when they are not at school, college or university. These groups have experience in protecting young people and encouraging them to take part in activities. Examples include:

- youth clubs (local authority and voluntary);
- charitable organisations such as The Prince's Trust or Fairbridge;
- the youth section of national or regional organisations (for example, Young Archaeologists' Clubs, wildlife trusts);
- arts-based organisations such as youth theatres and media training centres;
- groups such as Guides, Scouts and Sea Cadets;
- supplementary schools (often Saturday schools); and
- schools and colleges. A project led by a school or college must take place outside of school hours and not be formally linked to the curriculum (except

where the young people leading the project are presenting their work to other schools). In a school or college project, you should show how the project will benefit the wider community as well as the pupils taking part.

Partnerships must be led by not-for-profit organisations. If private owners are involved in your partnership, we expect the public benefit from a project to be greater than any private gain.

If you are not sure about your partnership, please contact us at the pre-application stage.

### 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 you can do

We know from our experience that young people can be excited by heritage when its meaning and possibilities are explored with them. Young Roots projects provide a great opportunity for young people to get involved in stimulating activities and experience new things. Using Young Roots grants, young people can make trips and visits in the UK, look 'behind the scenes', work with people they wouldn't normally meet, explore their own talents and learn new skills – including, heritage, practical and personal skills. They can use their learning to produce publications, lead guided walks, organise community festivals, build websites and produce fashion shows, films and theatre performances.

These are some of the activities that young people can lead and take part in to meet the aims of the Young Roots programme:

- researching, recording and making available information on local history or cultural traditions, through making an exhibition or film for the public to view
- photographing and learning about local heritage features and creating community exhibitions or web pages;
- learning practical skills for conserving wildlife and developing a nature trail so that others can learn about the countryside;
- researching and performing a drama or event that brings heritage to life;
- learning about music traditions through making or playing traditional instruments such as bagpipes or steel drums;
- investigating the role of women in the local community and using performance or dance to present the things they have learnt;
- researching the lives of disabled people in the past and making a film, aimed at young people, that compares the past with life today;
- setting up a young archaeology club and training to do excavations;
- running an oral-history project, where young people interview older people in the community and archive the material in some way; and
- learning dry stone-walling techniques, contributing to the conservation of the local landscape and telling other young people about it.

We suggest you also look at the range of examples of projects we have funded to help you understand what we will support. You can look at these on our website or ask your regional or country HLF office.

### What we will not fund

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

- projects that do not focus clearly on learning about 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 both for heritage projects that meet our aims).

If you are in any doubt, please contact us using the pre-application enquiry form.

### **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 or your partner is 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.

### **Ownership requirements**

It is unusual for a Young Roots project to involve buying a major heritage item or

carrying out physical work to a building, land or heritage object. However, if your project involves any of these, you should read this section carefully. If not, skip to Intellectual property.

If you are successful with a Young Roots 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 involving 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 – that is, unable to pay their debts).
- 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

Encourage your group to think carefully about the heritage theme you want to explore, the activities you will do and ways you will tell the wider community about your learning.

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 else you can read

As well as the document you are reading now and the help notes on the application

form, you may find it useful and practical to read the following documents to help write your application.

- *Young People's Heritage Projects – A Model of Practice*
- *First steps in working with young people*

We have also produced guidance on heritage topics and activities which may help you, depending on the type of project you are developing. For example we have guidance on running an oral history project. Please ask for advice on which of these documents you should read, if any.

### 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 £50,000). 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 a mentor 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 it and give you the name of your grants 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 the aims of the Young Roots programme;
- 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.

### **Information we need but will not assess**

We ask you to fill in the 'Other information about your organisation' section at the back 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 any 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 two short reports on what you have achieved so that we can release instalments of your grant.

### **Buying goods, works 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 up to 50% of your grant upfront. When you apply for the next 40% of your grant, you will need to send us proof of what you have spent. We only accept proof that relates to work and activities you have described in your application and that we have agreed to fund. You will receive 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 award 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 award, 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.

### Publicity for your project and acknowledging your grant

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:

- give people 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 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 referred to in your application, for:

- assessing your grant application;
- 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 organisations that award grants or 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 HLF 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.

A copy of our Complaints Procedure is available from either our website or any of our offices.