



Your Heritage - grants up to £10,000

Guidance for applicants

This guidance is to help applicants have an understanding about the level of information and which questions you need to answer when you submit a Your Heritage application to the Heritage Lottery Fund (HLF) of up to £10,000.

This guidance should be used alongside the online help notes which give assistance as you are completing the application as to what type of information is required from each question. HLF have also provided some worked examples, which are designed to give you an idea of how much information you need to provide in your project plan and budget

Pre application form

Section 2 - Your project

Give a short description of what your heritage is and a clear and concise outline of what you would like to do.

Section 3 - Carrying out the project

Provide a basic timescale of the whole project. Highlight any areas where you may need help in making the project happen.

Section 4 - Project costs

Provide a breakdown of the project costs and the level of grant request

Application form

Please ensure you check all your information on the form and make your answers clear as HLF officers will not contact you during the assessment process.

Section 1

1h If your project involves buildings, land or objects, do you own these outright?

1i If your project involves land or buildings with a lease, say how many years are left before the lease runs out?

Both questions 1h and 1i can be stated as not applicable unless your project involves carrying out capital works to land, buildings or a heritage item.

For projects involving buildings, land or heritage items which you do not own please provide a signed letter from the owner giving you permission to carry out the work and maintenance?

Section 2

2a What is the heritage your project focuses on?

This does not need to be too long. Tell us in a couple of focused sentences; what is the heritage element of your project, and why is it important?

2b What is your project?

This should be a brief summary of your project.

2c What are the aims of your project?

Please state one or more aims which summarise the key elements of your project and from which you can measure the success of your project. Please see our project examples to help you.

2d Project plan

This is the key part of the application. The plan does not have to be lengthy and complicated and should just capture the main elements involved in preparing, delivering and evaluating the project. It might be that the project can be outlined in 4 or 5 tasks.

With each line, list the key project activities e.g. training, exhibition, learning resources, workings and indicate target figures. (e.g. number of people attending a workshop/ how many leaflets you will produce).

Please look at the examples of project plans provided on the HLF website in the 10k and under section.

2e Where did you get the idea for your project?

Tell us briefly where the idea for the project came from and how you know there is a need or demand for it.

Letters of support:

It is only necessary to provide a letter of support if there is a partner helping you to deliver the project. This letter should outline what support the partner is providing to the project.

However, you are welcome to submit any letters of support from any organisation or individual if you feel this strengthens your application.

2f What steps have you taken to involve the community?

All projects should have some community involvement at the delivery stage. This could be reflected in other parts of the application (such as the project plan - Q2d)

It is not essential to involve the community prior to making an application, but it could help strengthen your project

2g What will happen to your heritage if you don't get a grant from us?

Tell us what would happen to your proposed project if you did not get HLF funding. Please outline if your project would still go ahead or the heritage would be at risk.

2h Which main groups of people will benefit from your project

Please complete

Section 3

3a When will your project start & finish?

Please complete

3b How will you manage your project?

Tell us about the skills and experience of the person or people who will lead and deliver the project and what their responsibilities will be in managing the project. You can choose to submit a simple project management chart as an additional document (no 8) to help explain the structure. If you are employing a new staff member provide justification

3c What outside advice have you received?

Please complete if applicable.

3d What will happen to the things your project has produced?

This question should be answered if your project will produce something which can be used beyond the life of the project such as a DVD, collection of oral history, an interpretation board or exhibition.

Please give a brief summary of where they will be housed and how they will be looked after in the future.

Examples might include:

- a) A DVD being placed in a local library and school
- b) Oral History stored in a local archive
- c) An agreement to have an interpretation board placed in a public space and a community group responsible for its maintenance.

3e Does your project involve conservation of an item, land or property? Tell us how you will maintain it

You should only answer this if your project involves conservation work.

Section 4

4a Project Costs

4b Project Income

4c Summary Project Costs & Income

Please complete. Please see our project examples to help you

4d Non-cash contributions/volunteer time

Please complete if applicable

Additional information

Complete as applicable

Documents you must send

1. Constitution

Required

2. Partnership agreement

Only required for partnership applications. This does not have to be a complicated document, a letter outlining the roles and commitments is sufficient.

3. Accounts

Required

4. Proof of ownership

Required if applicable

5. Visual aids

Optional

6. Letters of support

Optional – Please see Q2e

7. Job descriptions

Only applicable if you have included a new staff post in the project

A worked example giving the key headings and we would expect to see in a job description can be found on the Heritage Grants page of the HLF website

8. Project management structure

Optional, see question 3b

9. Condition survey

Only applicable if your project involves conservation or capital work. Please indicate that the building has been inspected and supply a condition survey if one has been produced.