

# How to acknowledge your grant

Congratulations on receiving  
a Heritage Lottery Fund grant

 **cronfa  
dreffadaeth y loteri**  
heritage lottery fund



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Installing a construction board  
at Hall Place, Bexley

## INTRODUCTION

### Congratulations on receiving a Heritage Lottery Fund grant.

By receiving and accepting your grant from the Heritage Lottery Fund (HLF) you have made a commitment to acknowledge our support publicly. It doesn't matter how much you have received from us or what the nature of your project is; you must acknowledge your funding from us in your promotional work, and by displaying one or both of the logos made up of the National Lottery 'crossed fingers' symbol and the HLF logo (see Appendix 1). This is not only one of the conditions of your HLF grant – it also helps to make sure that lottery players see and understand how and where their money has been spent, and encourages other organisations to apply for our funding.

We have put together this document to help you promote your grant. It includes guidance on how to use the logos on a wide range of materials and equipment, and at events, and it makes suggestions about wider public-relations and promotional activity. You can order acknowledgement materials free of charge online at [www.hlf.org.uk/acknowledgement](http://www.hlf.org.uk/acknowledgement) or by filling in the order form at the back of this booklet and sending it back to your grants officer. You can also download this guidance and the logos from the same web page. As long as you meet the minimum requirements outlined in this document, you can also produce your own acknowledgement materials specific to your project.

We hope this guidance is flexible enough to suit the large range of projects that receive funding from us. If you need any help or have any questions about how to acknowledge your grant, please contact your grants officer.

Before you begin to plan your acknowledgement and think about your designs, it is important that you read the following sections:

**Section 1: How to acknowledge our support at different types of heritage projects.** Outlines our requirements for the position and amount of acknowledgement for different types of projects.

**Section 2: How to acknowledge our support in marketing and public-relations work.** Outlines our requirements for the acknowledgement of our support in printed materials, websites, public events and public-relations activities.

**Section 3: Free-of-charge acknowledgement materials.** Gives information about the acknowledgement materials we can provide free of charge.

**Section 4: Producing your own acknowledgement materials.** Gives guidance on how to produce your own acknowledgement materials if you prefer not to use the materials we provide.

**Appendix 1: Detailed designed guidance.** Gives information on the dos and don'ts of using the logos.

## Section 1.

# HOW TO ACKNOWLEDGE OUR SUPPORT AT DIFFERENT TYPES OF HERITAGE PROJECTS

**All visitors using your site or taking part in activities must be able to see acknowledgement of our grant. Signs should be visible from an ordinary viewing distance of about five metres and should not be obscured or put in an area where the public cannot see them, such as in an office, behind a counter or next to a rarely used doorway. Signs must also be kept free of vandalism and graffiti.**

The costs of acknowledging your grant should be part of your project and, using materials and artwork provided by us, should not be high. We can supply some generic items free of charge (see section 3 for more details).

Whatever acknowledgement you choose for your grant, this should last the life of your grant contract with us. You should also consider potential replacement costs due to wear or vandalism.

**For any acknowledgement you display, it is your responsibility to obtain all the legal approval or permission that you need, such as planning permission, listed building consent, faculty consent or other permission. You will need to allow time for this process.**

### 1.1 Capital-build or refurbishment projects

For building projects, public acknowledgement means that there must be visible signs in place in public areas throughout the life of your grant contract with us, both during construction and after completion.

#### A. During construction

##### Construction boards, self-adhesive banners and other temporary signs

Acknowledging funding from us shows your success in gaining our support, and should begin as soon as work gets underway. While building or ground work funded by us is underway, you should acknowledge our support clearly so that the work taking place can be understood by the passing public.

Temporary signs must go up as soon as work begins on your project. Large signboards must be situated at site entrances and exits, and at regular intervals on any hoardings or scaffolding you have in place, so that they are clearly visible to the public.

Most of the time your contractor will take responsibility for this as they will also want to put signs up with their own name and contact details. You will also want to provide information describing your project effectively as part of your own programme of local public information.

We can provide construction boards and self-adhesive banners with appropriate acknowledgement free of charge (see section 3 for more details).



cefnogwyd gan  
**y loteri genedlaethol**  
trwy gronfa dreftadaeth y loteri

### During construction

Construction board at Hall Place, Bexley

We are also happy for you to produce your own signs (see section 4). Any materials you produce must be agreed with your monitor or grants officer and must be at the following minimum sizes to make sure they can be seen from a distance of five metres.

60cm x 245cm if using the landscape logo; or  
75cm x 135cm if using the high-impact logo

This acknowledgement must not be obscured and must be free of vandalism and graffiti.

If at any point during your project you agree to display advertising of any kind for a commercial company not involved in your project, you must tell us beforehand and make sure that you produce and display an equally prominent acknowledgement of our support for your project.

### **B. When completed** **Plaques and other permanent signs**

By the time your project has been completed, we expect there to be clear permanent signs in place.

Where you want your acknowledgement to be part of a building – for example, a carving of one of the logos into a wall or an etching of it on a glass door – often it is most cost-effective to plan this at an early stage with your architect. They can design signs, suggest positions and come up with new ideas that are appropriate for the site.

### Minimum requirements

It is important that people see what lottery funding has helped achieve at your project. You can make this clear by using the logos at every main customer entrance and exit to your building or site, and at every HLF-funded facility and exhibition.

We can provide plaques with appropriate acknowledgement free of charge (see section 3 for more details).

If you are producing your own acknowledgement signs at entrances and exits, these must be at the following minimum sizes to make sure your customers can see them from a distance of five metres.

13cm x 60cm if using the landscape logo; or  
25cm x 45cm if using the high-impact logo.



**When completed**  
Landscape logo plaque

### C. Extra options

Plaques or banners on the outside of a building or development, and at public information points and ticket offices, would help tell your local community about your funding success even if they are not your direct customers. However, we understand that it can be difficult to install these. You may want to be creative and acknowledge our support on internal direction signs, information boards and other places as appropriate.

Signs, including plaques, are the most obvious form of grant acknowledgement, but you could also make use of:

- vinyl logos attached to glass and walls;
- etched glass; and
- banners.

For building projects, we can supply you with HLF plaques (see section 3 for more details). We can provide these free of charge, but you need to note that they are generic, which means they only feature the logos. If you are producing your own plaque or a sign to include your logo or name, you must meet the minimum requirements set out on page 3 (see also section 4). Please contact your grants officer to discuss and approve this approach.

Now please turn to section 2, which outlines our requirements for the acknowledgement of our support in publicity, marketing and public-relations work.



**When completed**  
High-impact logo plaque



#### **During construction**

High-impact banner at Hall Place, Bexley

## **1.2**

### **Wider-area projects involving physical work – such as townscape and landscape schemes, parks and canals**

#### **Minimum requirements**

It is important that people can see that your project has received lottery funding and what that funding has helped your project achieve. You can make this clear by using the logos at every entrance, exit and car park. All historic buildings which are open to the public and included in your townscape, wider-landscape or park scheme need acknowledgement at receptions and on public signboards. Acknowledgement at entrances and exits must be at the following minimum sizes to make sure your customers can see it from a distance of five metres.

13cm x 60cm if using the landscape logo; or 25cm x 45cm if using the high-impact logo.

For more details about how to acknowledge your grant during construction and when the project has been completed, please see 1.1.

#### **Extra options**

You should display the logos clearly, in as many places as possible, for example within a market square or at all the main public areas within the wildlife site, park, townscape or wider landscape. Without this acknowledgement, the local community will not be aware of HLF funding given in their area.

In other places, you may want to be creative – you could include signs on gates or stiles and fences that direct users around your site, or acknowledge our support on internal direction signs as appropriate. You should also include the logos on all public-information boards around your wildlife site, park, townscape or wider landscape.

—

Now please turn to section 2, which outlines our requirements for the acknowledgement of our support in publicity, marketing and public-relations work.



**Activity projects**  
High-impact logo badge

### 1.3 Activity projects and smaller schemes

We are aware that many projects are not held in buildings or a permanent place, and this makes it more difficult to permanently acknowledge our grant. If this is the case, you will need to consider other types of acknowledgement.

#### Minimum requirements

You should include one of the logos on all printed materials related to your project, such as job advertisements, leaflets, invitations, posters and other publicity materials. You should display clear temporary signs while activities are taking place. You must also include one of the logos on any permanent outcomes of your project, such as websites, CD-Roms and learning materials.

Where possible, you must display a permanent sign acknowledging our support.

#### Extra options

You should also consider other ways to acknowledge your funding throughout the life of your grant contract with us, for example on learning materials and resources used during the activities, verbally during an introduction to the activities, or when you are explaining your project to anyone.

We provide badges free of charge for people involved in running your project to wear while activities are taking place. For more advice and guidance on how to acknowledge funding for an activity project, please contact your grants officer to discuss some ideas.

—  
Now please turn to section 2, which outlines our requirements for the acknowledgement of our support in publicity, marketing and public-relations work.

### 1.4 Acquisitions

#### Minimum requirements

You must acknowledge our support for every item (artefacts, sculptures, paintings, etc) you buy as a result of funding from us. You should do this by using one of the logos on any printed material or sign associated with the item, including leaflets, exhibition panels and museum labels. Where it is not possible to use a logo, you should use the following wording:

**‘Supported by the National Lottery through the Heritage Lottery Fund.’**

—  
Now please turn to section 2, which outlines our requirements for the acknowledgement of our support in publicity, marketing and public-relations work.



#### Funding acknowledgement on vehicles and equipment Vehicle sticker

### 1.5 Acknowledging development funding

#### Minimum requirements

If you receive development funding, you must make sure that you acknowledge this funding wherever possible by using the logos. Please see Appendix 1 for more detailed design guidance.

You must make sure you include one of the logos on any information you produce about your project, for example on public consultations or fundraising information and materials. You must also include the logos on all designs or plans you produce, on all specialist reports or surveys, and on all tender documents that relate to our grant.

### 1.6 Funding acknowledgement on vehicles and equipment

#### Minimum requirements

Projects that involve buying a vehicle with an HLF grant must display one of the logos on both sides of the vehicle, at a minimum size of 22.5cm x 40cm. We supply permanent self-adhesive stickers to put on your vehicle.

We also provide permanent stickers of the high-impact logo (5cm x 10cm) for all equipment bought with our funding (see section 3 for more details). These stickers should be clearly displayed.

It may not always be appropriate to put a sticker on equipment, in which case you should acknowledge our contribution in another way. For example, you could mention our contribution on your website or a nearby plaque, sign or noticeboard.

—  
Now please turn to section 2, which outlines our requirements for the acknowledgement of our support in publicity, marketing and public-relations work.

## Section 2.

# HOW TO ACKNOWLEDGE OUR SUPPORT IN MARKETING AND PUBLIC-RELATIONS WORK

### 2.1

#### Marketing work

##### A. Publications and printed material

Everyone who receives an HLF grant must acknowledge our support when producing printed publicity material, including leaflets, maps, posters, brochures, guidebooks, annual reports and so on. The acknowledgement logos must be clearly visible on all publications and meet the minimum size guidance. This relates to everything promoting your project for at least the life of your grant contract with us.

##### Minimum requirements

When using the logos on printed material, please make sure that you meet the following minimum sizes:

Size of materials	Size of logos
Up to and including A5	16mm in height
Up to and including A4	20mm in height
Up to and including A3	24mm in height

and so on, in proportion to the size of the materials you produce. If you need to show the logos alongside logos from other organisations on printed material or a publication, please try to include all logos at approximately the same size and in line.

##### B. Websites

##### Minimum requirements

If your organisation has a website, one of the logos must appear very clearly on the home page. The logo can appear in the banner on the same level as the title header or at the bottom of the page as an endorsement.

Wherever it appears on the home page, the logo should be clearly visible without the need to scroll down the page to find it. The logo should be at least 70 pixels across.

We would also like you to include a link to our site, so that more people know who we are and how they can apply for funding. Our website address is [www.hlf.org.uk](http://www.hlf.org.uk)

##### C. Advertising

##### Minimum requirements

When advertising a position funded by us, one of the logos must appear in the advert. Often the size of advertising space will not allow you to include the logo. In this case, you can use the following text instead:

**‘Supported by the National Lottery through the Heritage Lottery Fund.’**

Any other advertising that relates to the part of your project funded by us should also include one of the logos.

##### D. Stationery

You may decide to add one of the logos to your stationery as evidence of your success. There are two ways you can do this. You can include the logo on your electronic letter templates, or you can have it printed on your letterhead.

The logo should always be placed on the right-hand side of the page. If your own logo appears on the right or in the centre of the page, put our logo in the bottom-right corner.



Acknowledgement at an event and on a website



## 2.2 Public-relations work

### A. Press releases and public-relations activities

Local-newspaper, radio, television and online coverage is an essential part of promoting your project and acknowledging your grant. Not only does it let people know about your success, it also brings to their attention the work that you do.

#### Minimum requirements

You must get in touch with your grants officer and get their agreement before you give an interview, make a public statement or issue a press release about work that we have funded. All press releases, interviews or public statements which refer to a project we have supported should acknowledge our support through a reference in the text and, wherever possible, by including one of the logos.

You should acknowledge our grant in any press coverage throughout the life of your grant contract with us, not just at the time of announcing the grant or when the project has been completed. After the announcement of your grant, you should keep your grants officer informed of any further press activities – including writing articles, giving interviews or publishing press releases which refer to important stages in your project, such as start-of-work ceremonies, plantings or other milestones. You must also let us know if your project is nominated for or wins any awards, and make sure that we are acknowledged in any speeches, interviews or press releases relating to the award. We may be able to provide extra support and help in creating newsworthy events and ideas.

### B. Recognition at events and openings

You must acknowledge your HLF grant at any event you host which relates to an activity or is held in a facility, space or building we have funded.

#### Minimum requirements

As well as your permanent or temporary acknowledgement on site, you should also include the logos on printed materials such as invitations, programmes, brochures and so on. One of the logos should also appear on any presentations, including PowerPoint presentations, you give which relate to HLF-funded projects.

Your HLF grant should also be acknowledged verbally in any speeches and presentations, or when you explain what your project has achieved.

You must let us know when your event or opening is taking place and invite our representatives to attend. You can discuss whom best to invite with your grants officer. We would be happy to make sure that our VIP guests make appropriate supportive speeches and add to your publicity in whatever way they can. Planning ahead together is the best way to make sure that both you and we are satisfied with the outcome of launch events and other celebrations of your award.

Please note that we need at least 28 days' notice to provide free-of-charge acknowledgement materials for openings and other events.

## Section 3. **FREE-OF-CHARGE ACKNOWLEDGEMENT MATERIALS**

**We provide a number of materials free of charge, as shown in this section. Using these is an easy way to make sure you are meeting the minimum requirements for your acknowledgement.**

### **Ordering acknowledgement materials**

If you would like to order any of these materials, please complete the online order form found at:

[www.hlf.org.uk/acknowledgement](http://www.hlf.org.uk/acknowledgement).

You can also fill in the order form you will find at back of this pack and return it to your grants officer. The sizes of all items are listed on the order form.



Self-adhesive banner

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Badge

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Construction board



High-Impact logo plaque



Landscape logo plaque



Equipment sticker



Vehicle sticker

## Section 4. **PRODUCING YOUR OWN ACKNOWLEDGEMENT MATERIALS**

**If you prefer not to use the materials we provide, please feel free to use the logos to create your own acknowledgement materials.**



Balloons showing the high-impact logo

You can download the logos from:  
**[www.hlf.org.uk/acknowledgement](http://www.hlf.org.uk/acknowledgement)**

If you produce your own materials you must make sure that they meet the minimum requirements for size, prominence and position (please see Appendix 1 for design guidance).

Please also make sure that you keep us informed and get our approval for the final design. You can do this by sending copies of the draft artwork to your grants officer for approval.

We will try to approve your draft artwork as quickly as possible but we cannot promise to do this as soon as we receive it. To help us meet any approval deadlines you may have, please send your designs to your grants officer as early as possible to give them plenty of time for approval.

We can help you decide the most appropriate way to acknowledge your grant and offer you advice on what we expect you to do, so please contact your grants officer to discuss your ideas.

We encourage you to be creative and imaginative in how you acknowledge our support – as long as you meet the minimum requirements for size, prominence and position as outlined in this guidance.



Grant acknowledgement at Cardiff Castle

## CHECKLIST

It is important that you start planning how you are going to acknowledge your grant at an early stage in your project.

Remember, you must include the logos on public information about the activity or work that is being funded by us, and you must make sure that you have in place clear, permanent signs fulfilling the minimum requirements. The following is a list of all the places we would expect to see one of the logos used to acknowledge our funding.

- Advertisements
- Balloons
- Books, including guidebooks
- Brochures
- Catalogues
- Directional signs
- Educational material
- Flyers
- Invitations
- Information boards
- Job adverts
- Newsletters
- Plans
- Plaques
- Posters
- Presentations

- Press releases
- Programmes
- Publicity leaflets
- Record, disk or tape sleeves
- Reports
- Site signs, hoardings and scaffolding
- Souvenir guides
- Stationery
- Technical reports and drawings
- Tender documents
- Tickets
- Visual and sound media
- Websites
- 'What's on' guides

## Section 5. MONITORING THE USE OF THE LOGOS

**When assessing the progress of your project, we will look for appropriate visual recognition of our grant. This is part of our monitoring procedure.**



Visitors from HLF or the Department for Culture, Media and Sport (DCMS) will expect to see acknowledgement of our funding in place and may bring up the issue with you if clear, visible acknowledgement is not on display.

Please note, the acknowledgement logos are made up of the National Lottery 'crossed fingers' symbol and the HLF logo displayed together, as shown in Appendix 1 of this guidance. The version of the 'crossed fingers' symbol we use in the logos is called the Beneficiary logo. The National Lottery Commission (NLC) owns a number of trademarks for its 'crossed fingers' symbol and the words 'The National Lottery', including the Beneficiary logo.

This is a generic logo with no link to the lottery games or commercial lottery operator. You are not approving the commercial side of the National Lottery by displaying the Beneficiary logo, you are simply promoting the lottery funding which goes to good causes all around the UK. Other 'good cause' lottery distributors are asking their grant recipients to use a similar joint acknowledgement including the Beneficiary logo, to improve public awareness of the great things funded through the National Lottery.



ery®

cefnogwyd gan  
**y loteri genedlaethol**  
trwy gronfa dreftadaeth y loteri

#### During construction

Construction board at Hall Place, Bexley

If you receive a grant from us, you must acknowledge our funding. You should do this by using the acknowledgement logos. You are given permission to use the National Lottery Beneficiary logo as part of the logos to acknowledge and celebrate your award of National Lottery funding, but you must keep to this guidance, or any future version of this guidance, on how to use the logos. This permission is personal to you and you may not transfer any of your rights to another person.

We will share your details with the NLC so it can monitor and take appropriate action if you break any of the conditions of the guidelines when using the Beneficiary logo as part of the logos.

We will have the right to end your permission straightaway to use the Beneficiary logo if:

- our own permission from the NLC ends;
- you do not keep to this guidance;
- your grant from National Lottery funds is withdrawn, suspended or ended; or
- your use of the Beneficiary logo is (in the NLC's opinion) likely to harm the name or reputation of the National Lottery.

When this permission ends, you must stop using the logos immediately.

If you need any help or have any questions about where you should include the logos, please contact your grants officer for advice.

## Appendix 1. **DETAILED DESIGN GUIDANCE**

### **There are two acknowledgement logos: landscape and high-impact.**

They are both made up of the National Lottery Beneficiary logo and the HLF logo displayed together. The relationship between the Beneficiary and HLF logos is fixed in both acknowledgement logos, as shown below. Please use the logos exactly like this.

English-only and English-Scottish Gaelic versions of the logos are also available. Please visit [www.hlf.org.uk/acknowledgement](http://www.hlf.org.uk/acknowledgement) to download these, or call 020 7591 6042 for more information.



High-impact logo



Landscape logo

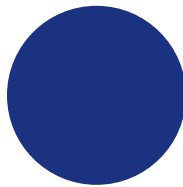


## Landscape logo

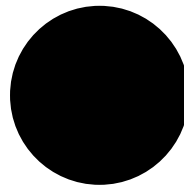
### Colour palette

The landscape logo comes in blue. Printers match colours by using a system called Pantone references. These references give the 'recipe' so printers can reproduce colours accurately. The Pantone reference for the landscape logo is 2747.

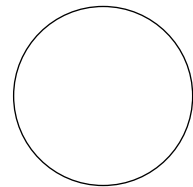
Please try to use the logo in full colour if you can. If there is some restriction, for example limited-colour printing, you can use the logo in black or reversed out of a dark, solid colour in white.



**Pantone 2747**  
C100 M90 Y0 K20  
R29 G31 B119



**Black**



**White**



1. Full colour
2. Black
3. Reversed-out in white

Examples of the landscape logo in different colours

### Minimum size

See the illustration for the minimum size you should use. To make sure the logo is clear and easy to read, please check that the 'crossed fingers' symbol is at least 10mm in height on any materials you produce. The width of the logo should be proportionate to the height, and the logo should not appear distorted (see 'Logo misuse' on page 19).



### Exclusion zone

We have defined an exclusion zone to protect the logo from other graphic elements such as type, image boxes or lines.

Leave clear space half the height of the 'crossed fingers' symbol on all sides of the logo.



### Dual acknowledgement

Sometimes you might need to show that other organisations are associated with your project. This diagram will help you get the relationship between the logos right. If you need to show our logo together with logos from other organisations, please try to include all logos at approximately the same size and in line.

If you need to show the logos of your funders in a list and we have made the greatest contribution, our logo should appear at the top.



## Logo misuse

The logo has been specially created so please don't redraw or alter it. Please do not stretch the logo, or cut it up (crop it) to fit into a small space. These examples are to show you how misusing the logo can affect its impact.



1



6



2



7



3



8



4



9



5



10

Remember to follow these 10 rules for using the logo successfully. Make sure the logo is:

- 1 always in its correct colours;
- 2 never rotated;
- 3 never distorted;
- 4 never recreated in a different typeface;
- 5 never used with a different strapline;
- 6 never used with any of the elements missing;
- 7 shown with enough contrast between it and the background;
- 8 used with the elements in the right size and the right place;
- 9 never smaller than the minimum size; and
- 10 always protected by the exclusion zone.

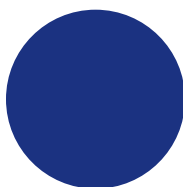
## High-impact logo

You can use the high-impact logo when you need to make a one-off big impact. You can use it both on a large and a very small scale, for example when you need to produce hoardings for a building, acknowledge our funding on a large screen, or give acknowledgement on a small object, such as a ticket or a badge. The high-impact logo can also be used as part of moving images, for example in a television picture or a presentation, when people will only have a short time to look at it and it is important to make an impression quickly.

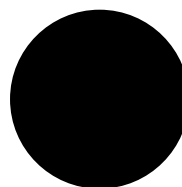
### Colour palette

The Pantone reference for the high-impact logo is the same as for the landscape logo – 2747.

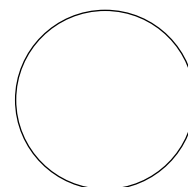
As with the landscape logo, please try to use the high-impact logo in full colour if you can. If there is some restriction, for example limited-colour printing, you can use the logo in black or reversed out of a dark, solid colour in white.



**Pantone 2747**  
C100 M90 Y0 K20  
R29 G31 B119



**Black**



**White**



**LOTTERY FUNDED  
ARIENNIR GAN Y LOTERI**

1. Full Colour



**LOTTERY FUNDED  
ARIENNIR GAN Y LOTERI**

2. Black



3. Reversed-out in white

### Minimum size

See the illustration for the minimum size you should use. To make sure the high-impact logo is clear and easy to read, please check it is at least 12mm in height on any materials you produce.



### Exclusion zone

We have defined an exclusion zone to protect the logo from other graphic elements like type, image boxes or lines. Leave clear space half the height of the 'crossed fingers' symbol on all sides of the logo.



### Dual acknowledgement

As with the landscape logo, you may sometimes need to use the high-impact logo alongside the logos of other organisations. Please refer to page 18 for guidance on how to do this.

### Logo misuse

The high-impact logo has been specially created, so please don't redraw or alter it. For examples of logo misuse, please see page 19.



# Order form

<b>Your organisation</b>	<b>Project title</b>
<b>Project reference number</b>	
<b>Delivery address and postcode</b>	
<b>Contact number</b>	
<b>Email address</b>	<b>Date</b>

All items are free. We will supply Welsh and English versions for projects in Wales.

<b>Temporary signs</b>	<b>QTY</b>	<b>Official use</b>
<b>Landscape logo construction board</b> (60cm x 245cm – blue logo on white)		
<b>High-impact logo self-adhesive banner</b> (75cm x 135cm – white logo on blue)		
<b>Permanent signs</b>		
<b>Landscape logo plaque</b> (13cm x 60cm – blue logo on Perspex ®)		
<b>High-impact logo plaque</b> (25cm x 45cm – blue logo on Perspex)		
<b>High-impact logo vehicle sticker</b> (22.5cm x 45cm – white logo on blue)		
<b>High-impact logo equipment sticker</b> (5cm x 10cm – white logo on blue)		
<b>Activity projects</b>		
<b>High-impact logo badge</b> (4.5cm – white logo on blue) 50 max		

You can access electronic versions of the acknowledgement logos at [www.hlf.org.uk/acknowledgement](http://www.hlf.org.uk/acknowledgement)

**Please return this form to your grants officer.**

**For general enquiries:**

**Telephone 020 7591 6042 Fax 020 7591 6270 Website [www.hlf.org.uk](http://www.hlf.org.uk)** Please allow 28 days for delivery.

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