Covid Recovery Programme for Heritage Individuals

Application Help Notes

This application guide is for individuals applying to the Covid Recovery Programme for Heritage Individuals. You must use this guide to assist you in completing the online application form.

Important: The Heritage Fund uses the same forms across a variety of programmes we administer. When completing your application form you must follow this guidance as some questions need to be answered differently for the Covid Recovery Programme for Heritage Individuals. You should not use the help icons embedded in the online form as they **do not** relate to this programme.

Initial Steps:

1. We launched a new Application Portal in March 2021. If you are not already registered on the portal you will need to [register on the Application Portal here](#) prior to submission.
2. If you are unable to set up your account or face any technical difficulties, please contact investment-service-support@heritagefund.org.uk.
3. Register as an 'Individual private owner of heritage' and enter your details.
4. Once you are registered, click 'Start a New Application' and select the 'Grants of £3,000 to £10,000' radio button. Then click 'Start a New Application'. Please note that you **will be able to** apply for less than £3,000 using this form.
5. If you decide to copy and paste text from a word document directly into your application form, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limits. You will be able to save the form as you work on it.

About your project

1. **Project title**

Your title must use the following format 'CRPHI: and then your name'.

For example 'CRPHI: John Smith'

If you do not use this title format we will not know that you are applying for the Covid Recovery Programme for Heritage Individuals and your application may be delayed.

2. **When will your project happen?**
   - Enter a Project Start Date in the future in order to proceed with the form.
   - Enter your project end date as 31 March 2022.

3. **Is the project taking place at the same location as your organisation's address?**

Yes/No

If no: Find your address.

4. Describe your idea

In no more than 500 words please provide a summary of what this funding will achieve for you and the difference it will make to your financial recovery. If necessary, use bullet points.

Please note the summary you provide is the only part of your application form which is seen by decision takers. This is presented alongside our Officer's assessment of your application.

Prompts:

- Tell us about the role you play in your local area. Tell us about your work, and how you contribute to the area and any impact you have had on economic regeneration, local culture, and heritage.
- Tell us what actions you have already taken to increase financial resilience e.g. any changes you've made to save money or diversify your work.
- Tell us the impact on the heritage sector if you were no longer able to operate viably e.g. if a heritage skill or service would be lost
- Tell us what impact this funding will have on the wider cultural and heritage sector.

5. Will capital work be part of your project?

Yes/No

Answer No. Capital works are not eligible under this programme.

6. Do you need permission from anyone else to do your project?

Yes/No/Not sure

Answer No.

7. What difference will your project make?

Put N/A.

8. Why is your project important to your community?

Put N/A.

9. What will happen after your project ends?

Put N/A

10. Why is your organisation best placed to deliver this project?

Put N/A

Outcomes

We describe the difference we want to make with our funding through a set of nine outcomes which are listed in the application form. Outcomes are changes, impacts or benefits that happen as a direct result of this funding.

The Covid Recovery Programme for Heritage Individuals is designed to assist in the sector's sustainability and recovery from COVID-19. The outcomes for the programme are:

- A wider range of people will be involved in heritage
- Heritage will be in better condition
- The funded organisation will be more resilient.

You must address **all three of these outcomes** using prompts below. We expect responses to be proportionate to the amount being requested.

Please do not respond to the other outcomes on the form as they do not relate to this funding.

11. How will your project involve a wider range of people?

Prompts:

- People will continue to be able to engage with heritage because of your continued existence and more secure future.
- Tell us about the types of people and organisations you work with.
- Tell us how support will change the way you work with the people and organisations you work with e.g. you will promote training opportunities in your area of expertise.

12. Will your project achieve any of our other outcomes?

Heritage will be in better condition

Prompts:

- Tell us if you have any specialist skills which need preserving, or which help to preserve heritage.
- Tell us the impact that this award would have on the heritage sector.
- You will have the opportunity to sustain and build your creative, professional and technical skills in these challenging times.

The funded organisation will be more resilient

Prompts:

- You will have adapted to the new market conditions that have been brought about as a result of COVID-19.

- Tell us the impact that this award would have on the sustainably of your professional skills.

Please do not respond to the other outcomes on the form as they do not relate to this funding.

Project Costs

13. How much will your project cost?

Please note the following:

- If you are able to claim back the VAT do not include it as a cost.
- Round your grant request up to the nearest whole pound/£.
- Ensure the total costs equal £2,000.

It is important that the costs you ask us to cover do not constitute unlawful Subsidy Control to you. You will be asked to make a declaration that you have considered and checked the rules on Subsidy Control (see Supporting documents section) when you submit your application, and to flag any possible issues.

Cost type: select the relevant cost heading, for example 'Professional Fees' or 'Staff training'.

Description of cost: provide a short description of what the grant will cover under this cost heading

Cost: enter the value, less any VAT that you will be claiming from us.

VAT (Value Added Tax): Enter the value of VAT that you will be claiming from us (if applicable).

Support for your project

14. Are you getting any cash contributions to your project?

Yes/No

Select No. Partnership funding is not required for the Covid Recovery Programme for Heritage Individuals.

15. Add a non-cash contribution

Leave blank.

16. Volunteers

Leave blank.

Supporting Documents

The following supporting documents must be uploaded with your application form.

File sizes should be smaller than 20MB.

Note that some of the supporting documents required for this programme are different to those stated in the form – see the main guidance for further details.

1. Upload your CV/statement about your heritage career

2. Upload a reference from an independent source to verify your practice

This should include:
- Confirmation that the applicant's role in the heritage sector is as described;
- Confirmation that work has been lost due to the pandemic;
- Details of your relationship to them;
- The dates of any work you have conducted with/for them.

3. Upload evidence you have of work lost as a result of COVID-19

This could include:

- Emails or letters confirming the cancellation of work
- NHS notifications to self-isolate