

Culture Recovery Fund for Heritage: Continuity Support Application Form

Application information

To support organisations in applying to the Culture Recovery Fund for Heritage: Continuity Support, we are providing this list of the application questions. This is for reference only, you will still need to apply online.

Please note that it is not possible to save the online form so you will need to fill it out in one go and submit. We recommend you draft and keep your answers in a separate document before you apply so you can refer to it at a later date. At the end of this form you will be asked if you want to save a copy of your answers. Please ensure you do this as we cannot send you a copy after you have submitted your form and you will not be able to return to them once you close the webpage.

We recognise that we asked you for some of this information in your previous Culture Recovery Fund applications but want to ensure that we have the most up-to-date details for your organisation. If the details are the same as those in your previous application, please enter them again.

For more information about how your data will be processed under this grant programme please see our [privacy policy](#) and our [accessibility statement](#).

If you need support with accessibility please contact our Customer Services Team Monday to Friday, 9am–5pm on 020 7591 6044 or email enquire@heritagefund.org.uk.

This funding is for previous grant recipients only. If you have not received any previous Culture Recovery Fund for Heritage Grants, you should not submit this form and instead apply for Emergency Resource Support <https://www.heritagefund.org.uk/funding/culture-recovery-fund-emergency-resource>.

Your organisation

1. Name of organisation

You must provide your organisation's full name as shown on your previous Culture Recovery Fund (CRF) for Heritage awards. If your organisation name has changed since your previous award please contact your Investment Manager (named in your Grant Notification Letter) to update your records.

2. Postcode for the place where your Cultural Recovery Fund project takes place

This postcode will be used to allocate your request to the right area office. Please do not enter anything other than the postcode in this box as this will delay your application.

This funding programme only covers England. If you are in another part of the UK, you can check for other funding opportunities on the [National Lottery Heritage Fund website](#).

3. Tell us the reference number of your Culture Recovery Fund – Round One grant if you received one

This will start OM-20. You will be able to find this reference number in your Grant Notification Letter and Progress Reports. If you did not receive a first round grant please leave this field blank.

4. Tell us the reference number of your Culture Recovery Fund – Round two grant if you received one

This will start OM-20. You will be able to find this reference number in your Grant Notification Letter and Progress Reports. If you did not receive a second round grant please leave this field blank.

Contact details

Please provide us with the following contact information as it appears on your previous Culture Recovery Fund (CRF) for Heritage awards. If this information has changed since your previous award please continue to enter them below and also contact your Investment Manager to update your current record(s).

5. Contact details: name of lead contact

6. Contact details: email address of lead contact

7. Contact details: phone number of lead contact

8. Organisation details: your organisation's registered address

Your costs

Use this section to tell us about your previous CRF grant(s) and confirm how much money you are requesting from the Culture Recovery Fund for Heritage: Continuity Support. You can apply for a grant between £10,000 and £1 million for costs up until 31 January 2022. You should provide details of the costs included in this request in the cost template provided www.heritagefund.org.uk/funding/culture-recovery-fund-continuity-support. You will receive an email asking for your supporting documents after you have submitted this form.

Please read the programme guidance to check that the costs you intend to apply for are eligible for this fund: www.heritagefund.org.uk/funding/culture-recovery-fund-continuity-support.

9. Total value of previous CRF grant(s)

If you have received more than one grant please list them separately in your response.

Please note: As a previous recipient of a grant from the Culture Recovery Fund for Heritage, there is a limit to the total amount of funding you can receive. Please refer to the application guidance for more information.

10. Total amount of previous CRF grant(s) not yet spent

To be eligible for further funding you will need to demonstrate that you are on track to have spent 90% of the most recent grant you were awarded under the Culture Recovery Fund for Heritage by 29 October 2021. If you cannot demonstrate this we will withdraw your application from assessment. This does not mean you will not be able to make another application if your financial situation changes.

11. What is the total amount of money you want to apply for from the Culture Recovery Fund (CRF): Continuity support?

You should round your request up to the nearest £100 (For example, if you request is £50,670 please input £50,700 into the answer below).

Please note that the application and amount of funding applied for must be based on income and expenditure from previous years, adjusted to reflect the current situation to ensure the application is evidence based. For details about how much you are able to request please visit www.heritagefund.org.uk/funding.

12. Does this amount include VAT?

Exclude VAT if you can reclaim it.

Yes/No

Your finances

In this section we're asking you for further detail to build on the information you gave us for your previous Cultural Recovery Fund application(s). We're looking for details about the current financial status of your organisation and costs that you're applying for.

13. Confirm how much money you will have in unrestricted and designated reserves at the point of application?

This should include all cash and near cash you have available to spend, including free cash within your organisation's bank account, the total sum of your unrestricted reserves and the total sum of your designated reserves.

14. Excluding your Culture Recovery Fund for Heritage grant request, how many weeks of reserves do you forecast that you will have on 1 February 2022?

If your projected reserves position at 1 February 2022 is greater than 8 weeks or more free cash reserves, you are still eligible to apply to the Culture Recovery Fund : Continuity Support programme, however please provide information on any restricted balances and an explanation as to why these reserves are insufficient to support your viability, and why you need additional support from the Continuity Support fund.

15. Tell us how your accounts show that you are at risk of ceasing to trade viably after 31 March 2022 and clearly demonstrate your need for further support in order to continue operating and returning to sustainability? (max 200 words).

By 'ceasing to trade viably' we mean you can demonstrate that, without additional support, your organisation would not have the ability to generate sufficient income or have sufficient cash reserves (or near-cash reserves where it is appropriate to liquidate them) in order to meet operating payments and debt commitments. This is similar to the definition of cash-flow insolvency. However, given the unique circumstances of many cultural organisations

(including the importance of cultural assets in their reserves) we will take a balanced view in the round as to whether your organisation is at risk of no longer trading viably, based on the evidence presented in your application.

You should also tell us why any money from previous Culture Recovery Fund investment will be insufficient to make up your operating deficit.

16. Tell us how you have spent and managed your current/ previous Cultural Recovery Fund grant up to this point? (max 200 words)

Please provide an update on how you have spent and managed your grant up to this point and in general how you have managed the impact of Covid-19. If you have already completed your CRF project(s) you should update us on how your organisation has managed since this completion and the impact that the funding had on your organisation.

You should include information on the following, alongside any other information you think would be useful for us to know:

- What have you spent the grant on? Was this in line with what you set out in your original application?
- How has it helped your organisation adapt?
- Has it been successful?
- Have you experienced any issues during delivery and how did you/how do you intend to resolve these?

17. Tell us how you have managed the on-going impact of Covid-19 from the outset?

Tell us:

- whether you have taken advantage of other Government schemes and business support measures which have been introduced since the pandemic began. You should include information regarding any options you considered as well as those you applied for
- about any additional funding you have secured since the pandemic began that is not listed in the Government Support checklist. You should outline the amount received, what you have already spent and what funding is still available to you.
- how you have exhausted all other reasonable financing options and need a grant to cover your anticipated shortfall
- how, since you received your last grant, you have adapted your business plan as the public health context has changed?
- if your organisation has completed any reviews of how it operates within the last 12 months to help it adapt to the pandemic.

Future sustainability

We will prioritise applications which demonstrate longer term positive impact for inclusion, education, and the environment.

18. Tell us how you plan to use the grant to ensure your viability and future sustainability up to March 2023.

This funding will support your organisation to build up or sustain your operations and help to restart your organisation's usual activities. This will be fulfilled with a view to ensuring that by the end of January 2022, your organisation will be operating on a viable and sustainable basis.

Alongside your business action plan and cost breakdown, use this question to provide a narrative and tell us:

- after the grant has been spent, what measures you are taking to control expenditure
- how any future income or fundraising plans will contribute, and how realistic these plans are
- whether there are any risks associated with your current plans, and how you intend to mitigate those
- any financial controls, monitoring and reporting processes

You will need to consider the most effective route to full reopening and future sustainability for your organisation. This funding is only available for organisations which require continued support to return to sustainability, and have a plan to maintain this sustainability through the financial year 2022-23.

19. Tell us about work you have done to open up access by improving the diversity of your audiences, visitors, participants, workforce and governance since you received your CRF grant?

You will need to tell us:

- what work you have done and the steps you will take to broaden the diversity of your workforce and governance, including socioeconomic diversity, and the impact of those changes
- what work you have done and the steps you will take to broaden the diversity of your audiences, visitor base and participants, including socioeconomic diversity, and the impact of those changes
- If as part of your Culture Recovery Fund for Heritage: Second Round award you developed an Opening Up Access Milestone plan you should update us on any progress and how the plan is being implemented in your organisation.

Mandatory supporting documents required

Once you click submit you will receive an email about all mandatory supporting documents within 24 hours, if you have not received it after 24 hours then contact Culture Recovery Fund for Heritage. We will not be able to assess your application without these documents. Please only submit what we have asked for and do not submit any other supporting documents e.g. job descriptions, as these will not be assessed. Allowable formats for supporting documents: jpg, xls, xlsx, jpeg, pdf, doc, docx, pptx, and ppt.

- Financial accounts
- Current management accounts

- Balance sheet
- Cost breakdown template
- Cashflow template
- Business Action Plan template
- Government Loans and Grants Checklist (Government support template)

Templates are available via our website.

Diversity monitoring

After you submit your application, we will ask you to complete a survey to tell us more about your senior management and board/council members if you have not already provided us with this information. This is mandatory and we will use this to report on the range of organisations that we fund through the Culture Recovery Fund for Heritage.

Please include all the information you have available (that is obtained through formal monitoring, not based on assumptions or informal knowledge). Please do not provide data if you are not sure.

Number of senior management

Number of board/council members

Taking into account the key strategic decision maker(s), do you consider your organisation to be (pick all that are applicable to your organisation):

- Black Asian and minority ethnic led
- Disability led
- Female led
- LGBT led

Please complete the following tables for the total numbers of senior staff and board members, as reported above:

Ethnicity

White:

British

Irish

Gypsy or Irish Traveller

Any other White background

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background

Asian/Asian British:

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Black/Black British:

African

Caribbean

Any other Black/African/Caribbean background

Other:

Arab

Any other ethnic group

Prefer not to say

Not Known

Sexual orientation:

Bisexual

Gay Man

Gay Woman/Lesbian

Heterosexual/Straight

Queer

Any other sexual orientation

Prefer not to say

Not Known

Age:

0-19

20-34

35-49

50-64

65-74

Prefer not to say

Not known

Disability

Yes

No

Prefer not to say

Not known

Gender

Female (including Trans woman)

Male (including Trans man)

Non-binary

Prefer not to say

Not Known

Number of staff whose gender identity is different to that which it was assumed to be at birth?