**North East Lincolnshire – Heritage Starter Fund**

**Application Form**

**Definition of the NEL Heritage Starter Fund (known as the ‘Heritage Starter’)**

The Heritage Starter is an amount of money provided to an applicant to act as an ‘enabler’ to allow something to happen. This could be development work on a project or research idea, funded expertise from a professional or to complete a specific aim e.g., to formalise an organisation with a governance model and/or bank account. For North East Lincolnshire, the specific aim of the Heritage Starter is to provide the opportunity to develop an idea which can then be upscaled and taken forward as a larger project, eligible for funding directly from the National Lottery Heritage Fund (NLHF).

**Eligibility Criteria & Applying for a Grant**

Please complete Part A to check your eligibility for the Heritage Starter. If you answer yes to all the questions in Part A, you can continue to complete Part B. If you are not sure about answering yes to everything in Part A, please seek help from Heritage Lincolnshire; they can discuss your query and offer advice to ensure you can complete Part A successfully.

Once you have completed Part B (and answered all questions), please submit your application (in a PDF and/or Word format) to dean.evison@nelincs.gov.uk. Applications will aim to be reviewed by the panel within two weeks of each deadline which will be the last Wednesday of every month. The first application deadline is Wednesday 29th September 2021 and will run until 28th September 2022 (6 months before the end of the funding period).

The minimum grant request is £500; the maximum is £10,000. You can use this funding as match funding towards a larger heritage project, but it cannot be used as match funding against another NLHF application. Projects must be entirely complete by the end of the funding programme – March 2023. **Realistically this means all project activity must be complete by January 2023 to submit a project completion form (a template will be provided for you to complete) in February and receive your final 10% funding in March 2023.**

The grant assessment panel (consisting of North East Lincolnshire Council representatives, a Heritage Lincolnshire representative and a small number of volunteers drawn from the NEL Heritage Network) will individually assess each application and then meet to confirm their recommendations. The panel will evaluate your application on how closely it meets the criteria requirements, the extent to which communities have been involved (particularly involving new/wider audiences), and value for money. They will agree a recommendation to either approve or refuse the funding request. If they recommend approval, the final decision will be with North East Lincolnshire Council (NELC) to ensure due diligence is applied before the award is confirmed. If the funding is not recommended for approval, the applicant will receive feedback concerning why they were not successful. An unsuccessful decision does not exclude you from re-applying, but applicants must take into consideration the feedback they receive and address this in any future applications.

We will aim to inform you of the outcome of your application within 4 weeks of the submission deadline. For example, if you submit your application on 20th September, it will not be reviewed until after the closing date that month – 29th September. You should expect to hear back by Wednesday 27th October. If your application is successful, you will receive a grant offer letter from NELC which you must sign and return before starting on your project. You will receive at least 50% of your funding once you have formally accepted the conditions of the grant from NELC (for further details concerning payment stages see Grant Payment).

**Advice & Support**

We strongly advise that potential applicants come forward and apply as soon as possible for a grant or discuss their ideas early with Heritage Lincolnshire. If you have any questions regarding a potential application or would like to discuss your ideas, please contact Heritage Lincolnshire – gail.graham@heritagelincolnshire.org.

**Terms and Conditions**

Projects must adhere to the NLHF’s [Community Grants Guidance](https://www.heritagefund.org.uk/good-practice-guidance/community-grants-guidance) , but Heritage Lincolnshire can provide support on ensuring your application meets the criteria, or provide feedback if it does not.

* Partial or total funding for capital works repairs or property/item acquisitions are not eligible; this grants scheme is focusing on community engagement and activity programmes. This means you cannot pay for building renovation or maintenance works on Listed Buildings or other local heritage built assets, nor use the Heritage Starter to match-fund for the acquisition of property or land.
* The fund will pay for activity costs designed to engage people with heritage, travel costs for participants and/or volunteers, refreshments/expenses, accessibility (support workers/carers/translators/sign language), training and skills development, professional and/or legal advice, or feasibility/options appraisals studies etc.
* The fund will pay for existing staff time, provided they are costed at a reasonable day rate (between £200 - £400 is an acceptable level but must adequately reflect the level of input/specialism). You may be asked for further detail to evidence day rate requests.

Your application must be supported by an organisation with a bank account in the name of the group or organisation, with at least two signatories; we cannot pay grant money into a private individual’s bank account. We will accept applications which include sole traders/for profits, but they must not be the lead applicant.

**Grant Payment**

If the total amount of funding you are applying for is £5,000 or less, you can expect to receive 90% of your funding once you have been formerly awarded the grant. If your funding request is for over £5,000, then payment will be in three stages: 50% on award with another 40% at an agreed milestone. In both cases, the final 10% of the funding will be withheld until the successful completion of the project.

**Project Completion**Once you have successfully completed you project, you can request the final 10% payment of your grant by submitting your project completion form to [dean.evison@nelc.gov.uk](mailto:dean.evison@nelc.gov.uk).

**Part A**

|  |  |  |
| --- | --- | --- |
| HERITAGE THEMES | | |
| Does your project explore/involve the heritage of North East Lincolnshire? |  | |
| PROJECT COLLABORATORS | YES | NO |
| Do you plan to work with collaborators from at least two out of three of the following?   1. North East Lincolnshire heritage organisation or an organisation interested in heritage. 2. Expertise to help enable your project (this could be from Heritage Lincolnshire) 3. A voluntary/community group to build new audiences |  |  |
| ADDITIONALITY | YES | NO |
| Will the grant enable you to explore options to develop a larger and/or new idea/project? |  |  |
| ACCESSIBILITY | YES | NO |
| Are you happy to share the findings of your project? |  |  |
| ENGAGEMENT | YES | NO |
| Will your project engage with the people of North East Lincolnshire? |  |  |
| LOCATION OF ACTIVITY | YES | NO |
| Will most of the project take place in North East Lincolnshire? |  |  |
| TIMING OF YOUR ACTIVITY | YES | NO |
| Will your project complete during the funding period (September 2021 - March 2023)? |  |  |
| ELIGIBILITY | YES | NO |
| I confirm we are eligible to apply according to the criteria |  |  |

**Part B**

**Proposal Overview**

|  |  |
| --- | --- |
| **Name of Individual / Organisation** |  |
| **Name of Proposal** |  |
| **Proposal Summary**  (50 words maximum) |  |

**About your team**

**Applicant 1: Lead Applicant**

|  |  |
| --- | --- |
| **Lead Contact Name** |  |
| **Organisation** |  |
| **Type of organisation** |  |
| **Charity number (if applicable)** |  |
| **Company number (if applicable)** |  |
| **Address** |  |
| **Town / City** |  |
| **Post Code** |  |
| **Email Address** |  |
| **Landline Phone** |  |
| **Mobile Phone** |  |
| **Website** |  |

**Please detail who else will you be working with**

|  |  |
| --- | --- |
| **Please outline all other groups / individuals you are planning to work with to develop your project.**  *Please include a brief biography (2 sentences) for the main organisations / members of your team*  *Please include addresses / links to websites.* |  |
| **All proposals must work with at least one organisation operating in North East Lincolnshire.**  *Please give a brief description of the audiences/communities this group currently engages with in NEL and how you engage with them.*  *(You might refer to communities of interest, geographic location, age groups, level of education, perceived socio-economic status)* |  |

**Proposal**

|  |  |
| --- | --- |
| **Proposal Description**  *Please describe your idea, including what opportunities you plan to explore, how you will work with communities, experts, and any ideas you currently have for an initial approach.*  (300 words maximum) |  |
| **Please briefly describe the activities which you plan to carry out. e.g., meetings, workshops, research etc.**  *It may be useful to set these out like a project timeline.*  (200 words maximum) |  |
| **Please describe how your project showcases or celebrates North East Lincolnshire Heritage.**  *The wordle below might help support your response:*  Words include:  perpetuity purpose world change tourism place developments generations landscape theatrical archives information history traditions connection collective think networks memories identity moment questioning alive people dialect natural customs generation things observer custodians buildings industry museums exposure observer social sharing local shaped plays old heritage cultural activity celebrate improved photos archaeology stories localised present music historical projects objects past Beastlesmania family town knowledge historic national life sense learn inherited influences link awareness person monuments wildlife preserving important preserved manipulated visitors environment healthy period preserve tradition landscapes documents story generation human documents legacy story generation evolve  (200 words maximum) |  |
| **Please describe how your proposal will support the development of ambitious project/programmes in the future.**  (200 words maximum) |  |
| **Are there particular audiences you hope your final project might speak to or reach?**  (100 words maximum) |  |

**Cost**

|  |  |
| --- | --- |
| **How much does your proposal cost?** |  |
| **How much funding are you requesting from the development fund?**  *If you are applying for less than 100% funding, please explain any other sources of funding and whether they are confirmed.* |  |

**Budget**

|  |  |
| --- | --- |
| **Budget heading including description** | Expenditure |
| *Please add more lines if required* | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** | £ |

**Project Outcomes**

|  |  |
| --- | --- |
| **How will you know if your project has been a success?** |  |
| **How will you measure this?** |  |

**Further questions**

|  |  |
| --- | --- |
| **Does your project involve working specifically with children, young people under the age of 18 or vulnerable adults?**  **(If ‘yes’ we may need to talk to you about safeguarding arrangements)** | Y/N |
| **If successful with funding, when would you start your project?** |  |
| **When do you expect to complete your project?** |  |

**Evidence (not mandatory, but may give the panel a clearer idea about your proposals)**

* If you wish to, please upload up to five files (.jpg/.jpeg/.pdf) that support the activity for which you are seeking support. Unless uploading a single PDF, .jpg/.jpegs should contain single images of visuals or photos and not be larger than 10MB.
* If you wish to, please upload up to two files (.jpg/.jpeg/.pdf) of previous work. Alternatively, you may provide up to two links to videos or websites.

**Funding Agreement**

|  |  |
| --- | --- |
| Signed on behalf of the Lead Applicant | |
| I accept that North East Lincolnshire Council (NELC) do not assume any responsibility for any liability arising from my actions and/or choice of supplier nor from any aspect of any work that myself or my supplier agrees to undertake following support provided by the programme. I confirm that the details provided on this form are current and accurate to the best of my knowledge. | |
| Signature |  |
| Print Name |  |
| Position |  |
| Date |  |

**I agree to the declaration below:**

1. I have the authority to represent the organisation/s detailed in this application form and to the best of my knowledge I have provided accurate and up to date information regarding these organisations.
2. I agree that NELC reserve the right to undertake further checks to confirm eligibility for the grant and will contact me directly should this be required or if there are any matters that need to be discussed regarding this claim.
3. I consent to NELC processing, within its own organisation, National Lottery Heritage Fund, Heritage Lincolnshire and in accordance with the Data Protection Legislation any information that I have provided to them in order to process my claim successfully.
4. I agree and accept that NELC does not guarantee any funding for this application.
5. This grant is funded through the National Lottery Heritage Fund. If successful, acceptance of this grant will not result in any project organisation involved exceeding the new Subsidy Allowances.  If you are unfamiliar with the new regulations, please refer to our guidance **here** before continuing. It is the Lead Applicant’s responsibility to ensure it does not exceed these limits, and if the limit is exceeded the grant may be required to be repaid).

**Submission/Next Steps**

Once completed, the Application Form should be signed and returned to [dean.evison@nelincs.gov.uk](mailto:dean.evison@nelincs.gov.uk). After you have submitted your completed Application Form, we will confirm receipt of your application and advise of any incomplete or missing documentation.

When we have all the information required, your application will be reviewed and considered for approval, following which we will confirm whether the Heritage Starter has been awarded. Please ensure that you do not commit to incurring any expenditure in advance of receiving confirmation that an award has been made. Any expenditure incurred prior to an award being made is not eligible for financial support.

**Please note that the decision is final and there is no right of appeal.**