

NHMF application pack

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Part 1: Introduction

Welcome

The National Heritage Memorial Fund (NHMF) was set-up in 1980 to save the most outstanding parts of our heritage at risk of loss to the nation, as a memorial to those who have given their lives for the UK. The Fund receives grant-in-aid from the Government of £5m a year.

NHMF is unique in its ability to provide financial assistance towards the acquisition, preservation and maintenance of a wide range of heritage treasures from trains to masterpieces, wildlife havens and manuscripts.

A diverse range of over 1,200 iconic objects and places have been safeguarded by the NHMF over the last 35 years, including;

- The Lacock Cup
- The Simon Heneage collection of Heath Robinson illustrations
- The Cuthbert Gospel
- The Staffordshire Hoard
- The Mappa Mundi
- Turner's *Blue Rigi*
- The Mary Rose
- Flying Scotsman
- Brecon Beacons National Park

It is hard to think of such iconic heritage leaving the country or deteriorating beyond repair yet without the NHMF, many treasured items and places would have been lost.

About this guidance

This guidance will help you to decide whether NHMF is the right funding source for you, as well as providing you with the information you'll need to plan an application.

Read Part one: Introduction and **Part two: Application process** to find out about what we fund and how to apply.

Part three: Receiving a grant tells you about how we will work with you if you receive a grant.

Part four: Application form help notes provides information to help you answer each of the questions on the application form.

We have defined some of the terms we use in a **glossary** at the back.

Help we offer

Expression of Interest

If you wish to apply to NHMF you must first tell us about your funding request by submitting an Expression of Interest online. The NHMF team will get in touch within 10 working days to let you know whether your project fits with the NHMF funding standards and to advise you on the application process.

We recommend that you read **Parts one and two** of this NHMF application guidance in full before sending us your Expression of Interest.

What we fund

The National Heritage Memorial Fund (NHMF) is a fund of last resort to save items of outstanding importance to the nation's heritage that are either at risk or possess a marked memorial character. We do this by providing grants to UK based organisations, mainly for buying items. NHMF is given grant aid from central government in order to award grants. Through our grant making NHMF aims to save items that are of outstanding importance to the national heritage and at risk, and by doing so create a unique memorial to all UK citizens killed in conflict.

What can be funded

We can help buy anything which is of outstanding importance to the national heritage and at risk.

For example:

- works of fine and decorative art;
- museum collections;
- archives;
- manuscripts;
- items of industrial, transport and maritime heritage; and
- historic buildings and land.

With the exception of historic buildings and structures (because there are already sources of funding available) we can sometimes help with the emergency work to safeguard a heritage asset which is at risk. This type of project is, however, not usually a priority for the Fund.

What cannot be funded

We cannot fund items that have already been purchased, or that have been secured with a down payment or deposit. So if an item has already been paid for, you cannot apply for funding to reimburse the individual or organisation that bought it. Nor can we fund:

- yearly revenue funding;
- day-to-day running costs or maintenance;
- the costs of payroll staff;
- development studies;
- research projects;
- costs which have already been spent;
- costs of general furniture, fittings and equipment.

Who can apply

- Charities (voluntary and public)
- Not-for-profit organisations
- Public bodies

Who cannot apply

- Private individuals
- Commercial businesses

Your contribution

NHMF can fund heritage projects of all sizes and there is no limit to the percentage of funding that can be applied for; in very exceptional circumstances the Fund can award 100% of eligible costs. However, NHMF operates as a fund of last resort, so you must be able to prove that you have explored, or are exploring, all other possible sources of funding, including your own resources.

Other information about your application

Freedom of information and Data Protection

We are committed to being open about the way we will use any information you give us as part of your application. We work within the Freedom of Information Act 2000 and the Data Protection Act 1998. When you submit your declaration with your application form you are confirming that you understand our obligations under these Acts.

Complaints

If you want to make a complaint about NHMF, we have a procedure for you to use. This is explained on our website. Making a complaint will not affect, in any way, the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant in the future.

Part 2: Application process

Making an application

If you wish to apply to NHMF you **must** first submit an Expression of Interest. This is an essential first step in the application process.

Submit your Expression of Interest via the online portal.

In this Expression of Interest we ask you to provide outline details of the acquisition or project you wish to undertake and how you feel it meets the NHMF funding standards.

We will review your Expression of Interest and contact you within 10 working days to provide feedback. If the timescale attached to your project allows, your Expression of Interest will be discussed by our NHMF Panel, who advise us on which cases are the highest priority. If a full application to NHMF is recommended we will release the application form for you to complete.

Submit your NHMF application, providing more detailed information on the acquisition or project you propose, including supporting information such as condition reports and valuations.

We will assess your application and it will go to our next available Board meeting for a decision.

If you are awarded a grant you then proceed with your project or acquisition, for more detail on this stage see **Part three: Receiving a grant.**

How we assess applications

If your case is urgent, because it faces a fixed deadline for purchase, we will assess your application within 3 months. Examples of urgent cases include auction sales, export stopped items and Treasure items.

If your case does not face a fixed deadline there will usually be 6 months from application to decision.

In exceptionally urgent cases we can accept 'fast track' applications where a decision is needed in less than 3 months. We can only accept an application as a 'fast track' when all the circumstances of a project are straightforward.

Our standards for funding

In order for your project to be eligible for NHMF funding it must meet the following standards. We do not define heritage, importance or risk. You must make the case for each in your application.

Our essential standards for funding

Importance to the national heritage

Your project must involve buying, maintaining or preserving objects, collections, buildings or land that are of particular importance to the national heritage of the UK. Any type of item can be funded; however we will not normally consider items which are less than 10 years old, since it is generally difficult to judge national importance of items below this age.

Outstanding interest

In addition to being of importance to the national heritage, the item/s must also be in some way outstanding. This could be because of rarity, quality, association with a historic figure or event, or designations.

Either

At risk

The role of the Fund is specifically to save items that are at risk. You must be able to demonstrate that the item/s will be at risk in some way should you not be able to acquire them, or carry out the works that you propose.

If the item is of a marked memorial character (see below) it need not also be at risk.

Or

Memorial character

NHMF was founded to create, through its grant making, a lasting and unique war memorial. Because of this, items that have a direct link with conflicts or those who lost their lives during them, are given special consideration. Such items still have to meet NHMF's essential criteria of importance and outstanding interest, but they do not have to be at risk.

Further information:

We also need to know that your project costs and plan are realistic, and that you can offer secure long term care for any item you wish to acquire.

Costs and whether your proposal is realistic

The price of the item you wish to buy must not exceed the current market value. NHMF cannot support projects where you propose to pay more than the item is worth in order to secure it. You must commission an independent valuation to include with your application which should reflect that the purchase price you propose represents the item's market value.

Valuations are not required for export stopped items or those declared Treasure as the value has already been fixed by a panel of independent experts. If you are applying to purchase an item through a private treaty sale your valuation must show that the gross price on which the calculation is based represents the item's market value.

NHMF gives grants to preserve items for the nation in perpetuity. We expect you to be able to demonstrate that you can provide an appropriate, permanent and secure home for anything that you wish to purchase, and that you are able to maintain and care for it in the long term.

If your application is for emergency safeguarding work you must show that these works are urgently necessary to prevent the loss of the heritage item. NHMF can support repairs, and in some cases transport costs, needed to prevent further deterioration and bring an item into a steady state. Conservation and restoration works are not costs that NHMF can support, as these should be part of a longer term project.

Financial need

NHMF is a fund of last resort. You must demonstrate that you have made an effort to secure funding from all other possible sources including your own organisation. There are no rules for partnership funding, but because we have limited resources, we will only pay for the total cost of a project or acquisition in exceptional cases.

Public access

NHMF expect that an aim of your project will be to provide public access to, and engagement with, the item/s your project focusses on. If an object is too fragile for long term display, or unrestricted access to land or a building could put it at risk, then you should explain how you will provide alternative forms of public access to the item when it is not on display.

How decisions are made

All decisions on NHMF awards are taken by our Board of Trustees, who meet monthly excluding July and August.

Part 3: Receiving a grant

Terms of grant

If you are awarded a grant, you will need to comply with our terms of grant. We will prepare a contract for your grant, which will include these terms of grant, for you to sign.

NHMF grants are awarded to secure heritage items permanently, the terms of the grant will last in perpetuity. If you wish to dispose of what you have bought in future, you can ask for our permission, however we will claim back our grant.

Acknowledgement

We want people to know that NHMF has supported your project. If you are awarded a grant, you must acknowledge our funding using a grantees' acknowledgment logo, both during the delivery of your project and after its completion. We will give you guidance on this.

Images

If you are awarded a grant, you will also need to send us images of your project. These can be hard-copy photographs or high-resolution digital images.

You give us the right to use any images you provide us with. You must get all permissions required before you use them or send them to us.

Monitoring for capital works projects

When you are awarded a grant for a project involving capital works, we will contact you about arranging a start-up meeting. At this meeting you may be introduced to a monitor who will support you in delivering specific aspects of your project and help review risks. We will review the project at suitable stages.

Permission to start

If you are awarded a grant, you will need to have our written permission before you start your project. In order to grant you permission to start, you will need to provide us with:

- signed contract
- proof of partnership funding;
- a detailed timetable or work programme for capital works;
- cost breakdown and cash flow for capital works;
- project management structure and your method of buying any goods, works and services;
- your bank details, authorised signatories, and a signed hard-copy of the permission to start request form.

Grant payment

When you are awarded a grant, we will calculate the percentage of cash that we are contributing towards the project. We call this the 'payment percentage.'

For acquisition grants we expect to pay 100% of the grant when you ask us to do so. You must provide an invoice for the full purchase cost with your payment request.

For grants towards capital works we pay instalments of our grant after the work that you are asking us to pay for has been done. We will pay the payment percentage of claims submitted to us. We will retain the last 10% of your delivery grant until we are satisfied that the project is complete and necessary evidence has been provided.

Buying goods, works and services

Buying items as part of your capital works project

For any non-acquisition parts of your project;

- you must get at least three competitive tenders or quotes where you need to buy goods, works or services worth more than £10,000 or more (including VAT).
- you must provide proof of competitive tendering procedures for all goods, works and services worth more than £50,000 (excluding VAT). Your proof should be a report on the tenders you have received, together with your decision on which to accept. You must give full reasons if you do not select the lowest tender.
- you must follow all European Union (EU) and World Trade Organisation (WTO) regulations for buying goods, work and services beyond certain published limits, and when public-sector funds (including our grant) make up more than 50% of the cost of your project. You can find useful information and guidance on the Office of Government Commerce website.

If you are unsure about your obligations, we advise you to take professional or legal advice. If you have already procured goods, works or services you will need to tell us how you did it. We cannot pay your grant if you have not followed the correct procedure.

Insuring works and property

We need to protect NHMF investment while you are carrying out your project, and so ask you, with your contractors, to take out insurance for any property, works, materials and goods involved. All of these must be covered for their full reinstatement value against loss or damage, including inflation and professional fees.

Part 4: Application form help notes

There are word limits to some of the answers you may give; these are shown on the online form.

Section 1: Your organisation

1a. Address of your organisation

Include your full postcode. If the project is being delivered in partnership please insert the address of the lead organisation.

1b. Is the address of your project the same as the address in 1a?

If identifying the postcode is difficult, provide the address and postcode of the nearest building.

1c. Details of main contact person

This person must have official permission from your organisation to be our main contact. We will send all correspondence about this application to this person, at the given email address.

1d. Describe your organisation's main purpose and regular activities

Tell us about the day to day business of your organisation.

NHMF can fund charities, public and not for profit organisations of all sizes, whose main purposes include preserving cultural or built heritage or conserving the natural heritage.

1e. The legal status of your organisation

Fill in as appropriate.

- If you are not a local authority, but report to the government (such as a state school or university), please tick 'other public sector organisation.'
- If your type of organisation is not listed, please tick 'other'. This might include a Community Interest Company or a social enterprise.
- If you are not a public-sector organisation, you will also need to tell us about your organisation's capacity by providing information about your staff structure, your governing body and your financial situation.

1f. Will your project be delivered by a partnership?

Fill in as appropriate

If you are applying as a partnership, there must be a lead applicant. Please indicate which organisations plan to purchase item(s) as part of your project.

1g. Are you VAT registered?

Fill in as appropriate

Section 2: Project details

2a. Is there an important deadline by which you need a decision? If yes, please give details and explain why. If your project has already been accepted as a fast-track by NHMF, please enter the details here.

Provide details of any fixed deadline which affects your project. For acquisitions this can include auction date, export deferral deadlines or deadline set in the Treasure process.

To have been accepted as a fast track you should have received email confirmation from a member of the NHMF team, please provide their name here.

2b. If you want a grant to buy an item or property please give details of how it is being sold including dates if applicable.

Provide the details and dates of any auction sale, or the details of any private sale which has been agreed. Explain how the item you wish to acquire is being offered for sale and the process you will need to follow to acquire it. You should also include details of any purchase price advertised or set, including auction estimates.

If you wish to use our funding to buy land, buildings, objects or collections, you need to show that you will keep the heritage asset permanently. If you buy land or buildings you should normally have a freehold interest or a lease which has 99 years left to run.

2c. Please provide information about the value of the item or property that you want to buy.

If you are applying for a grant in order to acquire an item(s) you must provide an independent valuation that you have commissioned yourself, to demonstrate that the price you propose to pay represents its market value. You should also include the independent valuation itself as a supporting document. Valuations are not required for export stopped items or those declared Treasure as the value has already been fixed. If you are applying to purchase an item through a private treaty sale your valuation must show that the gross price on which the calculation is based represents the item's market value.

We will seek our own independent valuation as part of our assessment to corroborate the price you propose to pay. NHMF cannot support acquisitions where the price is greater than the market value of the item.

2d. Does your project involve work to physical heritage, such as buildings, collections, landscapes or habitats?

Fill in as appropriate.

2e. Does your project involve the acquisition of a building, land or heritage items?

Fill in as appropriate.

Section 3: Our standards for funding

3a. How is the item or property of importance to the national heritage?

Your project must involve buying, maintaining or preserving land, buildings, objects or collections that are of particular importance to the national heritage. Explain here why you believe the item that you are seeking funding for is important to the national heritage.

Items may be significant because:

- they have been in this country for many years and so have a strong historical connection with the UK,
- they have a commemorative aspect or set a marker in history,
- they may be associated with a historic event, movement or trend,
- the items represent a technological achievement or important moment in industrial history,
- they may simply have a secure and familiar part in our way of life.

3b. In what way is the item or property of outstanding interest?

Items must be of outstanding importance to the UK heritage, for example:

- **Land** of outstanding scientific interest, scenic or historic interest, or land that you have to buy to protect an outstanding building or area,
- **Buildings** of outstanding aesthetic, architectural, historic or scientific interest (including bridges, piers and other structures)
- **Objects** of outstanding aesthetic, historic, artistic, archaeological or scientific interest. These include works of fine and decorative art, textiles, books, manuscripts, industrial, transport and maritime heritage items.
- **Collections** where it is important to keep an outstanding collection or group of objects together.

3c. If you are buying an item or property please give details of the artist, maker, or author; the medium it is in, the date it was made and size of the item. Please also provide all available detail about its provenance and where it is presently located.

Please describe in detail the item or property you wish to acquire. Include more detailed contextual information as a supporting document.

3d Please explain why the item or property is at risk; for example of loss to a UK collection or of being damaged or lost if it remains in its current situation.

You need to show that the heritage item you wish to buy, or protect, with our funding is at risk. This could be because there is a genuine concern that it is about to be damaged, developed in an inappropriate way or exported.

You do not have to demonstrate that the heritage item is at risk if it very clearly has a strong memorial character (see 3e).

3e. If an item or property has memorial character, for example it is directly connected in some way to a conflict in which UK citizens lost their lives, then it need not be at risk. Please explain how your item or property has a memorial connection.

NHMF was set up in memory of those who have given their lives for the UK. We give special consideration to items or projects which are connected with those who have risked their lives for the UK or which have a particular memorial character.

These items must also meet our standards of importance to the national heritage and outstanding interest.

3f. Please provide details of how you will provide appropriate care for the item or property in the long term.

Explain the long term plans of your organisation or project to show that you can provide appropriate care for the heritage item in the future.

If your project includes capital works we need to see full and accurate estimates for all the works you propose to undertake. If you are successful in receiving an NHMF grant we expect that all works undertaken with our funding are procured appropriately; with competitive tenders and following EU procurement regulations where these apply.

3g. NHMF acts as a fund of last resort. Please explain what other measures you are taking to raise funding for your project including using your organisation's own resources and approaching other funders.

NHMF is a fund of last resort, which means we expect that you will have made every effort to secure funding from other sources before requesting a grant from us.

We do not stipulate what level of partnership funding you should contribute to your project costs, but as we have limited funds we will only pay for the total project costs in exceptional cases.

For public collections we assess your financial need based on your acquisition budget (if any) and other funding opportunities.

3h. Explain how the public will have access to your item or project.

Please tell us how the public will have access to your project or heritage item. You should include;

- the number of visitors who will have access
- the number of days per year the item will be displayed
- the admission fee (if any) that you charge.

We appreciate that for some items conservation needs will restrict the duration of display or public access. In these cases we expect that you will provide alternative forms of public access, for example online resources, when the item itself is not available.

Please also outline your plans for engaging the public with the heritage item; this may include events, activities, education resources, online resources and other forms of engagement.

Section 4: Project management

4a. Who are the main people responsible for the work during your project?

- Provide information about the team that will work on your project, including the person who will take overall responsibility.
- Tell us if you will need extra support from consultants or new staff.
- Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place to review the progress of any capital works within your project.
- Describe how you will choose the staff, services and goods needed for any capital work included in your project.
- You will also need to send us:
 - a project management structure;
 - job descriptions for all new posts;
 - briefs for any consultants.

4b. If you are applying for funding towards a capital project please tell us about the risks to your project and how they will be managed. If not please go to Section six Project costs.

Use the table to tell us what the risks are for your capital works project.

Here we want to see that you have started to plan for the possible problems that you may face during your project. These risks could be:

- technical – for example, encountering difficulties in delivery of a phase of capital work;
- financial – for example, a reduced contribution from another funding source;
- organisational – for example, a shortage of people with the skills you need or staff needed to work on other projects;
- economic – for example, an unexpected rise in the market value of the items you need to buy for your capital project;
- social – for example, negative responses to consultation or a lack of interest from your target audience;
- management – for example, a significant change in the project team;
- legal – for example, changes in law that make the project impractical; or
- environmental – for example, difficulties in finding sources of timber from well-managed forests.

4c. When do you expect your project to start and finish?

Fill in the boxes.

4d. Are there any fixed deadlines or key milestones that will restrict your project's timetable?

Fill in as appropriate.

Section 5: After the project ends

5a. How will you meet any additional running costs after your NHMF funding ends?

- Provide information about how you will maintain your project following completion, in line with any consultation or research you have carried out.
- Tell us if and how your organisation will change during the project, and how this will enable you to sustain the benefits of our investment.
- If your project involves digital outputs, refer to your management and maintenance plan where relevant.
- Consider the resources that you will need to maintain the heritage asset following completion.

5b. Tell us about the main risks facing the project after it has been completed and how they will be managed.

You may find it useful to refer to the help notes for question 4b.

5c. How will you evaluate the success of your project?

Tell us your proposed approach and how you will share the evaluation and lessons learnt with similar organisations.

Section 6: Project costs

Here, you should provide a summary of your project costs, using a single line per cost heading. If your project includes capital works, you will also need to provide a separate spreadsheet showing how these summary costs are broken down.

Please read about **buying goods, works or services** in **Part 3: Receiving a grant.**

Columns

Cost headings

The costs in this column are summary headings that we ask you to follow.

Description

Please add a general description.

Cost

Please insert the relevant costs – without VAT and contingency (money to be used only for unexpected extra costs).

VAT (Value Added Tax)

- Make sure that you only include VAT in this column and not in the costs presented in the third column.
- You may not pay VAT on certain types of work or may only pay it at a lower rate. You should approach HM Revenue & Customs (www.hmrc.gov.uk) to check how much VAT you will need to pay.
- We cannot authorise the transfer of any part of the project costs to or from VAT. This means that if you underestimate VAT, you will have to pay the extra costs, and if your VAT status changes so you can reclaim more than you expected, you will need to return this to us.
- You should make sure that all quotes you get clearly show whether VAT is included or not.

6a. Project costs

This includes any capital work to heritage assets, such as acquisition, as well as interpretation, and producing digital outputs.

Purchase price of items or property

The total amount you will spend on the purchase of heritage items as part of your project.

Repair and conservation work

Any repair and conservation work included as capital work within your project.

Fees

This should include all fees you incur which are directly related to your project, such as; agents fees, the buyer's premium for sales at auction, conservation reports.

Fees incurred by your organisation as the buyer are eligible costs; fees incurred by the seller (e.g. legal and agents fees) are ineligible costs.

Other

Please list any other items that you consider to be capital costs, such as; un-reclaimable VAT, travel costs and transport.

Professional fees relating to any of the above

This includes any person appointed for a fixed fee to help with planning and delivering capital work in your project.

6b. Partnership funding

Please list all sources of partnership funding and indicate whether these are secured or not yet secured. You do not have to have all the contributions in place when you apply to us. However you must have them in place by the time you are ready to apply for permission to start. We will assess whether your partnership funding expectations are realistic.

6c. If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

You do not have to have all the contributions in place when you apply to us. However you must have them by the time you are ready to apply for permission to start your project.

Section 7: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application.

When you submit your online form, you are confirming that you have read, understood and agree with the statements set out in the Declaration.

Section 8: Supporting documents

Please provide all of the documents listed, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us – as hard copy or electronically.

For all projects:

- 1. A copy of your constitution, for example a trust deed, memorandum and articles of association or set of rules – dated and signed as adopted by your organisation**

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

2. Audited accounts or otherwise signed accounts for the last three complete financial years

This does not apply to public organisations.

3. For local authorities and other public organisations, details of the revenue budget for the relevant department or faculty for the last three complete financial years and the present financial year

4. A copy of your public liability insurance (if appropriate)

5. A copy of the minutes or other documents, including email, authorising the official contact person to make the application

6. A small selection of images that help illustrate your project. If your project involves land, please provide a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format. We will use these images to present your project to decision makers.

7. Additional background information demonstrating the importance of the heritage item; such as published articles, exhibition catalogue entries, an extract from the sale catalogue if the item is being sold at auction, etc.

For acquisition projects:

- 1. A copy of your acquisitions and disposals policy**
- 2. A copy of the lease (if you wish to buy a leasehold property)**
- 3. A condition report**
- 4. Independent valuation of the heritage item**

For project which include capital works:

- 1. A project timetable**
- 2. Cash flow for the project**
- 3. Income and spending forecasts for the life of the project and five years following project completion**
- 4. A project management structure**
- 5. Spreadsheet detailing the cost breakdown in section 6: project costs, supported by QS estimates or professional quotes for work packages**
- 6. Briefs for internally and externally commissioned work**

7. **Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items**
8. **Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed**

Glossary

Aesthetic: Pleasing to look at.

Lead Applicant: If you are applying as a partnership, you will need to nominate a lead applicant, who will submit the application on behalf of other organisations in the partnership. If the application is successful, both partners will enter into a contract with NHMF. The lead partner will receive the grant payments

Partnership funding: This is how we describe your contribution to your project. For NHMF projects these must be cash contributions only.