

**NATIONAL  
HERITAGE  
MEMORIAL  
FUND**



# **National Heritage Memorial Fund – Application pack**

# NHMF application pack

---

## **Table of Contents**

<b>Part 1: Introduction .....</b>	<b>3</b>
What we fund .....	3
What can be funded.....	3
What cannot be funded .....	3
Who can apply .....	4
Who cannot apply .....	4
Your contribution .....	4
Other information about your application .....	4
Freedom of information and Data Protection .....	4
Complaints.....	4
<b>Part 2: Application process .....</b>	<b>4</b>
Making an application.....	4
How we assess applications.....	5
Our criteria for funding.....	5
Our essential criteria for funding .....	5
Further information:.....	5
How decisions are made .....	5
<b>Part 3: Receiving a grant .....</b>	<b>6</b>
Terms of grant.....	6
Acknowledgement .....	6
Images .....	6
Monitoring for capital works projects.....	6
Permission to start.....	6
Grant payment.....	7
Buying goods, works and services.....	7
Buying items as part of your capital works project.....	7
Insuring works and property .....	7
<b>Part 4: Application form help notes .....</b>	<b>7</b>
Section 1: Your organisation.....	7
Section 2: Project details .....	8
Section 3: Our criteria for funding .....	9
Section 4: Project management.....	10
Section 5: After the project ends.....	11
Section 6: Project costs .....	12
Section 7: Additional information and declaration .....	13
Section 8: Supporting documents .....	13
For all projects: .....	13
For acquisition projects: .....	14
For project which include capital works: .....	14

## **Part 1: Introduction**

The National Heritage Memorial Fund (NHMF) helps to save some of our most-loved treasures from being lost forever.

The NHMF was founded in 1980 with the passing of the National Heritage Act as a memorial to those who have given their lives for the UK.

A resource of last resort, the NHMF provides financial assistance towards the acquisition, preservation and maintenance of some of the UK's finest objects and landscapes, from trains to artworks, wildlife havens to manuscripts.

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.

### **What we fund**

#### **What can be funded**

NHMF can help buy anything which is of outstanding importance to the national heritage and either at risk or of memorial character. For example:

- works of fine and decorative art
- museum collections
- archives
- manuscripts
- items of transport and industrial history
- historic buildings and land

In exceptional circumstances, NHMF can fund emergency repairs when a heritage asset (excluding historic buildings and structures) is at imminent risk of irreparable damage.

#### **What cannot be funded**

- restoration costs, aside from emergency repairs
- the creation of replicas
- yearly revenue funding
- day-to-day running costs or maintenance
- the costs of payroll staff
- development studies
- research projects
- costs of general furniture, fittings and equipment
- we will not normally consider items which are less than 10 years old
- costs which have already been spent; for example, we cannot reimburse individuals or organisations for items that have been paid for or secured with a down payment or deposit

## Who can apply

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

## Who cannot apply

- Private individuals
- Commercial businesses

## Your contribution

NHMF can help fund heritage projects of all sizes. There is no limit to the percentage of funding that can be applied for. However, as NHMF operates as a fund of last resort, you must be able to prove that you have explored, or are exploring, all other possible sources of funding.

We can only consider paying the total costs of a project in exceptional circumstances.

## Other information about your application

### Freedom of information and Data Protection

We are committed to being open about the way we 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

In the unfortunate event that you want to make a complaint about NHMF, our complaint procedure is available on [our website](#).

## Part 2: Application process

### Making an application

#### Project enquiry form

Before applying to NHMF, you must first submit a project enquiry form via the online portal.

We will contact you within 10 working days with feedback. If the timescale allows, your project enquiry will be discussed by our NHMF Panel, which advises us on which cases are the highest priority.

If a full application is recommended we will release the application form for you to complete.

#### Application form

The NHMF application provides more detailed information on your acquisition or project, 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.

## **How we assess applications**

All decisions on NHMF awards are taken by our Board of Trustees. The board meets monthly, excluding July and August.

### **Urgent cases**

We consider urgent cases to be those with a fixed deadline for purchase. Our assessment process normally takes three months from application to decision.

### **Non-urgent cases**

For non-urgent cases, our assessment process normally takes six months from application to decision.

## **Our criteria for funding**

We do not define heritage, importance or risk - it is up to applicants to make the case for each. However, we do ask projects to meet the following criteria:

### **Importance to the national heritage**

Your project must be concerned with buying, maintaining or preserving objects, collections, buildings or land that are of particular importance to the national heritage of the UK.

### **Outstanding interest**

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. Therefore you must be able to prove that the item/s will be at risk in some way should you not be able to acquire them.

Or

### **Memorial character**

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, but they do not have to be at risk.

### **Other considerations:**

#### **Cost**

- The price of the item you wish to buy must not exceed the current market value
- Applicants must commission an independent valuation and submit it with their application. NHMF will also commission our own independent valuation
- Valuations are not required for export-stopped items or those declared treasure
- You must be able to demonstrate that you can provide an appropriate, permanent and secure home for your chosen item/s

#### **Public access**

It is essential that all heritage items we support will be made publicly accessible. Your application should demonstrate how your acquisition of the item will provide new opportunities

for the public to access it. If an object is too fragile for long-term display or if unrestricted access to land or a building could put it at risk, then managed or restricted access can be considered.

## **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. These will be included in a contract for your grant.

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 must ask for our permission; however we will claim back our grant.

### **Acknowledgement**

We rely on our grantees to help us promote our work. This ensures that we can continue our work in saving some of the UK's most-loved treasures from being lost forever.

Please see our Receiving a Grant document for more information.

### **Images**

The photographic record over the duration of your project should include at least five high-resolution digital images; it should also include high-resolution digital photos that show your project before, during and after it is finished.

We may make use of your photographs in publicity material; please ensure that the necessary consents are in place.

### **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.

You may be allocated a monitor who will support you throughout the project. 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. You will need to provide us with:

- a signed contract
- proof of partnership funding
- a detailed timetable or work programme for capital works
- the cost breakdown and cash flow for capital works
- the 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 will pay your grant in instalments after each phase of the work is completed. 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:

- obtain at least three competitive tenders or quotes where you need to buy goods, works or services worth more than £10,000 (including VAT)
- provide proof of competitive tendering procedures for all goods, works and services worth more than £50,000 (excluding VAT). You must give full reasons if you do not select the lowest tender
- 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
- If you have already procured goods, works or services, you will need to tell us how. 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.

It is essential that you, with your contractors, 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**

### **Section 1: Your organisation**

#### **1a. Address of your organisation**

Include full postcode. If the project is being delivered in partnership, use 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.

#### **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'
- 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; 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 or private sale. 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.

NHMF cannot support acquisitions where the price is greater than the market value of the item.

It is therefore essential that you commission an independent valuation and include it as a supporting document.

Valuations are not required for export-stopped items or those declared Treasure.

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.



**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 criteria for funding**

**3a. How is the item or property of 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 a strong historical connection with the UK
- they have a commemorative aspect or set a marker in history
- they are associated with a historic event, movement or trend
- they represent a technological achievement or important moment in industrial history

**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 criteria 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
- any admission fee

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 progress
- 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 6.**

Use the table to tell us what the risks are for your capital works project and how you will deal with them.

Possible risks:

- 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
- economic – for example, an unexpected rise in the market value of the items you need to buy
- social – for example, negative responses to consultation
- management – for example, a significant change in the project team
- legal – for example, changes in law that make the project impractical
- environmental – for example, difficulties in sourcing timber from well-managed forests

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

Fill in as appropriate.

**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
- 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**

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 to check how much VAT you will need to pay. Find out more on the [HMRC website](#)
- 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 unreclaimable 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, but they must be 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.

#### **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 it is unchanged, you do not need to send it again - we will require only the previous reference number.

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 digital images which we can use to present your project to decision makers. If your project involves land, please provide a location map and, if applicable, a simple site map or plan
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 projects 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