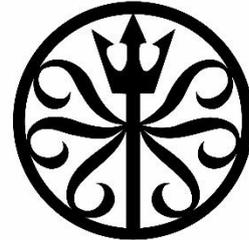


**NATIONAL
HERITAGE
MEMORIAL
FUND**



**NHMF COVID-19 Response Fund
application guidance pack**

June 2021

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Part 1: Introduction

Welcome

The National Heritage Memorial Fund (NHMF) is the Fund of last resort for outstanding nationally important heritage that is at risk. 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.

In response to the pandemic we have allocated a fund of £40m to support nationally important heritage which is at risk due to the impact of coronavirus (COVID-19). This UK-wide fund includes a specific allocation of £20m from the Department for Digital, Culture, Media and Sport (DCMS) as the Cultural Assets Fund for England. NHMF's own £20m allocation sits with this in a combined fund available across the UK.

This guidance you are about to read takes you through the steps and questions you must complete to apply for the fund.

This funding is open across 2021/22 and 2022/23. Expressions of Interest are the mandatory first step in making an application. There are no deadlines to apply.

About this guidance

This guidance will help you to decide whether your organisation, or your heritage asset, is eligible to access this funding. It will also provide 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 end.

What can be funded

We can support any heritage asset which is of outstanding importance to the national heritage **and** at risk due to the impact of COVID-19, through a project grant.

Examples include:

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

NHMF can fund a range of costs in order to safeguard the heritage asset which is at risk. These include:

- acquisition/purchase costs, including associated professional fees
- transport costs, including conservation standard handling and packing for collections or heavy lift/transport costs for large items/historic vehicles
- interim storage costs and investment in new permanent storage capacity
- urgent conservation work necessary due to COVID-19 impact and investment to resolve maintenance backlog/deficit, collection care costs
- condition surveys, cataloguing, management and conservation planning
- professional fees, including legal and other fees to support asset transfer
- ownership transition costs; fixed term support to enable sustainable rehoming of heritage asset
- organisational development costs to support asset transfer; skills development/capacity building, business review and business planning support

What cannot be funded

We cannot fund:

- organisational costs that are eligible to be covered by other Government support, for example, furloughing (inclusive of the remaining percentage of salary costs for staff not covered by the Government's Job Retention Scheme), or any additional salary costs above the furloughing cap
- redundancy costs of staff
- costs that are avoidable in the short term
- anything that contravenes the Governments' advice on COVID-19
- recoverable VAT

Nor can we 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.

Who can apply

- charities
- not-for-profit organisations, for example voluntary groups, trusts, social enterprises and community interest companies
- public sector organisations

Who cannot apply

- private individuals
- commercial and for profit businesses

Other funding contributions

NHMF can fund heritage projects of all sizes and there is no limit to the percentage of funding that can be applied for. We appreciate that in these challenging times it may not be possible to secure other funding contributions. However, NHMF operates as a fund of last resort, so we ask you to show that you have explored, or are exploring, all other possible sources of funding, including your own resources.

Cultural Assets Fund

Funding for heritage assets within England will be provided from the Cultural Assets Fund. This £20m allocation of funding has been made by DCMS for NHMF to distribute alongside our own commitment of £20m. Distributing NHMF's own commitment as a single fund with the Cultural Assets Fund will ensure a UK wide balance of funding.

The Cultural Assets Fund comes from the Cultural Recovery Fund and has been allocated to NHMF to safeguard nationally important heritage assets within England which are at risk due to the impacts of COVID-19.

The Cultural Assets Fund will be distributed by NHMF in 2021/22 and 2022/23, we will work in close partnership with Historic England, Arts Council England and The National Archives, to ensure that nationally important heritage is safeguarded in the most appropriate way. These partners will join our NHMF Panel for discussion of Cultural Assets Fund cases and assist in the prioritisation of applications.

Part 2: Application process

Making an application

We recognise that organisations seeking support may be facing complex challenges, so we encourage you to contact us for advice before you submit an Expression of Interest form. Please contact us at NHMF-enquiries@heritagefund.org.uk.

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](#).

If you are applying for an organisation based in **England** you will need to add *CAF*: to the start of your project title. An example of this would be: CAF Saving the Brooks Collection.

If you are applying for an organisation based in **Scotland, Wales or Northern Ireland** you will need to add *MFC*: to the start of your project title. An example of this would be: MFC Saving Blew Tower.

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. All Expressions of Interest which meet the core standards of the fund will be discussed by our NHMF panel of experts, who recommend 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 full 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 have it reviewed by our one of advisory panels again who will advise our Board of Trustees on the application's priority. Your application will then go to our next available Board of Trustees 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**.

For further details on the Expression of Interest and application forms, and help notes to help you plan your answers, please see **sections four and five respectively**.

How we assess applications

Our standard timescale for assessing applications is 6 months for non-urgent cases and 3 months for those which face a pressing deadline,

As we recognise that organisations may face urgent pressure due to the impact of COVID-19 we also operate a fast track process where the risk to a heritage asset is very urgent. If you face very urgent pressure and wish to apply as a fast track please contact us at NHMF-enquiries@heritagefund.org.uk.

Our standards for funding

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

1. 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.

Designation can indicate a heritage asset is of national heritage importance, these include:

- listed buildings of Grade I or II* (Category A or B in Scotland)
- designated collections
- scheduled monuments
- registered parks and gardens
- SSSIs and RAMSAR sites
- ships listed on the National Historic Fleet

If the heritage asset you are seeking funding for is not designated you need to demonstrate how it is of importance to the national heritage.

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.

2. 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. Examples include:

- **Land** of outstanding scientific, scenic or historic interest, or land that protects an outstanding building or area.
- **Buildings** of outstanding aesthetic (pleasing to look at), 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 and objects such as motor cars.
- **Collections** where it is important to keep an outstanding collection or group of objects together.

3. At risk

The role of this funding is specifically to save items that are at risk as a result of the impact of COVID-19. You must be able to demonstrate that the item/s will be at risk in some way should you not be able to secure this funding to acquire them, or carry out the works that you propose.

For example you should be able to demonstrate one of more of the following:

- **Organisational failure as a result of COVID-19** – evidence from accounts and comparative income forecasts that the heritage asset or collection is at risk due to organisational pressure resulting from the impact of the pandemic. You will be able to show that your organisation was viable before March 2020.
- **Emergency restoration or repair attributable to COVID-19** – deterioration and imminent irreparable damage arising from the period the heritage asset or collection has been mothballed or in storage as a result of COVID-19 restrictions.
- **Emergency acquisitions as a result of wider financial pressures of COVID-19** – to protect nationally important cultural property that needs to be acquired, for example through the export deferral or Treasure processes, but the capacity of your organisation to acquire is reduced due to financial pressures as a result of COVID-19.

If the heritage item is at risk, but not specifically due to the impacts of COVID-19, you should submit an EOI for our [standard NHMF funding \[link to page when ready\]](#).

4. Will be publicly accessible if awarded a grant

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 will we prioritise applications?

Where there are an excess of cases that equally meet the above essential standards, we will apply further balancing criteria to ensure that projects supported achieve:

- **Opening up access:** where funding will lead to opening up access to heritage by developing diversity within your audiences, participants, workforce, and governance, and for those organisations which are important to their local places and audiences and which promote understanding of diverse communities across the country.
- **Geographic spread:** we will take into account the need to support cultural organisations across the UK, and will also take into account whether an organisation is based in an area of low cultural engagement.
- **Heritage Type:** we will ensure a balance in funding across the breadth of eligible heritage to reflect the richness of our cultural fabric as far as possible (landscapes, buildings, vehicles, collections, archives, objects etc).

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

This funding can support a range of costs necessary to safeguard nationally important heritage assets. You must demonstrate that the costs are essential to address the risk to the heritage which has arisen due to the impact of COVID-19.

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.

The price of any 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.

Financial need

We appreciate that in these challenging times it may not be possible to secure other funding contributions. However, NHMF operates as a fund of last resort, so we ask you to show that you have explored, or are exploring, all other possible sources of funding, including your own resources.

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.

As 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 project support consultant 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 or scan 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 part of your project, whenever you use your grant to purchase goods, works or services, we will ask you to give us details of the procurement (which is the buying, tendering and selection process).

You should always consider equality of treatment, transparency, mutual recognition and proportionality when procuring any goods, works or services.

If you are a public sector organisation grantee or your project is subject to UK Public Procurement legislation, then you must follow the relevant legislation. You can find useful information and guidance on the Crown Commercial Service and Cabinet Office websites. Procedures to recruit consultants and contractors must be fair and open and comply with relevant equality and employment legislation. Fees for any consultants or other professionals that you recruit during the project should be in line with professional guidelines and be based on a clear written specification. If any of the contractors, suppliers or consultants you wish to appoint are linked, for example close friends or relatives, or if there is any financial link such as ownership of these suppliers you will need to obtain our written permission from us first. 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 do not necessarily need to appoint the contractor, supplier or consultant who provides the lowest quote. When deciding who to appoint for your project, you should look at the overall value for money the quote presents and the skills, experience and financial viability of the contractor, supplier or consultant.

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.

Subsidy control

As the grant comes from public funds, you must ensure that the grant is compatible with subsidy control law as set out in Chapter 3 (Subsidies) of Title XI (Level Playing Field) of the Trade and Cooperation Agreement, the World Trade Organisation Agreement on Subsidies & Countervailing Measures, the Northern Ireland Protocol and any other World Trade Organisation or Free Trade Agreement that applies to your project, including any new legislation that may be introduced. It is your responsibility to check whether subsidy control clearance is required. You should seek independent legal advice if you are unsure.

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, Environmental Information Regulations 2004, the Data Protection Act 2018 and UK General Data Protection Regulations. When you submit your declaration with your application form you are confirming that you understand our obligations under these Acts.

Making a Complaint

We understand that you may be disappointed with the outcome of either your EOI or application. We can only review our decision again if you make a complaint about how we have dealt with your EOI or application. We have a two stage process for this fund. We will only be able to consider and investigate the complaint if:

- We did not follow the published procedures for assessing your application.
- You can show that we have misunderstood a significant part of your application.
- You can show that we did not take notice of relevant information.

A complaint must be made in writing by emailing enquire@heritagefund.org.uk within 10 working days of receiving your feedback from your EOI or your application decision. We aim to acknowledge your complaint within three working days.

Part 4: Expression of Interest form help notes

***Project title**

Please give your project a title. We will use this on our website and in any publicity, if you are invited to apply and are awarded a grant.

If you are applying for an organisation based in **England** you will need to add *CAF:* to the start of your project title. An example of this would be: CAF Saving the Brooks Collection.

If you are applying for an organisation based in **Scotland, Wales or Northern Ireland** you will need to add *MFC:* to the start of your project title. An example of this would be: MFC Saving Blew Tower.

Section 1: Your organisation

***1a Details of main contact person**

This should be the person that we can contact if we have any questions about the project.

Are you a not-for-profit organisation?

Yes / No

If No

*If you are not a not-for-profit organisation, please tell us the type of organisation you are.

Section 2: Your project

***2a What is your project?**

Use this section to tell us how you would use NHMF funding, explaining how. The heritage asset has been put at risk as a direct result of COVID-19.

***2b Please describe the heritage item or property your project focuses on.**

Tell us about the heritage asset/s your organisation cares for. For example an item, a historic property, a site or collection.

***2c Is there an important deadline by which you need a decision?**

Yes No

If Yes

*Please give details and explain why.

You do not need to have a specific deadline but if you are, for example, currently operating using reserves please tell us when these will run out.

Section 3: Our standards for funding

Use this section to show us how the heritage item which your project focuses on meets our standards for funding.

***3a Importance to the national heritage: explain how the heritage item or property is of importance to the national heritage.**

Please use this section to explain why the heritage asset you care for is important to our culture and history. Why is it necessary that we preserve it for future generations? How would our heritage be affected if it were lost? If it is a site, a building or other structure does it have a listing or designation reflecting national importance?

***3b Outstanding interest: explain how the heritage item or property is of outstanding interest.**

Tell us what is unique about your heritage asset. For example: is it a rare survival, a key work by a noted artist or writer or something that marks a particular historical event? If it is land does it protect our biodiversity?

***3c At risk: explain why the heritage item or property is at risk**

Please describe how your heritage asset is at risk. This can be physical risk or the risk of no longer being accessible to the public.

Please also use this section to tell us about all of the ways that COVID-19 has affected your organisation and the effect it has had on your ability to care for the heritage asset. Tell us what the implications are likely to be for your organisation and the heritage you care for if NHMF funding is not awarded to you.

***3d Memorial character: we give special consideration to heritage item or property which have memorial character; explain how the heritage item(s) or property has memorial character.**

To have memorial character an item or place must have a close association with a conflict in which UK citizens have given their lives. We do give projects with a memorial character special consideration but in order to be priority, projects with a memorial connection will still have to meet all of NHMF's criteria.

Section 4: Project Costs

***4a Costs and whether your proposal is realistic:**

How much is your project likely to cost? What will the major costs be? If you are buying an item or property please tell us the reasoning behind the purchase price, including any valuation advice you have taken. Please also explain how these costs will address the risk facing the heritage asset as a result of the COVID-19 pandemic.

***4b How much are you likely to ask for from us?**

Please tell us how much you think you will be applying to NHMF for. This does not need to be an exact figure at this stage, you will be able to change it if you are invited to make an application.

***4c How will your project last over the long term and how will you provide appropriate care for the heritage item or property?**

Explain how the project you propose will safeguard the heritage asset for the long term and how your organisation can provide appropriate care for the heritage item in the future.

***4d Financial need: we are a funder of last resort; please give details of any partnership funding you have at this stage and your fundraising plans.**

We need to know whether you have had any COVID-19 support funding from another source. We also need to know if you have applied for funding from elsewhere towards the project you are seeking our funding for, even if you have not had a decision yet. Please tell us who any strategic partners are and how much support they may be able to offer you on this proposal.

Section 5: Public Access

***5a NHMF requires that the public have access to your project. Please explain how you are going to provide this.**

We expect that an aim of your project will be to provide public access to, and engagement with, the heritage item your project focusses on. Explain how will you make sure people have access to, and are informed about, your collections or site, both physically and online.

You should also explain how this funding will lead to developing greater diversity, either with the heritage asset itself, or in your organisation's audience, participants, workforce and governance.

Supporting Information

To submit your EOI, please upload with your EOI form :

- a summary table of your project costs (only include VAT if you cannot reclaim this)
- your latest Audited Accounts
- your management accounts for the past 12 months for your organisation and any trading subsidiaries
- a high resolution image/s of the heritage asset

Please use file names that identify your organisation.

Part 5: 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 sector organisations 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. If your project involves acquisition please indicate which project partners 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
- have a commemorative aspect or set a marker in history
- may be associated with a historic event, movement or trend
- represent a technological achievement or important moment in industrial history
- 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 as a result of the impact of the COVID-19 pandemic. This could be because there is a genuine concern that it is about to be damaged, developed in an inappropriate way or exported. Please provide detail, and supporting information, which demonstrates that the risk the heritage asset faces is due to impacts of COVID-19. This funding is only to support heritage assets which are facing this type of risk.

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. However, for this COVID-19 response funding we expect all applications to demonstrate that the heritage asset is at risk due to the impact of COVID-19, including those which have memorial character.

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. Detail how your organisation has adapted to COVID-19 to ensure it will continue to be financially viable. Describe, and provide supporting information to demonstrate, how your planning will safeguard the heritage asset in the long term, facilitating public access and engagement.

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 in line with the guidance set out above; with competitive tenders and following UK 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.

Please provide details of other COVID-19 support grants you have received. You need to demonstrate that the funding required to safeguard the heritage asset cannot be secured from other sources.

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.

You should also include detail on how this funding will lead to developing greater diversity, either with the heritage asset itself, or in your organisation's audience, participants, workforce and governance.

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. Please remember to consider the impact of COVID-19 and any public health restrictions that might be in place. How these could affect the delivery of your project and what you will do to mitigate these risks?

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
- 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

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. We would expect you to submit these electronically but can accept hard copy in exceptional circumstances. If you need to do this please contact the NHMF team who will be able to advise you on next steps.

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 sector organisations.

3. **For local authorities and other public sector 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 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 high resolution. 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 projects that 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.**