



## National Lottery Grants for Heritage £10,000 to £250,000

### Application Form Information

Throughout this application form you will notice icons next to a number of questions and statements. If you click on the icon you will be provided with more information about what to include in your answer or an explanation about how a certain part of the form works.

- Please note that the overall word limit of this form is 6,000 words. You will not be able to submit your application if you exceed this limit. Please note that dashes in the text count as whole words. If you decide to copy and paste text directly into your application, please review your application before submission and make changes where necessary to ensure you do not exceed the stated word count limit.
- Don't forget to save the progress of your application as you work on it.
- We will not assess your application if you have not supplied the correct supporting documents (please do not send more than we ask for) or have not answered all of the questions.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused a grant or loan. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found by contacting [fair.processing@heritagefund.org.uk](mailto:fair.processing@heritagefund.org.uk).

### Section One: Your project

**Name of your organisation**

Abergavenny Town Council

**Project Reference Number**

OM-19-01106

**Project Title****Please note this will be published on our website and seen by our decision takers.**

Refurbishment of the Historic Gates &amp; Associated Railings at Bailey Park, Abergavenny

**1a. Have you received any advice from us before making your application?**

Yes

**Tell us who you received advice from**

Stephen Barlow

**1b. Is this your organisation's first application to us?**

Yes

**1c. Describe your project**

**In no more than 200 words please provide a summary of your project, if necessary use bullet points. Please note the summary you provide is the only part of your application form which is seen by decision takers. This is presented alongside our Officer's assessment of your application.**

This project is for the restoration of the three sets of gates and a section of railings at the historic Bailey Park in Abergavenny which was developed by Ironmaster Crawshay Bailey Junior. These gates are in a poor state with sections missing, paint missing and exposed rusting metal. The restoration is timely. There's a reinvigorated Friends of Bailey Park volunteer group who are helping to maintain the gardens and Monmouthshire County Council is leading on a BIG Lottery application to improve sporting facilities in the park. This project is a key part of a planned investment programme which responds to local determination to secure the park for future generations and to provide an opportunity to remind people of its history and its cultural value to the community. Described by CADW as an urban park with a grand entrance with gates and railings at the south-east side, Bailey Park is a significant community asset in the centre of Abergavenny used by all ages for sports (formal and informal), events and as a place to walk, garden, sit and meet friends. The wrought iron gates have large square panels, scrolled bands to sides and scrollwork.

**You must also submit a Project Plan as part of your application.**

**1d. Where will your project take place?**

**If your project will take place across different locations, please use the postcode where most of the project will take place.**

**Address line 1**

Bailey Park

**Address line 2****Address line 3****Town/City**

ABERGAVENNY

**County**

Gwent

**Post code**

NP7 5PR

**Local Authority within which the project will take place**

Monmouthshire

**Constituency within which the project will take place**

Monmouth

**For landscape projects, please provide an Ordnance Survey grid reference for your landscape**

**1e. When are you planning to start and finish your project?****Project start date:**

<b>Month</b>	April		<b>Year</b>	2020
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**Project finish date:**

<b>Month</b>	December		<b>Year</b>	2020
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**1f. Why does your project need to happen now?**

The gates were last restored in the 1980s and are now in an appalling state with bits missing. If the money is not found to restore them soon they will carry on deteriorating to a point where restoration may not be possible so there is an urgency to seeking funding to enable the restoration. Replacement will be much more costly and more challenging to raise a much large sum of money. There is currently community interest and action in seeking investment in the park. This enthusiasm is to be capitalised upon and the risk is that without planned projects coming to fruition this community action and interest will wane.

The wider investment in the park includes renewing sporting facilities and together the sum of these investments will have a much greater impact to improve on people and the community. There is also renewed interest in caring for parts of Bailey Park with the Friends of Bailey Park having an influx of new members who want to see the park improved for future generations for all to use and enjoy. To this end regular gardening work parties and litter picks have been arranged.

Friends of Bailey Park have recently installed a new information board which provides the history of the park. Having rusting gates forming the entrance to the park which are visible from the A40 sends out the wrong message to residents and visitors; a message that the community does not care about this wonderful resource which is contrary to reality. People do care but up until now have not come together to do something about the state of their park.

**1g. Tell us what advice you have received in planning your project and from whom.**

A steering group has been set up which includes representatives from the Monmouthshire County Council who are the landowners. MCC Departments represented include Heritage, Museums and Parks. There is also local representation on this group from Abergavenny & District Civic Society, Abergavenny Local History Society, Friends of Bailey Park and Abergavenny Rotary. All parties have contributed to this project with advice and will play a role in its implementation. For example, Abergavenny Local History Society (ALHS) will be running guided walks around the park for people to find out more about the history of the park, Abergavenny Rotary use the park for fundraising events so will be making a donation, ALHS will be preparing an exhibition which will be displayed in an accessible community building.

The gates are listed and MCC Heritage Manager is part of the steering group and has provided advice throughout. Following advice from the Heritage Manager on the paint finish and colour of paint, a specification has been prepared to enable three quotations to be invited.

**1h. Tell us about the people who will benefit from your project.**

The people that will benefit from the project include all users of the park which is a diverse group from parents and toddlers who visit the play area for informal play through to all ages taking part in formal sports (rugby, football, petanque, bowls). The park is also popular with dog walkers, gardeners, joggers etc. There's also all the residents and visitors who attend events that use Bailey Park such as the Steam Rally, Shire Horse Show, Circus, Cycling Festival. A number of these events attracts national and internal competitors and visitors.

The improved appearance of the entrances will help to change people's view of the park from one where there is a lack of respect for the local environment to one where people start to respect and look after their town and it's assets. This project will contribute to changing perceptions that the park is a safe, welcoming and cared for greenspace. New activities which will attract new visitors are planned for 2020 such as the Junior Parkrun.

More specifically, students attending Hereford College of Arts Blacksmithing Course will directly benefit from studying a live restoration project and it is proposed that the opportunity will arise for students to work with the contractors engaged to carry out the restoration.

Friends of Bailey Park Group and Abergavenny Local History Society will benefit from being associated with this flagship restoration which will generate support and interest in their groups.

**1i. Does your project involve heritage that attracts visitors?**

Yes

**How many visitors did you receive in the last financial year?**

10000

**How many visitors a year do you expect on completion of your project?**

10000

**1j. Tell us what will happen after your project ends.**

**Think about: Where the things you will produce will go after your project has finished, how the outcomes will be maintained and how you will manage your heritage in the future.**

The gates and railings should require limited maintenance unless there is damage. The restoration work will be guaranteed for three years so any defect in the work will be rectified by the contractor. There will be an annual inspection carried out by Monmouthshire County Council.

In terms of engaging with people after project completion, a notice board will be erected providing the history of the design of the gates and information also be available on websites belonging to Abergavenny Town Council's website, Friends of Bailey Park, Abergavenny Local History Society. An article will also be submitted to the Abergavenny Chronicle documenting the project and the history of Bailey Park and its grand entrances.

**1k. As well as acknowledging your grant as set out in our requirements, we also ask you to provide special access and/or offers for National Lottery players. Please tell us how you would do this.**

We will acknowledge financial support from the Heritage Fund on all the promotional material. At the unveiling of the new gates, acknowledgement will be given to all funders. There is no charge to enter the park and use many of the facilities so it would be difficult to provide special access and/or offers for National Lottery players.

**Section two: The heritage**

## 2a. Tell us about the heritage in your project and why it is important to your organisation and community.

The park that Ironmaster Crawshay Bailey II created has played a major part in Abergavenny life for over a century. It has been and is the home to many sports clubs and offers space for informal recreation. It is in the heart of the community, bounded on three sides by housing and offers a flexible space for events which attract both local and national audiences. Until recently, many aspects of the park had suffered from a lack of investment which has resulted in the infrastructure deteriorating. This leads to an overall poor impression which does not encourage people to value and care for the park. The community through direct action with the formation of Friends of Bailey Park has pushed for investment and has encouraged more people to get involved to champion the importance of the park to the town.

The public authorities namely Monmouthshire County Council and Abergavenny Town Council have responded and working in partnership are seeking funding to make the necessary investment so that once again Bailey Park can have a suitably grand entrance with gates and railings. This is an acknowledgement that the park is a wonderfully unique place, valued by the community for formal and informal recreation and events as intended by Crawshaw Bailey II over 100 years ago.

This project is to restore the historic gates and railings at the town's central park known as Bailey Park. The name Bailey Park gives a clue to its history. The "Priory Meadow" was leased to Ironmaster Crawshay Bailey II for 21 years on 31 December 1883. He developed it as a park, putting up gates and railings, forming a management committee and employing a park keeper. Then he opened it to the public. After his death in 1887, the committee continued to manage the park. In 1894, the Abergavenny Improvement Commissioners raised loans, and donations from several of Crawshay Bailey's family, and purchased the freehold. A Deed Poll retained the name "Bailey Park". The park was later managed by Abergavenny Town Council (successor to the Improvement Commissioners), and then by Monmouthshire County Council.

The CADW description of the park is as follows:

"Bailey Park is an urban park with a grand entrance with gates and railings at the south-east side. There is marginal ornamental planting of beeches, and evergreens with footpaths. The grassed central area incorporates playing fields, a bowling green and a bandstand. At the north end is a small formal garden, a disused lido dated 1939, and derelict greenhouses."

The Listed Building entry for the gates describe them as

"Piers of Baroque style in rock-faced stone with upper parts in Bath stone with red sandstone band and finials; the wrought iron gates have large square panels in upper part; scrolled bands to sides, scrollwork also to tops of gates. To each side is a pedestrian gate in similar design supported on smaller piers whose finials are heraldic beasts."

The National Eisteddfod of Wales was held on the park in August 1913.

Bailey Park was used as a meeting point for the Royal Mons Regiment in readiness for going off to the front in World War I. War broke out on 4th August 1914 and the order to mobilise the 3rd Mons was received at 6.10pm on the same day. Throughout the night of the 4th, the companies from the various towns and villages mustered and caught trains to Abergavenny: the whole battalion gathered outside the Market Hall at dawn on 5th August. Later, they marched on to Bailey Park, where they were given tea.

Bailey Park is home to Abergavenny Rugby Football Club. It's one of Wales' oldest rugby clubs, founded in the 1870s. During the First World War, several football and rugby matches were played here to raise money for refugees who had fled from German-occupied Belgium. A football match in October 1914 raised £6 10s for the Belgian refugees, who were living at 35 Castle Street.

After the armistice a Mark IV tank was placed on a tank planter within the park after the war but was later removed. The Abergavenny Civic Society has since placed an interpretation board next to the planter to give the history of the tank.

**2b. Select the heritage type that is the main focus of your project:****Please note you can only select one option.**

Historic Buildings and Monuments

**Please select one of the following:**

Monuments / Memorials

**2c. Is the heritage considered to be at risk?**

No

**2d. Does the heritage have any formal designation?****Please select the options that apply.**

- Accredited Museum, Gallery or Archive
- Designated or Significant (Scotland) Collection
- DCMS funded Museum, Library, Gallery or Archive
- World Heritage Site
- Grade I or Grade A listed building
- Grade II\* or Grade B listed building
- Grade II, Grade C or Grade C(S) listed building

**How many buildings of this type are included in your project?**

Structure of gates, gatepiers and attached walls with railings to main entrance to Bailey Park

- Local list
- Scheduled Ancient Monument
- Registered historic ship
- Conservation Area
- Registered Battlefield
- Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)
- National Park

- National Nature Reserve
- Ramsar site
- Regionally Important Geological and Geomorphological Site (RIGS)
- Special Area of Conservation (SAC) or e-SAC
- Special Protection Areas (SPA)
- Registered Park or Garden
- Grade I listed Park or Garden
- Grade II\* listed Park or Garden
- Grade II listed Park or Garden

**If applicable, what is the registration or inventory number/s?**

- Protected Wreck Site
- National Historic Organ Register
- Site of Special Scientific Interest
- Local Nature Reserve
- Other

**2e. Will you be undertaking any capital work as part of your project?**

Yes

**Tell us:**

- **The name of the building(s), collections, landscapes or habitat;**
- **If any statutory permissions or licences are required to carry out your project;**
- **Whether these are in place.**

Structure of gates, gatepiers and attached walls with railings to main entrance to Bailey Park

Listed building consent will not be required as this is classed as a repair.

**2f. If you are undertaking any capital work (including repair, refurbishment etc.) to land, buildings or heritage items, tell us who owns it.**

**Please select the option that applies.**

Project Partner

**Tell us:**

- **The name of the partner organisation;**
- **If the project partner has the freehold of the building or land, or own outright the heritage items;**
- **If the project partner has the lease of the building or land and how many years are left to run on the lease;**
- **If the project partner has, or are you planning to take out, a mortgage or other loans secured on the building or land, or heritage item;**
- **If so, give us details of the lender and the amount of the mortgage or loan.**

Monmouthshire County Council is the freeholder of Bailey Park

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

No

## **Section three: Managing your project**

**3a. Will your project be delivered by a partnership?**

Yes

**Who are your partners? Please provide a named contact from each organisation and if applicable ensure that a representative from each has been added to the end of the Declaration in Section eight. Please note if you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement.**

Monmouthshire County Council

**3b. How will your project be managed?**

Day to day the project will be managed by the Jane Lee, Town Clerk, Abergavenny Town Council. Jane has been a project manager on a number of regeneration schemes.

The project manager will be supported by a steering group consisting of the following organisations with specific expertise and knowledge.

Mark Cleaver, Environment Officer, Monmouthshire County Council. Applicant for complementary Bailey Park BIG Lottery project and representing the landowner  
 Amy Longford, Heritage Manager, Monmouthshire County Council  
 Rachael Rogers, Museums & Arts Manager, Monmouthshire County Council  
 Gill Wakley, Abergavenny Local History Society  
 Shirley Barnfield, Mike Foden, Ruth Powell from Friends of Bailey Park  
 John Bannon and David Hassall, Abergavenny Rotary Club  
 David Sheers, Civic Society



### **3c. Tell us about any jobs and / or apprenticeships that you will create to deliver your project.**

This project will not create any jobs or apprenticeships although it is proposed to offer student(s) on the BA Blacksmithing Course at Hereford College of Arts the opportunity to work with the contractor engaged to undertake the restoration.

### **3d. Tell us about any problems your project could encounter and how you will manage these.**

technical - the gates and railings could be in a worst state of repair than expected which would lead to additional repairs or require different techniques. although this has is not expected to transpire as a condition survey has been carried out. Quotations are received from professional companies who have viewed the gates. A fixed price contract will be sought.

financial - the above may increase the overall cost. A contingency sum is included in the overall project cost.

organisational - the main element of this project will be the contract with the gate and railing contractor. In terms of the education elements, Abergavenny Local History Society is a thriving local group it is not reliant on one person. Therefore we do not anticipate any organisational issues.

economic - we would be seeking a fixed cost contract.

social - we may get some negative comments about the use of funding to restore gates by people who perceive that the money should be spent elsewhere. This is about managing the consultation and information to given to the public. We do not expect much negative criticism as the gates are in such a poor state so that repairs will be welcome.

management - the local organisations are represented by more than one person so there is continuity should one person be unavailable for sometime. In respect of the project manager, there will be resilience within the Town Council with the Chair of the Environment Committee being fully informed and up to speed and officers from MCC have support.

legal - there will be a formal letter of engagement setting out the terms of the contract

environmental - there is not any foreseen environmental problems.

### **3e. What measures will you take to increase positive environmental impacts and reduce negative environmental impacts?**

This project has significant positives with regards to the local environment. The refurbished gates will uplift the appearance of the park and surrounding area thereby improving the local environmental quality. A local company will be used to restore the gates thereby reducing miles from workshop to the park. When the walks are publicised participants will be encouraged to share lifts, walk or cycle to the meeting point rather than use the car.

The blacksmithing students from Hereford College of Arts will fabricate bespoke cycle stands which will be installed in the park so that people who cycle to the park have somewhere to lock their bikes.

### **3f. How will you evaluate your project?**

The project will be evaluated by way of a questionnaire at local events held at Bailey Park. Comments via participating organisations will be collated and comments will be sought through social media. The appearance of the gates and associated railings will be evidence that the project has been a success.

## Section four: Project outcomes

### 4. Select the outcomes your project will achieve and explain how you will do this:

**Achieving the outcome 'A wider range of people will be involved in heritage' is a mandatory requirement.**

**Please note:**

- **We do not expect you to achieve all of the outcomes listed;**
- **If your application is successful you will be expected to report against the outcomes you select.**

a. A wider range of people will be involved in heritage

This project will impact on the wider local environment and those that walk, run, cycle, drive past the gates and enter Bailey Park. By organising free guided walks, mounting an exhibition in a number of venues, using social media and issuing press releases we will involve people that would not ordinarily know the history of the park and its gates and railings. This will enable them to appreciate the history of this unique park and the value it has to the town.

Those representatives from the partner organisations will, by being involved, be more involved in heritage and securing heritage for future generations.

We will also be involving local students from Hereford College of Arts MA Course in Blacksmithing or them to understand traditional materials and skills.

These will be 'new' people who will understand and hopefully respect the park in future years.

b. Heritage will be in better condition

The refurbishment of the gates will be carried out by a company that specialises in restoring historic gates. The work will be carried out at the restorers workshop to ensure stable conditions when applying the undercoats and paint. The restoration will involve casting missing parts of the gate including large floral medallions, floral collars, rewelding and gilding of specific elements. We will receive a 3 year guarantee from the restorer. Monmouthshire County Council will be responsible for future upkeep.

c. Heritage will be identified and better explained

The exhibition mounted by Abergavenny Local History Society will explain the history of the park and significance of the gates. The guided walks will do the same. The local weekly newspaper, the Abergavenny Chronicle will publish a feature about the restoration project.

d. People will have developed skills

Students from Hereford College of Arts will learn traditional blacksmithing skills by working with the gate restorer on part of the project.

Those involved in pulling together the exhibition will learn research skills, those manning the exhibition will develop communication skills as will those leading the guiding walks.

e. People will have learnt about heritage, leading to change in ideas and actions

f. People will have greater well-being

There will be a greater sense of community as a result of this project, as different organisations will have worked together to make this happen for the benefit of the town. Links will be forged between the Town Council and Monmouthshire County Council and voluntary organisations involved in this project which will have lasting benefit. Those attending the walks will receive health benefits and they will be encouraged to participate in other guided walks taking place in the town.

× g. The funded organisation will be more resilient

The Town Council will have strengthened links with the town which will be advantageous when considering future projects.

× h. The local area will be a better place to live, work or visit

The wider area will be uplifted by this project. This will be a direct demonstration of investment in the town's assets and this will contribute to how residents and visitors feel about the town which affects how they behave in the town and talk about the town.

× i. The local economy will be boosted

The park is a venue for many community based events both formal and informal. Improvements to the 'venue' will boost visitors to the events which bring in money directly for local organisations/businesses trading at these events or indirectly through fundraising which is distributed to local organisations. For example Abergavenny Rotary Club organise an Annual Steam Fair and all profits are then distributed to local causes including this project. This funding is often used by these local organisations to purchase local goods and services.

## **Section five: Project costs**

### **5a. Project Costs**

**Tell us how much it will cost to deliver your project.**

Cost Heading	Description	How much (£)	VAT (£)	Total (£)
New staff				
Professional fees				
Recruitment				
Purchase price of heritage items				
Repair and conservation work	Restore gates and associated railings and gilding	45320		45,320
New build work				
Digital outputs				
Equipment and materials including learning materials				
Training for staff				
Training for volunteers				
Travel for staff				
Travel for volunteers				
Expenses for staff				
Expenses for volunteers				
Event costs				
Community grants				
Other				
Publicity and promotion	Display materials	100		100
Evaluation	Costs to print surveys	20		20
Full Cost Recovery				
Contingency		4460		4,460
Inflation				
Total project costs		49900		49,900

## 5b. Project Income

Tell us about any project income from other sources of funding that you expect to receive to help you carry out the project.

**Please note: All grant requests are automatically rounded down to the nearest £100. With this in mind, please make sure that the total project income exactly matches the total of costs or the system will not allow you to proceed.**

Income type	Source of Funding	Secured?	If No, anticipated date income will be secured	Value (£)
Cash	Abergavenny Town Council	No	March 2020	10000
Cash	Abergavenny Rotary Club	Yes		5000
Cash	Abergavenny & District Civic Society	Yes		2000
Cash	Friends of Bailey Park	No	March 2020	500
Grant request				32400
Total				49900

**Grant %**

65%

### 5c. Non-Cash Contributions

Tell us about any non-cash contributions that you expect to receive to help you carry out the project.

Description of non-cash contributions	Estimated Value (£)
Provision of temporary fencing and cutting back of vegetation by MCC	500
Total	500

### 5d. Volunteer Contribution

Tell us about any volunteer contribution that you expect to receive to help you carry out the project.

Description of volunteers' task	Skill level of volunteers' task	Number of volunteers	Total number of volunteer hours	Value of volunteer contribution (£)
Total				

## Section six: Your organisation

### 6a. Address of your organisation.

Address line 1	Town Hall
Address line 2	Cross Street
Address line 3	
Town/City	Abergavenny
County	Monmouthshire
Post code	NP7 5HD

### 6b. Organisation type

Please select one of the following:

Local authority

**6c. Tell us about your organisation's main purpose and regular activities.**

The organisation's main purpose is to improve the wellbeing of residents in the five town wards of Abergavenny

**How many board members or Trustees does your organisation have?**

15

**How much did your organisation spend in the last financial year?****What level of unrestricted funds is there in your organisation's reserves?****6d. Is your organisation any of the following? If so please provide the information requested.****Registered Charity in England, Scotland or Wales - give registration number****Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number****Company or Community Interest Company (CIC) - give registration number****6e. Are you VAT-registered?**

Yes

**Please provide your VAT number**

378915009

**6f. Do you consider your organisation's mission and objectives to be:****Please select the options that apply**

- Black or minority ethnic-led
- Disability-led
- LGBT+-led
- Female-led
- Young people-led

**And in Northern Ireland only:**

(none selected)

**6g. Details of main contact****Name**

Jane Lee

**Date of birth**

16/02/1965

**Position**

Town Clerk

**Is the address of the main contact the same as the address in 6a?**

Yes

**Daytime phone number, including area code**

01873735820

**Alternative phone number****Email address**

clerk@abergavennytowncouncil.gov.uk

**Tell us about any particular communication needs this contact has.****For projects based in Wales, which language should we use to communicate with the main contact?** English Welsh Both (Bilingual)**If the main contact is not an authorised signatory for your organisation please include the details of an authorised signatory below:****Name****Position****Contact telephone number**

**6h. Does your organisation use social media? If so, please provide us with some information (for instance, your organisation's twitter handle).**

## **Section seven: Supporting documents**

**Below is the list of supporting documents that you are required to provide for this grant programme. If the supporting document is not relevant to the project you are proposing please select not applicable.**

**Please do not submit any additional documents that do not appear below.**

**All documents should be provided in digital format (either as an attachment to this application form or sent as an email to your local office).**



## 1. Governing Document (e.g. constitution)

**We do not need to see your governing document if:**

- You are a public organisation (e.g. a local authority)
- You are a private owner of heritage
- You are a commercial organisation

Not applicable

## 2. Accounts

**Your most recent audited or accountant verified accounts.**

**If you are a newly formed organisation and do not have a set of audited accounts, please submit your last 3 bank statements or a letter from your bank confirming that you have opened an account.**

**We do not need your accounts if you are a public organisation (e.g. a local authority).**

Not applicable

## 3. Project plan

**All projects must submit a project plan. We recommend you use the template provided on our website.**

## 4. Partnership agreements

**If you are planning on working with another organisation to carry out your project, we would like to see your partnership agreement. This document should outline both partner's roles and responsibilities and should be signed by all parties. You can find an example of a partnership agreement on our website, which you may find helpful as a starting point. This agreement should reflect the needs of your project and you may need to seek independent advice.**

**You do not need to provide a partnership agreement unless another organisation is delivering a significant part of your project.**

Not applicable

## 5. Condition Survey

**If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document such as a draft or outline Conservation Plan. This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition. For example, if you plan to conserve a local war memorial, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the suggested works i.e. what works are most critical and need to be tackled most urgently.**

Attached

## 6. Job Descriptions

If you plan to recruit a new member of staff to help deliver your project, including an apprentice, please submit a job description for that post.

**Please note:** You must openly advertise all new staff posts, unless you are extending the hours of an existing member of staff or are moving an existing member of staff into the project post.

Not applicable

## 7. Briefs for internally or externally commissioned work

Briefs describe any work you plan to commission during your project. If you are commissioning work (e.g. from an artist or an architect) then you should submit a brief.

The brief should describe the works, how long they will take, and how much they will cost. You can find a template brief on our website.

For fees over £10,000 you should obtain 3 competitive tenders or quotes, for fees over £50,000 we will expect you to provide proof of the competitive tendering process.

Attached

## 8. Images

If relevant, please provide images that help illustrate your project.

For example, if your project focus is a local photography archive, you may wish to provide a few images of the collection. Or, if your project involves a community garden, you may wish to provide a map.

If you are seeking to improve a landscape or conservation area you should include a map of the area that shows the location of all the projects you will deliver.

Attached

## 9. Letters of support

Letters of support are a good way of showing us that you have spoken to other people and that they are interested and committed to your project.

Please submit no more than six letters of support from the people involved in your project, rather than general supportive statements. For example, if you are planning to deliver workshops at local youth clubs then a letter of support will show us that they want to take part.

If possible, letters should be on headed paper or signed.

Attached

## 10. Calculations of full cost recovery (if applicable)

If you are an organisation in the voluntary sector, we can cover a proportion of your organisation's overheads commensurate with the time or resources used for your project. We can also cover a proportion of the cost of an existing member of staff, as long as they are not working exclusively on the project. We expect this contribution to be calculated using Full Cost Recovery.

If you are including Full Cost Recovery in your project budget, you must include a document that outlines your calculation.

You can find a spreadsheet to help you calculate this figure on our website.

Not applicable

#### 11. Ownership Documents (if applicable)

If you are planning any capital works, or intending to purchase land/buildings/collections, please provide copies of any relevant ownership documents (for example, Land Registry ownership documents, or a leased or heads of terms).

Not applicable

When submitting supporting documents, please use appropriate file names so our assessment team can easily identify each document.

We will confirm we have received your application when we have your online form and all supporting material.

We will not be able to assess your application if we do not receive all the required information.

Please now attach any supporting documents.

#### Attached documents

Number	Name

### Section eight: Additional information and declaration

An objective for our work is that by 2024 heritage will be more inclusive. We are committed to having an accurate picture of the diversity of organisations who apply to us. We will anonymise the demographic data you give us and use it to inform our policy and in our public reporting.

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

1) Of the people who are employed in your organisation (both full-time and part-time staff), approximately how many are:

Don't know

**Male (%)**

**Female (%)**

100.

**Non-binary (%)**


2) Please enter the total numbers of paid staff, volunteers and Board members in your organisation, as applicable.

**Gender**

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Male				11	11
Female		2		4	6
Non-binary					
They prefer not to say					
Not known					

**Age**

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Up to 19					
20-34				2	2
35-49				3	3
50-64		2			2
65+				10	10
They prefer not to say					
Not known					

**Disability and Impairment**

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Number who identify as a deaf or disabled person					
Number of non-disabled staff					
Prefer not to say					
Not known		2		15	17

**Ethnicity**

		Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
White	British		2		15	17
	Irish					
	Irish traveller					
Mixed	Other White background					
	Black Caribbean and White					
	Black African and White					
Asian/Asian British	Asian and White					
	Indian					
	Pakistani					
	Bangladeshi					
Black/Black British	Chinese					
	Any other Asian background					
	African					
Other	Caribbean					
	Any other Black background					
	Arab					
Other	Cornish					
	Any other ethnic group					
	They prefer not to say					
	Not known					

**Sexual Orientation**

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Bisexual					
Gay man					
Gay woman/lesbian					
Heterosexual/straight					
They prefer not to say					
Not known	2			15	17

**Community Backgrounds (answer only if your project is in Northern Ireland)**

	Senior Leadership	Paid staff	Volunteers	Board/governing body members	Total
Mainly from Catholic communities					
Mainly from Protestant communities					
From communities that are Protestant and Catholic in equal number					
Prefer not to say					
Not known		2		15	17

## Declaration

### a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

### b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow all data protection laws and regulations, to include European Parliament directives and regulations that are applicable and in force from time to time (the 'Data Protection legislation'). As defined by the Data Protection legislation the Trustees of the National Heritage Memorial Fund (who administer the National Lottery Heritage Fund) is a data controller.

As part of the application process we will collect your name and position at the organisation you represent. We may share this information with one of the consultants on our Register of Support Services if they are appointed to help support you on your project. We do not transfer your data to any third parties based outside of the EU. Our Privacy Policy contains additional information including contact information for our Data Protection Officer. It can be found on the National Lottery Heritage Fund website.

When you complete the Declaration at the end of the application form, you are confirming that you understand our legal responsibilities under data protection legislation and the Freedom of Information Act 2000 and have no objection to us releasing the 'The Heritage', 'Your Project' and 'Project Outcomes' sections of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information that you provide to us. We will respond to these requests after taking account of your rights and expectations under Data Protection legislation. In those cases, we will always consult you first. We will not be responsible for any loss or damage you suffer as a result of our meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by Data Protection legislation for the following purposes:

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

**We may contact you from time to time to keep you informed about the work of the National Lottery Heritage Fund.**

Tick this box if you wish to be kept informed of our work.

**I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.**

**I confirm that the activity in the application falls within the purposes and legal powers of the organisation.**

**I confirm that the organisation has the power to accept and pay back the grant.**

**I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.**

**I confirm that, as far as I know, the information in this application is true and correct.**

I confirm that I agree with the above statements.

**Name**

**Organisation**

**Position**

**Date**

**Are you applying on behalf of a partnership?**

**When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the Create PDF button.**