



heritage
lottery fund



Awarding funds from

The National Lottery[®]

Costing the Project

Georgina Finn

- CAPITAL COSTS
- ACTIVITY COSTS
- TOP TIPS

CAPITAL COSTS

- Repair and conservation work
 - Take professional advice
 - Be realistic, ask for what you need
 - Don't underestimate these costs
- Contingency
 - Ensure a healthy amount
 - Base it on a proper analysis of risk and cost each one
 - Don't negate risk
 - 14-18% is typical reducing as you develop firm plans
- Other capital costs
 - New build and fit out based on realistic market prices
- Professional fees
 - Include all specialists you may need
- Inflation
 - Take professional advice - BCIS Index

ACTIVITY COSTS

- New staff
 - Project Manager, Education/Outreach/Director/ Volunteers
 - Long term sustainable posts
- Training for staff and volunteers
- Equipment and materials
- Marketing and promotion
- Evaluation
- Contingency
 - 5-7%
- Inflation
 - Typically 2-5%

TOP TIPS

- REALISTIC COSTS
 - Robust, based on good estimates, professional advice
 - Healthy contingency and inflation
- REALISTIC RISKS
 - Be honest about risks and cost them
- SUSTAINABILITY
 - Critical to plan for this within your budget
 - Future management and maintenance



Benefits of stepping-stone projects

- Raise your profile (building and the group)
- Build your team
- Reach new audiences (especially if the project targets specific groups of people)
- Shape your vision for the building
- Test out ideas – try different ways of working
- Evidence to use in future grant applications
- Establish a track record
- Group gains experience
- Can help with future fundraising (generate donations and interest)

But be careful!

- Don't try and shoe-horn in activities that don't fit well
eg including minor repair works in an oral history project
- Don't exhaust all your activities before you get to the restoration project



Our grant programmes

Which programme suits your idea? We have a number of different grant programmes, funding all kinds of heritage projects.



Sharing Heritage
Grants from £3,000 to £10,000



Our Heritage
Grants from £10,000 to £100,000



Heritage Grants
Grants of over £100,000



Key grant programmes

- Sharing Heritage (£3 – 10k)
 - First World War: Then and Now (£3 – 10k)
 - Young Roots (£10 – 50k)
 - Our Heritage (£10-100k)
-
- No deadlines – submit when ready
 - Decision within 8-10 weeks

Resilient Heritage (£3-10k; £10 – 250k)

Heritage will be better managed

eg Trustee skills audit and subsequent recruitment

People will have developed skills

eg Key volunteers and Trustees take training in digital marketing

The organisation will be more resilient

eg A specialist trains Trustees in fund-raising skills and helps them develop a fundraising strategy

Heritage Grants (£100k upwards)

- Two stages: Development then Delivery (two round application process)
- Quarterly deadlines; 3 month assessment period

Must include community engagement activities – not purely restoration

Can include some new build but focus on restoration / heritage activities

Min 5% match funding needed; paid retrospectively

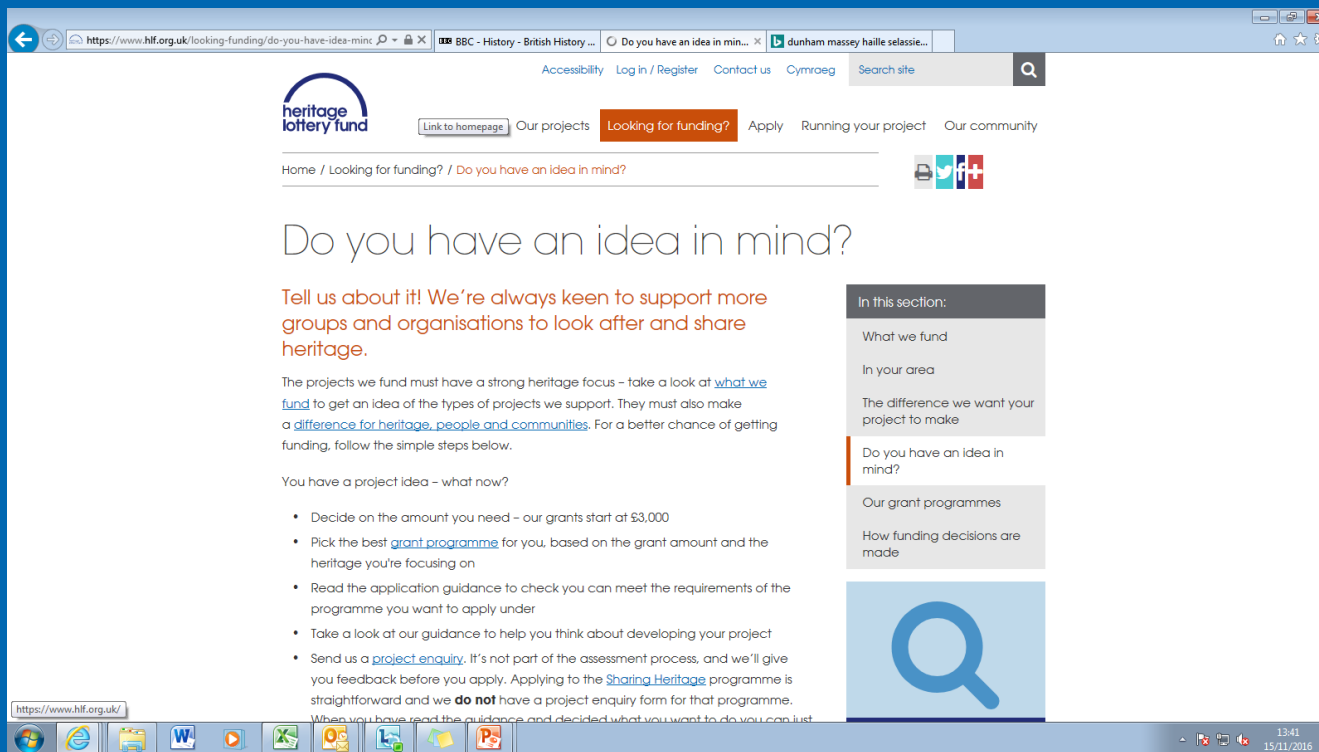
NW budget for Heritage Grants / Heritage Enterprise (16-17): £10.6 million

Heritage Grants: timescale

- 1st Jan 2017 Submit project enquiry
- 15th Jan Hear from Development Team
- 15th Feb Meet Development team for feedback
- Feb – Jun Develop project & application
- 15th Jun Submit First Round application
- Jun – Sep Wait! (Assessment)
- Sept NW Committee decision
- Sept 2017 – Dec 2018 DEVELOPMENT PHASE
- Dec Submit Second Round application
- Dec – Mar 2019 Wait! (Assessment)
- Mar NW Committee decision
- Mar 2019 DELIVERY PHASE (yay!)

Got an idea?

Project enquiries: tell us about your idea (not an application)



The screenshot shows a web browser window displaying the Heritage Lottery Fund website. The URL in the address bar is <https://www.hlf.org.uk/looking-funding/do-you-have-idea-mind>. The page features the Heritage Lottery Fund logo at the top left, a navigation menu with 'Looking for funding?' highlighted, and a search bar. The main heading is 'Do you have an idea in mind?'. Below this, a sub-heading reads 'Tell us about it! We're always keen to support more groups and organisations to look after and share heritage.' The text explains that projects must have a strong heritage focus and provides a list of steps for applicants. A sidebar on the right contains a 'In this section:' menu with 'Do you have an idea in mind?' selected, and a large magnifying glass icon at the bottom.

https://www.hlf.org.uk/looking-funding/do-you-have-idea-mind

Accessibility Log in / Register Contact us Cymraeg Search site

heritage lottery fund

Link to homepage Our projects Looking for funding? Apply Running your project Our community

Home / Looking for funding? / Do you have an idea in mind?

Do you have an idea in mind?

Tell us about it! We're always keen to support more groups and organisations to look after and share heritage.

The projects we fund must have a strong heritage focus - take a look at [what we fund](#) to get an idea of the types of projects we support. They must also make a [difference for heritage, people and communities](#). For a better chance of getting funding, follow the simple steps below.

You have a project idea - what now?

- Decide on the amount you need - our grants start at £3,000
- Pick the best [grant programme](#) for you, based on the grant amount and the heritage you're focusing on
- Read the application guidance to check you can meet the requirements of the programme you want to apply under
- Take a look at our guidance to help you think about developing your project
- Send us a [project enquiry](#). It's not part of the assessment process, and we'll give you feedback before you apply. Applying to the [Sharing Heritage](#) programme is straightforward and we **do not** have a project enquiry form for that programme. When you have read the guidance and decided what you want to do you can just

In this section:

- What we fund
- In your area
- The difference we want your project to make
- Do you have an idea in mind?**
- Our grant programmes
- How funding decisions are made

13:41 15/11/2016

Project enquiry service

- **Not** part of the application process
- Initial project idea
- HLF development team give feedback

NB: no project enquiry under Sharing Heritage but you can call us with questions



North West Office: 0161 200 8470
www.hlf.org.uk

