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| **FUNDING ORGANISATION DETAILS** |
| **FUND TITLE** | Heritage Grants |
| ORGANISATION | Heritage Lottery Fund |
| MAIN BUSINESS | National Lottery Distributor |
| ADDRESS | Scotland Office: 38 Thistle Street, Edinburgh, EH2 1 EN |
| WEBSITE | www.hlf.org.uk |
| CONTACT / POSITION | General enquiries – see details below | Online enquiry form via www.hlf.org |
| EMAIL / ‘PHONE | scotland@hlf.org.uk | 0131 225 9450 |

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| ***Fund factors*** | ***Your fund: application requirements*** |
| 1. ***Eligibility/criteria***
 |
| ***What criteria for eligibility are there? E.g:**** *Applicant: access authority/access authority-community and or external body partnership*
* *Geographical area*
* *Community involvement*
* *Community benefit – may be specific to a certain sector e.g. young people*
* *Item specific – e.g. website development*
 | Not-for-profit organisations; and partnerships led by not-for-profit organisationsAll ScotlandYes – projects to make a lasting difference The project should make a lasting difference to heritage, people and communities |
| 1. ***Funding application timings and deadlines***
 |
| * *Are there stages/rounds for the application?*
* *Could funding be withheld due to non-delivery by one partner (e.g. access authority cross-boundary project)?*
 | Two stage application process, deadlines advertised on HLF websiteConsidered on a case-by-case basis |
| 1. ***Funding limits***
 |
| * *Are there different limits depending on project? If so what are they?*
 | Grants over £100,000 |
| 1. ***Match funding***
 |
| * *Is match funding applicable?*
* *To what level / percentage?*
* *What is eligible/ineligible?*
 | YesPlease see full guidance notes on HLF websitePlease see full guidance notes on HLF website |
| 1. ***Other related funding sources***
 |
| * *Are there other related or alternative funds?*

*What are they?*  | Details of all HLF funding programmes are available on the HLF website |
| 1. ***Funding release/receipt***
 |
| * *When will funding be released?*

*Before/during/on completion of project?** *What are the spend deadlines?*
* *Can money be carried over to another financial year?*
 | Arrangements vary according to level of development and delivery grants. Please see full guidance notes on HLF website |
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| ***Fund factors*** | ***Your fund: application requirements*** | ***Actual fund requirements*** |
| 1. ***Project control and authority***
 |
| *Do you require landowner/manager written permissions if not applicant?* | Yes |
| 1. ***Demonstration of need***
 |
| * *Is demonstration of need required?*
* *In what form e.g. stakeholder consultation, survey results, feasibility study*
 | YesVarious |
| 1. ***Outcomes***
 |
| * *Do you specific required outcomes?*

*If so what are they?** *Do you require success to be measured in a specific way? What way(s)?*
 | Please see full guidance notes on HLF website |
| 1. ***Maintenance***
 |
| * *Is a commitment to maintain the project asset required? For what period?*
 | Yes Please see full guidance notes on HLF website and management and maintenance plan guidance  |
| 1. ***Costing***
 |
| * *To what level of detail should a project be costed?*
 | First round applications – detailed costs for the development phase and outline costs for the delivery phaseSecond round application – detailed costs for delivery phase |
| 1. ***Planning***
 |
| * *Do you require a detailed project plan?*
* *Can work start before applying for funding?*
 | Please see full guidance notes on HLF website |
| 1. ***Monitoring and reporting***
 |
| * *How do you expect a project to be monitored and reported on?*
* *Do you require a formal report – if so in what format?*
 | Please see full guidance notes on HLF website |

***(SOAN - March 2015)***

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