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| **FUNDING ORGANISATION DETAILS** |
| **FUND TITLE** | Our Heritage |
| 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; private owners of heritage, including individuals and for-profit organisations; and partnerships of the aforementionedAll 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)?*
 | Single stage application process, no deadlinesConsidered on a case-by-case basis |
| 1. ***Funding limits***
 |
| * *Are there different limits depending on project? If so what are they?*
 | Grants from £10,000 to £100,000 |
| 1. ***Match funding***
 |
| * *Is match funding applicable?*
* *To what level / percentage?*
* *What is eligible/ineligible?*
 | You do not have to make a cash contribution, but we encourage you to gain support in the form of non-cash contributions and volunteer time. This is particularly important if you are asking for a grant which is a high percentage of the total project costsPlease 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?*
 | We will pay the grant in 3 instalments: 50% up front, the next 40% when the first instalment has been spent, the final 10% when the project is completed and a final completion report submittedPlease 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 For projects involving work to land where the organisation does not own the freehold, you will need a lease with at least 5 years left to run after expected project completion date (or 10 years if the lead applicant is a private individual or for-profit organisation). Otherwise a letter from the owner providing their permission will be needed. The owner will also need to provide written agreement to the standard terms of grant.For projects involving buying land, you must buy them freehold or with a lease of at least 99 years left to runYou should have adequate plans for management and maintenance over a period of at least 5 years after project completion |
| 1. ***Costing***
 |
| * *To what level of detail should a project be costed?*
 | Full details by listed cost headings  |
| 1. ***Planning***
 |
| * *Do you require a detailed project plan?*
* *Can work start before applying for funding?*
 | Please see full guidance notes on HLF websiteProject plan template provided in annex to guidance notes |
| 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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