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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 organisations  All Scotland  Yes – 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 website  Considered 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?* | Yes  Please see full guidance notes on HLF website  Please 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* | Yes  Various |
| 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 phase  Second 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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