



Your Heritage

Application form – Grants from £3000 to £100,000

(We fill in this section)

Date we received your full application and supporting documents:

Application number:

This is a reference-only version of the Your Heritage online application form. It is intended to guide you through the questions you will be asked by the online form but does not reflect the presentation or functionality you will see and use when completing the online form.

Before you complete an online form, please read the relevant programme guidance.

Please note that we will not assess your application if you have not filled it in fully. We will return your application form to you if you do not:

- answer all the questions;
- provide the correct supporting documents (do not send more than we ask for); or
- include the correct signature on the declaration.

The official date we receive your application is when we have received your correct supporting documents and correctly signed declaration after you send your fully filled-in application form through our website.

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Title of the project

Section one Your organisation

1a. Name and address of your organisation.

- Give your official or registered address.
- The name should be the same as on your constitution.
- If this is a joint application, give the name and address of the lead partner.

Full postcode

If this is a joint application, give the name of the partnership (if you have one) and the names and addresses of the other partners.

1b. Address of your project (if different from 1a)

- If you are not able to give an address, give the full postcode of the nearest building.

Name of the site or place

Address

Full postcode

1c. **Details of main contact person**

- This should be someone who can talk about your application in detail.

Name

Position

Address (if different from 1a)

Full postcode

Daytime phone number (include the area code) – this should not be a mobile number.

Mobile number (optional) – please tell us if this is the number you prefer us to contact you on.

E-mail address

We will send all correspondence to the email address. If you would prefer to receive correspondence by post, tick this box.

1d **The legal status of your organisation.**

Please tick one of the following.

- Local authority
- Other public-sector organisation
- Organisation not in the public sector

If your organisation is not in the public sector, please tick one of the following.

- Church organisation or other faith-based group
- Community or voluntary group
- Other (please say which)

If your organisation is any of the following, please provide the details shown.

- Company – give the registration number

- Registered charity in England, Wales or Scotland – give the registration number

- Charity recognised by HM Revenue & Customs in Northern Ireland – give the reference number

1e **Describe your organisation's main purpose and regular activities.**

- Describe the purpose and aims of your organisation or partnership.
- Tell us how many paid staff and volunteers work for your organisation. (If you do not know the exact number, give an estimate.)
- Describe your organisation's regular activities and explain how they are funded.

1f **Details of your bank account**

Account name

Name and address of bank or building society

Sort code

Account number or roll number

1g **Are you VAT registered?**

Yes No

If 'Yes', give the registration number.

1h **If your project involves buildings, land or objects, do you own these outright?**

Refer to ownership requirements in the Introduction.

- Tell us if your organisation has or is planning to take out a mortgage or other loan secured against the land or building that is part of your project.
- If you do not own the land, building or item, tell us who does.

1i **If your project involves land or buildings with a lease, say how many years are left before the lease runs out.**

Refer to ownership requirements in the Introduction.

1j **Have you received advice from us before making your application?**

- Tell us the name of the person you have discussed your project with.

Our aims

We support projects that relate to the national, regional or local heritage of the UK. To receive a grant, your project must:

- help people to learn about their own and other people's heritage (learning).

Your project must also do either or both of the following:

- conserve the UK's diverse heritage for present and future generations to experience and enjoy (conservation);
- help more people, and a wider range of people, to take an active part in and make decisions about heritage (participation).

Section two Your project

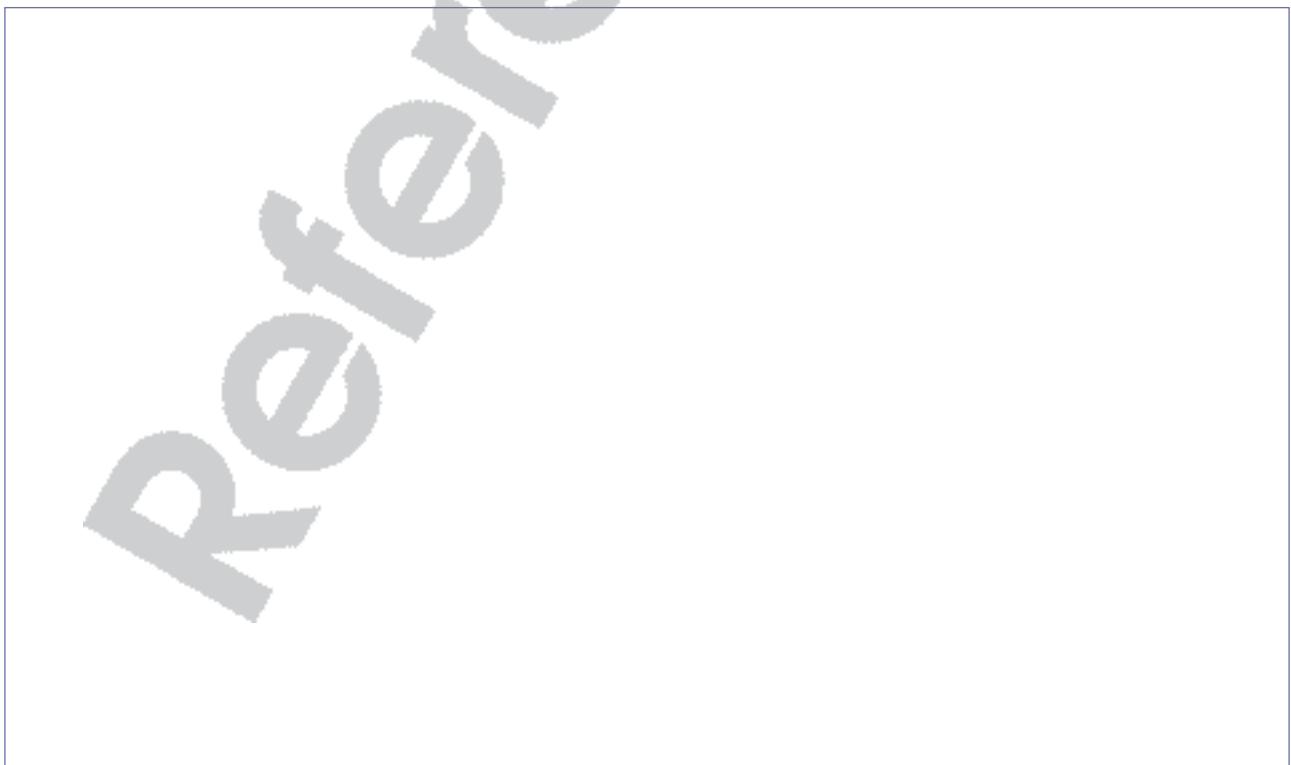
2a. What is the heritage that your project focuses on?

- If your project is about heritage that is not physical (such as language or cultural traditions), tell us about the subject and the time period it covers.
- If your project is about physical heritage (such as a building or a park), give us factual information about the asset, its size, when it dates from, the surviving features, its condition and why it is important in your local area.
- Tell us if there is any official recognition of this heritage. For example, it may be a listed building (if so, give its grade) or a site of special scientific interest.



2b. What is your project?

- Please give a short factual description of your project. We may use this on our website or for other publicity purposes.



2c **What are the aims of your project?**

- Tell us about the specific aims of your project. Your aims should relate to your heritage and also to the people involved.
- Remember to make sure that they also relate to our 'learning' aim and either one or both of our other aims of 'conservation' and 'participation'.

Aims

1

2

3

Please continue if you want to.

If we award you a grant, before we pay the final 10% of the grant we will ask you to fully evaluate (assess) how well your project has met its aims.

2d Provide a detailed project plan.

Describe your project as fully as you can.

- We suggest you work through a draft version of the project plan table and share it with colleagues and partners before you fill in the detailed project plan.
- When filled in, the table should give you and your colleagues a realistic project plan. However, we understand that the plan is likely to change and improve as your project develops.
- Remember that the activities within your project should help you to meet our aims relating to 'learning', 'conservation' and 'participation'. We have a selection of guidance notes on heritage topics and activities to help you and have identified the relevant ones below.

All projects must meet our 'learning' aim.

- Opportunities to learn about the heritage could include:
 - providing information through displays, leaflets or a website;
 - providing opportunities for people to be trained in new skills; and
 - holding open days, tours or practical sessions.
- You will find it useful to read *First steps in learning*.

For projects meeting our 'conservation' aim.

- Opportunities to preserve and protect the heritage could include:
 - surveys and research to help people understand the heritage better;
 - repairing a building or monument;
 - carrying out conservation work to a heritage item, archive or collection; and
 - providing training in conservation skills as part of the project.
- You will find it useful to read *First steps in conservation*.

For projects meeting our 'participation' aim.

- Opportunities for people to take part in your project could include:
 - developing a volunteer programme;
 - holding activities for specific audiences that are not currently involved with your heritage; and
 - setting up a new group to allow a wider range of people to make decisions about your heritage (for example, a community advisory group or a youth forum).
- You will find it useful to read *First steps in participation*.

See example project plans on our website for ideas on how to fill in this table. These show roughly how much information you need to provide, in proportion to the size of the grant you are asking for.

2d Provide a detailed project plan (continued).

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Describe the individual activities you will do to meet your project aims. (This includes any physical work.)	Give the dates the activity will start and finish.	Tell us where the activity will take place.	Tell us who will be responsible for carrying out the activity.	Tell us who the activity is aimed at.	Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
1					
2					
3					
4					
5					

2d Provide a detailed project plan (continued).

What?	When?	Where?	Who will carry out the activity?	Who is the activity for?	What will you achieve?
Describe the individual activities you will do to meet your project aims. (This includes any physical work.)	Give the dates the activity will start and finish.	Tell us where the activity will take place.	Tell us who will be responsible for carrying out the activity.	Tell us who the activity is aimed at.	Explain in detail what you will achieve by doing the activity. Use target numbers where possible.
6					
7					
8					
9					
Please continue if you want to.					

2e **More information about your project**

Please also tell us the following.

2e1 How you got the idea for your project, what other options you considered and how you know there is a need or demand (or both) for your project.

Reference only

Please also provide letters (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.

2e2 What steps you have taken to make sure you have involved the community.

- Tell us if you have done any consultation or made efforts to invite the community to take part.

Reference only

2e3 What will happen to your heritage if you do not get a grant from us.

Reference only

2f Which main groups of people will benefit from your project?

We need to understand the range of audiences that you are planning to attract with your project. We use this information to assess your plans for your project – we do not prioritise projects for any particular group. We also use the information to report on the benefits of our funding and to help decide what action we will take to overcome barriers to involving people with heritage.

If your project aims to benefit a wide range of people and is not specifically targeted at any particular group, tick this box

If your project will specifically benefit a particular group or groups, tell us which groups by ticking all relevant boxes below.

Ethnic group

Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Chinese <input type="checkbox"/>	Mixed <input type="checkbox"/>	White <input type="checkbox"/>
Asian British <input type="checkbox"/>	Black British <input type="checkbox"/>	Chinese British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	White British <input type="checkbox"/>
Asian English <input type="checkbox"/>	Black English <input type="checkbox"/>	Chinese English <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White English <input type="checkbox"/>
Asian Irish <input type="checkbox"/>	Black Irish <input type="checkbox"/>	Chinese Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White Irish <input type="checkbox"/>
Asian Scottish <input type="checkbox"/>	Black Scottish <input type="checkbox"/>	Chinese Scottish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White Scottish <input type="checkbox"/>
Asian Welsh <input type="checkbox"/>	Black Welsh <input type="checkbox"/>	Chinese Welsh <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White Welsh <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>			
Indian <input type="checkbox"/>	African <input type="checkbox"/>			
Pakistani <input type="checkbox"/>				
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

Irish travellers (Northern Ireland only)

Disability

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person’s ability to carry out normal day-to-day activities)

Age

People aged:

under 13 <input type="checkbox"/>	13 to 25 <input type="checkbox"/>	26 to 49 <input type="checkbox"/>	50 to 64 <input type="checkbox"/>	65 and over <input type="checkbox"/>
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Sex

Males <input type="checkbox"/>	Females <input type="checkbox"/>
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Religion

Protestant <input type="checkbox"/>	Catholic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	No religion <input type="checkbox"/>

People in lower socio-economic groups

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland. <input type="checkbox"/>
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People with dependants

People with dependants (for example, children or elderly relatives) <input type="checkbox"/>
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Sexual orientation

Gay and lesbian people <input type="checkbox"/>	Heterosexual people <input type="checkbox"/>	Bisexual people <input type="checkbox"/>
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Marital or civil partnership status

Single people (never married or in a civil partnership) <input type="checkbox"/>	Married people (and living with their husband or wife) <input type="checkbox"/>	Married people (and separated from their husband or wife) <input type="checkbox"/>	Divorced people <input type="checkbox"/>	Widowed people <input type="checkbox"/>
	In a civil partnership <input type="checkbox"/>	Separated but still legally in a civil partnership <input type="checkbox"/>	Formerly in a civil partnership which is now legally dissolved <input type="checkbox"/>	Surviving partner from a civil partnership <input type="checkbox"/>

Section three Carrying out your project

3a. When will your project start and finish?

- You should aim to finish your project within three years (but it must be fully complete within five years).
- Your timetable should allow 10 weeks for us to assess your application.

3b. **How will you manage your project?**

3b1 Tell us about the skills and experience of the person who will lead your project and of the people in the project team.

- Attach a project management structure.

Reference only

3b2 Tell us about any outside advice you have received or will receive to help you manage your project.

Reference only

3b3 Tell us what will happen to things that your project has produced (for example, an exhibition or a spoken record of history) after the funding ends.

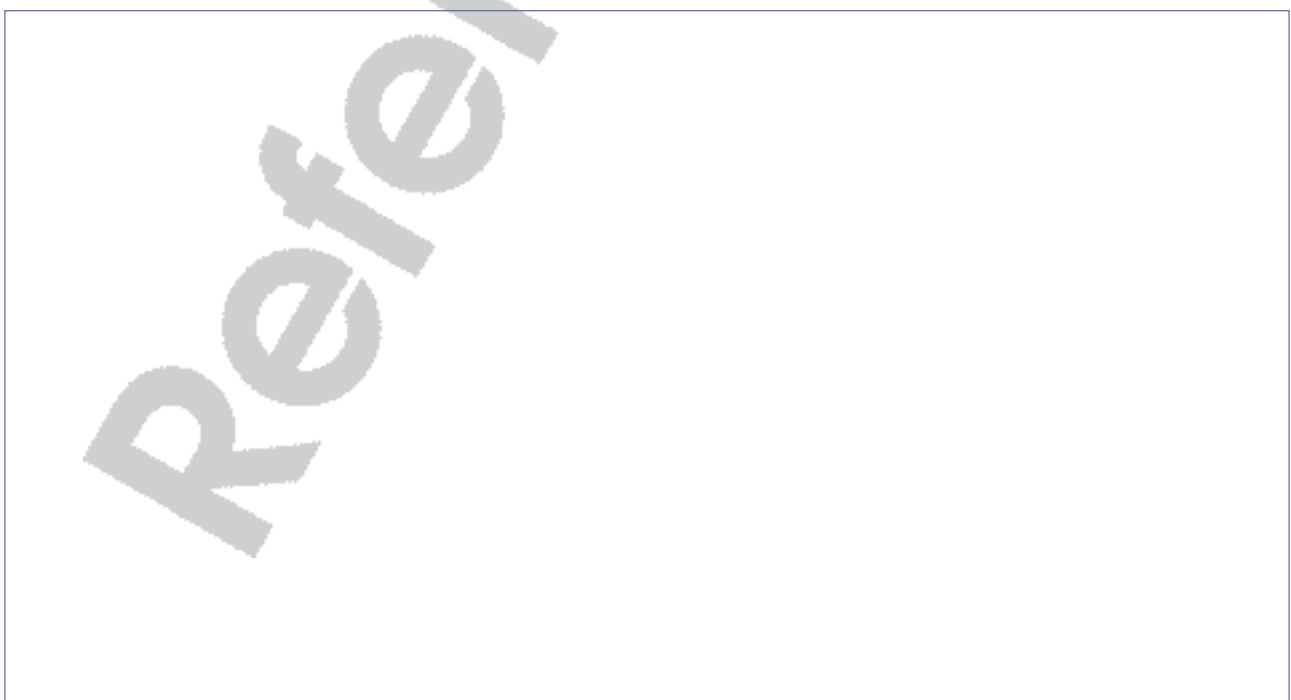
Reference only

- 3b4 If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it.
- You may find it useful to read *First steps in Conservation*.



Freedom of information

We have a duty to keep to the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing sections 2 to 3 of this form to anyone who asks to see them (this does not include any supporting documents). If there is any information in sections 2 to 3 of the form that you don't want made publicly available, please say this in the space provided and explain your reasons. We will take these into account when we respond to any request for access to those sections. Otherwise, we will release sections 2 to 3 to the public if asked. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000, Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002 in Scotland. In those cases, we will always consult you first.



Section four Costs of your project

4a. **Fill in the table below.**

Cost heading	Description	How much £	VAT you cannot claim back £	Total £
A New staff				
B Professional fees				
C Recruitment				
D Mentor				
E Purchase price of heritage items				
F Repair and conservation work				
G New building work				
H Equipment and materials				
I Training for staff				
J Training for volunteers				
K Travel for staff				
L Travel for volunteers				
M Expenses for volunteers				
N Cost of producing learning materials				
O Other				

Section four Costs of your project (continued)

4a. Continue the table below.

Cost heading	How much £	VAT you cannot claim back £	Total £
P Publicity and promotion			
Q Evaluation			
R Overheads			
S Contingency			
T Inflation			
U Total costs			
Funding	Description	Total £	
V Cash			
W HLF grant request (%)			
X Total income			

Notes

- For all project costs, we ask you to get at least three quotes for work or items of £10,000 or above.

Please use the 'Description' column to describe your costs in more detail. You can add extra lines.

You should ask HM Revenue & Customs (www.hmrc.gov.uk) to check how much **value added tax (VAT)** you will be able to claim back. If you underestimate costs for VAT, you will have to pay the extra costs.

The following notes explain more about the information we are asking for in the cost table.

- A When you recruit new staff, the positions must be open to everyone. The salaries should be equal or similar to the same kind of posts elsewhere.
- We will not contribute to existing staff costs, unless you include these as part of an overhead, in which case you should include the cost as part of overheads below (R).
 - You can move existing members of staff into a position that you have created for a project. However, you must justify in your application that these members of staff are the most suitable people for the posts. In this situation, we can only contribute to the salary of the position left vacant, and you should include only these costs here.
- B Any person who is appointed to work on your project for a fixed fee. Fees should be in line with professional guidelines.
- C This can include advertising and travel expenses. In the 'Description' column, tell us briefly how you will recruit staff (for example, an advertisement in your local newspaper or a specialist journal).
- D If you think that you may need support and guidance from a mentor to help you develop and carry out your project, you can include the cost of this in your request for a grant. Read the guidance on mentoring in the 'Introduction to the Your Heritage programme'.
- E If your project involves buying a heritage item, you must get an independent valuation to help show that this item can be bought for a realistic price. You must read our guidance *Buying heritage items and collections* or *Buying land and buildings*.
- F This includes costs of work to repair, restore or conserve a heritage item, building or site.
- G This only relates to new building work – for example, an extension to a building or work to install an exhibition.
- H For example, computer hardware or protective clothing.
- I,J It is common for existing and new staff and volunteers to need training when carrying out a new project.
- K,L For example, to help volunteers travel to sites. Travel costs by car should be based on 35p a mile.
- M You can include the costs of expenses for volunteers to make sure they are not out of pocket.
- N For example, educational resources, websites and DVDs.
- O Give a clear description of all other costs.
- P You can include the costs of promotional materials that relate directly to your project. You must make sure that you acknowledge the support of the Heritage Lottery Fund as set out in *How to acknowledge your grant*.
- Q Please read *First steps in evaluation*. All projects must be evaluated. Most will be evaluated by staff in your own organisation. Depending on the scale of the project and how complicated it is, you may want to employ somebody to help evaluate your project and assess whether you are successfully achieving its aims. We can contribute 1% and 3% of your grant amount towards evaluation.
- R We can accept part of an organisation's overheads (for example, staff and lighting) as a genuine part of the costs of the project. This applies to small and medium-sized voluntary groups. See *Understanding full cost recovery*.
- S A contingency is only used to pay for unexpected events. The total contingency figure should not normally be more than 10% of the total costs of the project.

- T You should only include inflation if your project will last more than one year. It is only used to pay for costs that have increased over the time of the project.
- U The total costs (U) must equal the total funding (X).
- V If you can provide a cash contribution, however small, please do so.
- List all the cash contributions, including those you have received from outside sources and say if they are secure (in other words, are guaranteed to be paid). If they are not secure, say when you will hear a decision.
 - We accept cash funding from any public, charitable or private source.
 - We cannot accept another Lottery grant from any other organisation as cash funding.
- W Your request for a grant should be between £3000 and £100,000 and should be rounded to the nearest £100.

4b **Are there any non-cash contributions or volunteer time to help carry out your project?**

- We encourage and welcome non-cash contributions and volunteer time, whether or not you are able to offer a cash contribution. This helps to show your commitment to your project.
- Non-cash contributions can be things you need for your project that you do not have to pay for – for example, the use of a room in a local college for regular meetings or materials being donated by a local building firm.
- We also welcome time volunteers give to your project without being paid for their work. By this, we mean the time people are contributing to the project rather than taking part in it. You should use the following rates to work out the financial value of the time volunteers contribute
- Professional labour (for example – accountancy or teaching) – £350 a day
- Skilled labour (for example – administrative work, carpentry or leading a guided walk – £150 a day
- Unskilled labour (for example, clearing a site or working as a steward at an event) – £50 a day

We need to see a financial value for each of these contributions to help us assess the amount and range of support for your project. We can provide a worked example of this table if you need one.

Description of non-cash contributions	Estimated value
Please continue if you need to	
	Total

Description of volunteers' task	Number of days	£ per day	Estimated value
Please continue if you need to			
			Total

Additional information about your organisation

This part of the application form aims to collect the information we need to report on funding. We will not use this information to assess your application.

If your organisation represents the interests of a wide range of people and does not specifically represent any particular group tick this box only

If your organisation specifically represents the interests of a particular group or groups of people, tell us which by ticking all the relevant boxes below.

Ethnic group

Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Chinese <input type="checkbox"/>	Mixed <input type="checkbox"/>	White <input type="checkbox"/>
Asian British <input type="checkbox"/>	Black British <input type="checkbox"/>	Chinese British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	White British <input type="checkbox"/>
Asian English <input type="checkbox"/>	Black English <input type="checkbox"/>	Chinese English <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White English <input type="checkbox"/>
Asian Irish <input type="checkbox"/>	Black Irish <input type="checkbox"/>	Chinese Irish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	White Irish <input type="checkbox"/>
Asian Scottish <input type="checkbox"/>	Black Scottish <input type="checkbox"/>	Chinese Scottish <input type="checkbox"/>		White Scottish <input type="checkbox"/>
Asian Welsh <input type="checkbox"/>	Black Welsh <input type="checkbox"/>	Chinese Welsh <input type="checkbox"/>		White Welsh <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>			
Indian <input type="checkbox"/>	African <input type="checkbox"/>			
Pakistani <input type="checkbox"/>				
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

Irish travellers (Northern Ireland only)

Disability

People with disabilities (physical or mental problems which have a significant and long-term negative effects on a person's ability to carry out normal day-to-day activities)

Age

People aged:				
under 13 <input type="checkbox"/>	13 to 25 <input type="checkbox"/>	26 to 49 <input type="checkbox"/>	50 to 64 <input type="checkbox"/>	65 and over <input type="checkbox"/>

Sex

Males <input type="checkbox"/>	Females <input type="checkbox"/>
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Religion

Protestant <input type="checkbox"/>	Catholic <input type="checkbox"/>	Other Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Muslim <input type="checkbox"/>	Jewish <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	No religion <input type="checkbox"/>

People in lower socio-economic groups

People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland. <input type="checkbox"/>
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People with dependants

People with dependants (for example, children or elderly relatives) <input type="checkbox"/>
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Sexual orientation

Gay and lesbian people <input type="checkbox"/>	Heterosexual people <input type="checkbox"/>	Bisexual people <input type="checkbox"/>
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Marital or civil partnership status

Single people (never married or in a civil partnership) <input type="checkbox"/>	Married people (and living with their husband or wife) <input type="checkbox"/>	Married people (and separated from their husband or wife) <input type="checkbox"/>	Divorced people <input type="checkbox"/>	Widowed people <input type="checkbox"/>
	In a civil partnership <input type="checkbox"/>	Separated but still legally in a civil partnership <input type="checkbox"/>	Formerly in a civil partnership which is now legally dissolved <input type="checkbox"/>	Surviving partner from a civil partnership <input type="checkbox"/>

Documents you must send with your application form

If you will be sending documents to us as a hard copy, send them with your signed declaration and number them as numbered below. Please say in the right-hand column how you will send the documents.

		Hard copy (H) Electronic (E) Does not apply (N/A)
1	<p>Copy of your organisation's constitution (formal rules), unless you are a public organisation. This must include:</p> <ul style="list-style-type: none"> • the name and aims of your organisation; • a statement which prevents your organisation from giving its income or property to its members during its lifetime; • a statement which confirms that, if the organisation is wound up or dissolved, its assets will be given to another charitable or not-for-profit organisation and not to the organisation's members; and • the date when the constitution was adopted. <p>If you have sent a copy of your constitution with a previous successful grant application (not before April 2008) and no changes have been made to it, you do not need to send it again. Give us the reference number for the previous successful grant application.</p>	
2	For joint applications – a copy of a short agreement which sets out how the project will be managed and the specific role of each partner. Please see our examples of projects we have funded.	
3	Copy of your organisation's accounts for the last financial year (this does not apply to public organisations)	
4	Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items	
5	A small selection of visual aids that you consider will help illustrate your project (for example, drawings and photographs)	
6	Letters of support (no more than six) from other organisations that set out their specific contribution to your project, the specific value of the project to the community or reasons why they have a need to see your project go ahead. They should not be general letters of support.	
7	Job descriptions for any new staff positions that are included in your grant request.	
8	A project management structure.	
9	For projects involving conservation and/or capital work to a building, monument or site – a condition survey.	

Terms of the grant

You must read the standard terms of grant that apply to all our grant awards in this grant programme. These can be read on our website. By signing the declaration below, you are confirming, on behalf of the organisation that you represent, that you accept these terms, unless we choose to draft a contract which is specifically adapted for your project.

- The requirements in *Managing your grant* form part of the terms of any grant awards that we may make. We consider breaking the conditions of *Managing your grant* as breaking the terms of the grant.
- If work begins on the project before we award a grant and before we have agreed that work can start, we may withdraw our grant.
- We may also withdraw our grant if work has not started within a year of the letter awarding you the grant.
- The terms of grant will last for 10 years unless your project includes buying buildings, land or a heritage item (no matter how much you have applied for) in which case the terms of grant will last for 80 years.

Declaration

Please be aware that you are making this application at your own risk and we cannot be responsible to anybody for any loss, damage or costs arising directly or indirectly from this application.

- I have read, understand and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with other people and organisations).
- The project, and my organisation's role in it, falls within my organisation's powers and purposes.
- My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met.
- I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation's application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.
- The project has not yet started and will not do so until my organisation receives permission from you.
- I accept that you may make the information contained in this form available to members of the public who ask to see it under the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland. I understand that you will treat this information in line with the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom

of Information (Scotland) Act 2002 in Scotland, and that, unless I have said otherwise, you will make sections 2 and 3 of this form available to the public if you are asked to (this does not include any supporting documents). I understand that you will take account of any objection we make to you releasing the information contained in sections 2 and 3 or elsewhere in the form. I accept that you have responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland (which may mean you have a duty to make the information available even if I have objected to this) and I agree that you will not be held responsible for any loss or damage we may suffer as a result of you meeting those responsibilities in line with the law. I agree that any personal data supplied on this form (or otherwise) by my organisation will be used in accordance with the Data Protection Act 1998, and the Data Protection statement in the Introduction.

- I am authorised to put forward this application on behalf of my organisation and to sign this declaration.
- On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter.

We will take your signature (or signatures) on this form as confirmation that you:

- have understood we have legal responsibilities under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 in Scotland; and
- accept that we will not be responsible for any loss or damage you suffer as a result of us meeting these legal responsibilities.

The person signing this declaration must be different from the person named as the contact under question 1c and must have the authority to do so (for example, the chief executive, director, chairperson, vice-chairperson, secretary or treasurer of your organisation).

If your project involves a partnership, the lead partner's authorised person should sign this on behalf of the partnership. If your project involves work to a building, piece of land or heritage item, the owner must also sign this Declaration if they are not the lead partner.

Signature: _____

Name (please print): _____

Job title: _____

Name of organisation: _____

Date: _____

Our Offices

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