

Great Place Scheme

Grants between £100,000 and £500,000
Guidance for applicants in Wales



Yn dyfarnu arian / Awarding funds from
Y LOTERI GENEDLAETHOL
THE NATIONAL LOTTERY®



cronfa
dreftadaeth y loteri
heritage lottery fund

Contents

Summary of key information	4
Section one - introduction	6
Section two - purpose of the Great Place Scheme	8
Section three - eligibility	10
Section four - what we will fund	13
Section five - the difference we want to make	16
Section six - how to apply	18
Section seven - how we will make our decision	22
Section eight - other information about your application	24

About the Heritage Lottery Fund

From the archaeology under our feet to the historic parks we love, from precious memories to rare wildlife, the Heritage Lottery Fund uses money raised by National Lottery players to help people across the UK explore, enjoy and protect the heritage they care about. The Heritage Lottery Fund has invested over £340million in more than 2,500 projects across Wales.

By heritage in this guidance we mean the many different things from the past that we value and want to pass on to the future including: historic buildings and designed landscapes; habitats, species and geodiversity; objects and sites linked to the UK's industrial, maritime and transport history; museums, libraries and archives; cultures and memories; and community heritage. HLF invests in the full breadth of the UK's heritage and aims to make a lasting difference for heritage and people.

For more information visit www.hlf.org.uk

Summary of key information

What is the focus of the Great Place Scheme?

The aim of the Great Place Scheme is to put heritage and culture at the heart of the local vision for between 5 and 8 places across Wales, making a step change in the contribution of heritage in those areas, and embedding it in the places' plans for the future. We will fund a portfolio of projects that vary in scale, covering a broad range of heritage and culture. This includes the built environment; museums, libraries and archives; culture and traditions; land and natural heritage; and industrial, maritime and transport heritage.

We encourage Great Place projects to consider the full range of heritage and cultural assets as well as the social context, including the Welsh language, which shapes the distinctiveness of the project area, adopting a truly collaborative approach to place-making. Great Place will fund projects in areas where there are existing strong local partnerships, and will help create new partnerships, which are committed to embedding heritage and culture as a core part of local plans, policies and strategies – cementing partnerships across the public, voluntary and private sectors.

By strengthening the connections between heritage, civic and community organisations, and the private sector, by involving people, projects will enhance the role that heritage and culture plays in the future of each place participating in the Scheme. In time this will lead to the social and economic benefits that heritage and culture can achieve, including tackling poverty and inequality, improved resilience for local organisations, and inclusive growth in the local economy, amongst others.

This is a pilot scheme. It will fund activities which can be built on in the future, and whose learning can be shared with other places. See below for more detail on what we expect to fund.

This guidance is for the operation of the Great Place Scheme in Wales. A different version of the Scheme is running in England and Scotland and we expect another version to operate in Northern Ireland. There is separate guidance for each nation.

Summary of key information

Who can apply?

Partnerships led by a not-for-profit organisation.
See below (Section three) for more details.

Who cannot apply?

Individuals; single organisations; partnerships led by for profit/private organisations or companies.

What is the deadline for expressions of interest?

Midday 14 August 2017

What is the deadline for applications?

Midday 7 December 2017

How much can be applied for in one application?

Between £100,000 and £500,000

When will we make our decision?

We will aim to notify applicants of our decision no later than **31 March 2018**

When must the activity take place?

Activities must start no earlier than **1 April 2018**. Funded activities must end no later than **31 March 2021**. Activities can be any length up to three years.

Minimum match funding from other sources

A minimum contribution of 10% of total project cost - this must be a cash contribution.

To demonstrate a broad base of support for the project, we would expect this contribution to be drawn from more than one source/organisation within the partnership. In-kind contributions will not be eligible as match funding.

Section one – introduction

Welcome

Thank you for your interest in the Great Place Scheme, which is being delivered in Wales by the Heritage Lottery Fund. This guidance gives you information on how to apply for funding and outlines what we will fund.

About the Great Place Scheme

The Great Place Scheme is a pilot initiative which aims to boost access to heritage and culture, to increase equality and improve life chances across Wales.

Each year, the Heritage Lottery Fund invests in and enables projects which have positive impacts on educational attainment, health and wellbeing, inclusion, the environment and community cohesion – creating jobs, developing skills and boosting local economies.

However, realising the full potential of this investment relies on a wide range of local partners having an understanding of how the many forms of heritage and culture can – and often already do – support the achievement of the area’s strategic objectives.

This understanding needs to be factored into planning and investment decisions from the outset.

Our ambition for this programme is to support local areas to:

- **Inspire a vision of how heritage and culture can change your place** – how heritage and culture creates a sense of place, builds social and natural capital, grows local economies inclusively to address poverty and aligns to local plans for education, making for prosperous, healthy, environmentally sustainable and cohesive communities; and how they can help us to think through change, by bringing communities, people and organisations together.
- **Connect heritage and culture with new partners to help change places for the better** – heritage and cultural organisations, people, civic leaders, community groups, charities, schools, education and youth work settings, public agencies and authorities and businesses, including start-ups and small and medium enterprises, working together to form strong, sustainable partnerships.

Section one – introduction

- **Incorporate a vision for heritage and culture into ambitions for your place** – develop new ideas for making better use of heritage and culture in the emerging social, economic and spatial plans for a local area, supported by the relevant partners.
- **Build and share learning** – develop new ideas for heritage and cultural projects to pilot new activity and form new partnerships, changing the places participating in the Great Place Scheme and inspiring similar activity in other parts of Wales.

As well as finding new ways to work, we want to see local partnerships building Great Places where heritage makes a real difference – **see section five**. You will need a clear vision of the difference you want to make for communities in your area.

Section two – purpose of the Great Place Scheme

Aims

The Great Place Scheme will enable heritage and cultural organisations to make a step-change in how they work together, and with organisations in other sectors, in order for heritage and culture to contribute more to meeting local social and economic objectives.

What will the Great Place Scheme do?

The Great Place Scheme will invest in between 5 and 8 places across Wales to achieve the following:

- Build on existing partnerships within the heritage and cultural sectors in order to maximise their positive social and economic contribution.
- Build new partnerships to realise this contribution and to lever resources into the sector to support that.
- Develop partnerships between the heritage sector and place-based initiatives operating in Wales to mutual benefit so that the contribution of the sector and future potential for greater

collaboration is recognised in and supported by long-term plans and strategies for the area and communities. There are many place-based initiatives in Wales, and projects should work collaboratively with existing initiatives where relevant, such as the Welsh Government's [Fusion programme](#) and Arts Council Wales' [IDEAS: PEOPLE: PLACES initiative](#).

[The Well-being of Future Generations \(Wales\) Act 2016](#) sets out to improve the social, economic, environmental and cultural wellbeing of Wales.

The Scheme will enable places across Wales to put heritage and culture at the heart of the future vision for their area.

How much funding is available?

You can apply for between £100,000 and £500,000 for activity to be delivered over a period of up to three years.

The application process has one round only, but you must submit an Expression of Interest before completing an application form. **See page 5 for deadlines.**

Section two – purpose of the Great Place Scheme

Geographic focus

The Great Place Scheme is a pilot. In Wales we aim to support successful applicants from a range of different places to participate in the Scheme.

We invite you to think creatively about the geographies that you could serve. This might be across more than one council area, or the relationship between an urban area and adjoining rural areas. Boundaries need not be connecting or administrative. You will need to determine the scale and the geographic boundaries of the 'place' where your project will be delivered. You should make a case in your application for why the geography you have chosen is relevant and meaningful in the light of the ambitions of the Great Place Scheme.

The size of a place should be considered to ensure sufficient resources and impact can be made through the project. A place could be:

- A consortium of local authority areas
- A single local authority area
- A city or town and its hinterland
- A grouping of rural towns / villages
- A national park or other designation eg a landscape designation, World Heritage Site or conservation area
- Wards from one neighbourhood or different neighbourhoods

Section three – eligibility

Please read the eligibility requirements for the Great Place Scheme carefully. If you do not meet these requirements we will be unable to consider your application for funding.

Who can apply?

Partnerships including (but not limited to):

- Housing Associations
- Community and Town councils
- Local Authorities
- Museums and libraries
- Historic environment and natural heritage organisations
- Arts organisations
- Community / voluntary groups
- Social enterprises
- Other national strategic agencies
- Other public sector organisations
- Destination organisations
- Further and higher education institutions
- NHS Regional Health Boards
- Business Enterprise Zones
- Commercial businesses

One of the not-for-profit organisations in the partnership will need to be nominated as the lead partner.

We positively welcome leadership from organisations from outside the heritage and cultural sectors, but we expect that at least one heritage or cultural organisation be part of the partnership, and will ask for evidence that the partnership meaningfully includes the full breadth of heritage and cultural interests.

Section three – eligibility

Who cannot apply?

Individuals; single organisations; partnerships led by for profit/ private organisations or companies

What activity cannot be funded?

- Any activity outside of Wales
- Activities where the beneficiaries are predominantly outside of the defined 'place' for which funding is being sought
- Projects that aim to operate on a national scale
- Activities (including buying goods or services) or any part of the projects that have already started, been bought, ordered or contracted before we make a decision about your application. This is because we cannot fund activity retrospectively
- Costs that are already paid for by other income including your own funds or any other funding
- Large-scale capital work to buildings, cultural venues and other types of heritage or cultural asset. Other funding opportunities may be available for projects which are not a priority for Great Place funding – contact the Heritage Lottery Fund for more information.

Section three – eligibility

Partnership agreements

One organisation must act as the lead organisation and submit the application. All partners must show a firm commitment to joint working through a partnership agreement or Memorandum of Understanding. If we decide to fund your project we will enter into a legally binding grant agreement with the lead organisation. This organisation must accept our terms and conditions of grant and will be solely accountable to us for all monitoring information, how all the money is spent and for the full and successful delivery of the project.

To be eligible to apply to this programme the partnership need not be separately constituted as an organisation. We will need you to make available copies of the governance documentation for the lead organisation only.

Successful partnerships will be able to demonstrate that they have the skills and capacity to deliver their project proposals, including:

- An understanding of the people, place, land, nature and cultural assets where the proposed Great Place activities will be delivered.
- Knowledge and experience of working across the heritage and cultural sectors, with a wide range of stakeholders, including local people.
- A track record, within the partnership members, of delivering or being involved in activity that promotes heritage and culture in place-making, especially in the place where project activities will occur.
- A track record of working collaboratively and developing partnerships to achieve shared aims across the heritage and cultural sectors.
- A clear vision for the value which will be added to the place from the activity for which support is being applied for, how it will contribute to the place in the next 3 years and beyond, and which stakeholders, partners or organisations need to be engaged to achieve this.
- A track record which can be significantly further developed, or robust and ambitious future plans, for partnership with organisations beyond the heritage and cultural sectors – with a clear indication of existing or likely commitment from those partners to ensure that heritage and culture is included in plans for the local area in the future.
- The partners, stakeholders and organisations will in large part be determined by the particular cultural, economic or social impact which is envisaged. For example, if the activity is to embed heritage and culture in plans for local economic growth then we would expect to see the application set out how the Local Authority, Higher Education and Further Education sectors, and destination organisations, would be engaged in the work.
- A commitment to diversity and equality.
- Robust project management, financial management, change control and reporting systems.

Section four – what we will fund

This is an activities-based programme and we will not be funding any large-scale capital work eg building refurbishment, habitat conservation or gallery re-fit. Some small-scale capital expenditure may be considered for support only if it is needed for the delivery of specific activities, eg creation of spaces for meanwhile or pop-up uses. One of the key outputs from the projects we support will be the production of a heritage strategy for your place. We will also expect to fund a coordinator role to facilitate close partnership working between organisations and activities across the project area.

In England, the 16 pilot areas will now be carrying out a range of activities including:

- exploring new ways to include arts and heritage in the provision of local education or health services;
- research into the contribution made by arts and heritage to local economies;
- funding for people working in arts and heritage to build networks and increase their skills;
- exploring and piloting new ways of financing cultural organisations;
- encouraging the use of existing powers that allow communities to support their local culture, such as the Community Right to Bid or listing local landmarks as Assets of Community Value; and
- development of local strategies that maximise the community benefit that local arts and heritage can deliver.

We anticipate that most of the Schemes we fund will deliver activities that fit into the following four broad areas:

Talking to people

- Community-based discussions using evidence about current opportunities to engage with heritage and culture and its impact, eg using the Heritage Lottery Fund/RSA Heritage Index to talk about the strengths, weaknesses and opportunities of heritage assets and activities. These could be at everything from a local authority, city, town or village scale.
- Holding a series of events that build or support new local networks that cut across sectors and organisational barriers – for example, between any or all of heritage, health, education, civic and community organisations as well as local authorities and economic development and business groups.
- Help to make heritage a building block of long-term place strategy by holding discussions amongst local place-shaping forces: creative industries, civic entrepreneurs and social innovators.

Section four – what we will fund

Exploring new ideas

- Research the role of heritage in the local economy – not just tourism but businesses and industries where traditional strengths may still offer potential to meet local or export demand, partnering with universities where appropriate.
- Investigate the inter-relationship between urban centres and their surrounding rural hinterland including for example tourism, the role of landscapes in flood protection, water quality, energy, food production, as well as recreation and cultural identity.
- Investigate the relationship between cultural production and consumption, identifying opportunities to exploit and overcome barriers to this.
- Explore the potential for new models of governance and operation within the heritage sector, and seek to run short pilots of these.
- Commission artists, sculptors, writers and animators to work with local communities to help them define their aspirations and vision, or to catalyse change.
- Work with museums and libraries to extend the partnership's reach into communities. For example, looking at addressing the issues identified through the Paul Hamlyn Foundation's [Our Museum](#) initiative.
- Run public competitions to come up with new ideas for using and commemorating local heritage and cultural assets in different ways.
- Explore how to incorporate more about heritage and culture in local educational provision, at all levels.
- Working with universities to explore how heritage and culture can be better used to address social and economic priorities.
- Working with nature organisations to explore and establish the Natural Capital baseline and potential of a place, and particularly its contribution to people's health and wellbeing.

Creating tools to realise step change

- Enable diverse heritage organisations to work with commissioners in co-producing frameworks for social outcomes.
- Create new ways of recognising local culture such as town trails or digital catalogues of an area's places of interest.
- Involve the public in contributing to local heritage records/catalogues.
- Incorporate heritage data into local open data platforms.
- Better integrate heritage into place marketing and branding to attract tourism or investment.

Section four – what we will fund

Building Capacity

- Create opportunities for people to discover more about local heritage and feed ideas into new heritage projects.
- Provide funding for individual heritage activists to build their personal networks and skills.
- Investigate options for transferring heritage assets to community ownership
- Audit local heritage and cultural organisations for skills, including digital communication and community engagement, and seek out local people with those skills; or add local resident representatives to project steering groups and boards of heritage and cultural organisations.
- Develop regional, Wales-wide, cross-UK or international partnerships.
- Partnership building that levers in investment from other public funders.

These events and activities could make use of heritage and cultural buildings or community/visitor centres by opening them up to temporary exhibits and activities. But they could also take place in shopping centres, cafés or bars, sports centres or stadia – wherever people live, work and play.

Your plans should also explain how you will incorporate and use social media.

We will work with participants in the Great Place Scheme to capture the learning that emerges and will expect you to work with us to disseminate this. We will discuss this with participants in the Scheme.

Heritage Lottery Fund Resources

In the last two years Heritage Lottery Fund and the RSA have been carrying out research looking into the connections between heritage, identity and place. Many outputs from this work are already available. The following can be found on the RSA's Heritage, Identity and Research web page and will be useful for applicants looking to develop their Schemes:

- The Heritage Index is a key tool for places to use in developing Great Place applications and as a starting place for project activities that are funded through the programme.
- There are 30 blogs on the [RSA Heritage, Identity and Place research website](#) that provide ideas and accounts of activities.

Section five – the difference we want to make

We understand that every place is different; local context, character and flavour is at the heart of the Great Place Scheme. We want to support projects which respond to these individual needs and desires and make a real difference to life in the local area.

But to measure the impact of our investment, each project that we fund must provide a return. We will aim to secure this return by asking you and your project to deliver the outcomes below, which we see as characteristic of how heritage and culture makes a Great Place. Please note, we appreciate that some of these outcomes will be delivered in the longer-term, beyond the life of this pilot scheme. We will not expect you to address all the outcomes equally in terms of the proposed activities and allocation of budget in delivering these activities.

The proposed outputs of your Scheme should indicate how you will achieve them. Our evaluation of the programme and individual Schemes will review the success of each Scheme in terms of these outcomes.

With our investment, heritage and cultural organisations will have built sustainable partnerships with other sectors, agencies and organisations in the local area, and heritage and culture will be fully reflected in local plans and strategies

To deliver the outcomes of this programme you will not only make a difference to your local area, but also embed the necessary partnerships beyond the heritage and cultural sectors in the long-term, and see a clear role for heritage and culture reflected in local plans and strategies. We will need to see evidence of how heritage and culture relates to the key local plans and strategies relevant to your activity, and of how partners' commitment will be secured and sustained.

With our investment, heritage, cultural and other local organisations will be more resilient

Local heritage and cultural organisations, alongside those from related sectors, will have greater capacity to meet challenges and to adapt

to changing circumstances to give them a secure future. They will achieve this greater resilience through stronger governance and greater local involvement; increased management and staff skills; fresh sources of expertise and advice; and by working in partnership to share services, staff and resources.

With our investment, inequality will be addressed and everyone given the opportunity to experience and to be inspired by heritage and culture

There will be more people, particularly young people, engaging with, experiencing and being inspired by the heritage and culture around them. Audiences will be more diverse than before your project. Changes will have come about as a direct result of your project, particularly your audience development work and community consultation, by collecting and analysing information about the people who engage with your heritage and culture – and those who don't – before, during and after your project.

Section five – the difference we want to make

With our investment your local area/community will experience inclusive growth, tackling poverty

You will be able to demonstrate that you have contributed to growth in your local economy, so people from all parts of the community are involved in this change but are also able to benefit from a strengthened economy. Your project might stimulate tourism, the creative industries or act as an attraction for inward investment. You will be able to show that local businesses and community and social enterprises have benefited and/or new businesses and community and social enterprises have been established. This will be supported by sustainable and productive employment, a fair and inclusive jobs market and regional cohesion. This will be because you spent your grant locally, or because you encouraged more tourism visits, promoted a fair wage and opportunities for development, helped commercialise products, supported start-ups or growing small and medium enterprises, or because you provided new premises for businesses. You will also be able to demonstrate that you have engaged key partners.

With our investment your local area/ community will be a better place to live, work or visit

Local residents will have a better quality of life and overall the area will be more attractive. As a result of increasing opportunities for local people to engage with heritage and culture around them, residents will report that they feel greater pride in the local area and/or have a stronger sense of belonging. People will have a greater sense of wellbeing and inequalities will be tackled. You will be able to demonstrate that the new partnerships you forge and the activities you undertake have a clear social impact – whether upon health and wellbeing, community cohesion, educational outcomes, or another local policy priority. You will be able to engage key partners such as health and social care boards, schools, further and higher education institutions, local authorities, community and voluntary sector and others as appropriate.

Section six – how to apply

Talking to us about your application – the Expression of Interest form

Once you have read the guidance and started to think about your application, you must speak with the Heritage Lottery Fund. To make contact, please visit the [HLF Wales webpage](#).

We require all prospective applicants to submit an Expression of Interest form, available on the Great Place Scheme Wales website.

We only require outline information at this stage, but you should cover the following:

- The place where you hope to locate your project.
- The key social, economic and environmental priorities as set out by stakeholders and local leaders in that place.
- The range of activity that you seek to deliver to contribute to these priorities.
- How your activity will seek to embed heritage and culture into the vision and plans for the place where your project will be delivered, the partners you will seek to work with and influence, and the extent of their commitment to your plans.

- Membership of your partnership and how other heritage and cultural partners/stakeholders will be involved in project leadership and delivery.
- Plans for how you will finance and manage your Great Place Scheme project.
- Who you have discussed your project with from Heritage Lottery Fund

Once the **14 August 2017** deadline for Great Place Scheme Expression of Interest forms has passed, we will adopt a sift approach to identify those projects which we think have the ability to deliver against the **five Great Place Scheme outcomes (see pages 16-17)**.

If we believe that your project does have potential, we will invite you to make a full application, and send you full details of how to register on our online application portal for the programme, how to fill in the application form and the information we will need to see.

Section six – how to apply

Submit a full application form

The Great Place Scheme application form will be a maximum of 3,250 words, divided into three sections:

- Meeting the brief – the potential of the project to strengthen **heritage and cultural organisations** within your place, leading to a more prominent role for heritage and culture in meeting local social and economic priorities and achieving the five programme outcomes (1,500 words)
- Project management (1,000 words)
- Financial viability (750 words).

You do not need to use the full word count if you do not feel it is necessary. Use the **criteria/prompts in Section seven** of this guidance to help you structure your proposal.

The online application form will be available from 8 September 2017. Applications must be submitted by midday on 7 December 2017.

Applications submitted after this time will not be considered. We will not be able to read or provide written comment on draft applications. It is your responsibility to develop and write the application, including what you feel to be all the relevant information. We cannot guarantee success for any applicant.

Section six – how to apply

Attachments

You must upload the following mandatory attachments with your full application. The combined limit on file size for all the attachments taken together is 10 megabytes and 10 items.

Partnership agreement	The partnership agreement should list of all organisations, detailing their role in the delivery of the pilot project and how it will be managed. It should also provide the contact details for the main person within each organisation
Detailed budget	A detailed budget for the Great Place Scheme project, showing proposed income and expenditure (as an Excel sheet or similar)
Work plan	A work plan for the proposed project, including milestones and key review dates
Financial statements	Financial statements for your partnership's lead organisation showing previous financial year, prepared to the relevant legal standard
Management accounts	The latest management accounts for your lead organisation
Governance documents	The governance documents for your lead organisation. Not applicable if a local authority or public body is the lead applicant

You may also upload the following optional attachments

Up to three other relevant attachments eg a plan of the area you intend to address in your project or letters of support from local community groups. These must each be a maximum of five pages in length.

Section six – how to apply

We will use the information you give us in your application form and any attachments to decide whether your application is eligible and whether we will offer you funding to deliver your Great Place

Help with your application

We are committed to being open and want to make the Great Place Scheme application process accessible to everyone. If you experience any barriers within the application process, require help

After you submit your full Great Place Scheme application

You will receive an acknowledgement email confirming that we have received your application. This will be sent to the email address which you used to send in the application.

We will conduct an eligibility check after your application has been submitted. If your application

Scheme. If your application does not contain the information we need in the format we ask for we might not be able to consider it.

to make an application, or simply have any further questions which aren't answered above, please contact the Wales team:

Telephone: 029 2034 3413

Email: wales@hlf.org.uk

is not eligible, this means that we cannot process it any further and it will not be considered for funding.

If your application is not eligible we will write to let you know and will explain our decision.

Section seven – how we will make our decision

We will check your application to ensure that you have provided all the information we have requested and taken account of the feedback provided to your Expression of Interest. We will then make our decision based on the information you provide in your application, any further information that we request and, where relevant, data and information from the Charity Commission and Companies House websites relating to your lead organisation's constitution and financial statements from the past two years.

We will assess each application against the following criteria, using the assessment prompts below:

Criteria

Meeting the brief - the potential of the application to strengthen **heritage and cultural organisations** within the place, leading to a more prominent role for heritage and culture in meeting local social, environmental and economic priorities (word count: up to **1,500** words):

- An understanding of the people, place, cultural and heritage assets where the proposed Great Place activities will be delivered
- An understanding of the key challenges facing the selected project area and of the opportunities identified to address these, including poverty and inequality
- Knowledge of other initiatives in the project area which could be built upon through the project
- Knowledge and experience of working across the heritage and cultural sectors with a wide range of stakeholders (including local people)
- A track record, within the partnership members, of delivering or being involved in activity that promotes heritage, culture and place-making, especially in the place where project activities will occur
- A track record of working collaboratively and developing partnerships to achieve shared aims, both within the heritage and cultural sectors and beyond
- Your plans to deliver activity and the extent that this will achieve the five outcomes of the Great Place Scheme in Wales
- An understanding of the context you are operating in locally, and how you will secure and sustain appropriate partnerships which will embed heritage and culture in local plans and strategies

Section seven – how we will make our decision

Project management (word count: up to **1,000** words):

- Demonstration of the capacity to deliver the proposed programme across the partnership
- Quality and range of the partnership
- Demonstration of the existing level of involvement of the heritage and cultural sectors in local place-shaping strategies
- Appropriate governance arrangements in place and/or planned, including how partners are engaged
- Demonstration of how equality and accessibility will be addressed

Financial viability (word count: up to **750** words):

- Financial viability of the lead applicant, and of the project
- Demonstration of appropriateness of proposed budget
- Cash investment or in-kind support, in addition to the minimum 10% cash contribution

Decision making

Once we have assessed your application and a recommendation has been made whether to fund it, we will make our decision. To do this we will consider how strongly your activity scored against our criteria, and we will also consider your activity alongside other applications on the following balancing criteria:

- Geographical location
- The degree to which projects tackle identified needs of communities experiencing inequalities
- Scale to achieve a balance of smaller and larger schemes
- Balance across different types of activity, the social, cultural and economic value to be added by activity, and the form and membership of delivery partnerships

- Opportunity to collaborate and add value to other initiatives in areas of greatest need
- Equality and diversity – eg the diversity of those delivering the proposed activity, the proposed reach of the activity in terms of participants, and the extent to which the proposed activity can promote equality of opportunity

These balancing criteria will be used to ensure a good spread of Great Place Scheme projects – both in terms of geography and proposed activities/ approach - and to differentiate between a number of proposals that are all considered strong.

We will aim to notify applicants of our decision no later than **31 March 2018**.

Section eight – other information about your application

Complaints

If you are not happy with the way we have dealt with your application, please contact us and we will discuss this with you. If you are still unhappy, you can ask us for a copy of our complaints procedure. Details can be found here:

www.hlf.org.uk/about-us/contact-us/customer-service

Please note that you can only complain if you believe we have not followed our published procedures when assessing your Great Place Scheme application. You cannot appeal against the decision.

Freedom of Information and Data Protection

We are committed to being open about the way we will use any information you give us as part of your application. We work within the Freedom of Information Act 2000 and the Data Protection Act 1998.

When you submit your declaration with your application form you are confirming that you understand our obligations under these Acts.

Receiving a grant

If you are awarded a grant, you will need to:

- Comply with our terms of grant.
- Acknowledge National Lottery support using a grantees' acknowledgement logo. We will give you guidance on this and can provide some acknowledgement materials free of charge.
- Give us the right to use any images you provide us with. You must get all the permissions required before you use them or send them to us.

If you are successful in receiving a grant, we will give you more detailed information on our approach to project monitoring, grant payment, buying works and services and evaluation in a separate guidance note.

Great Place Scheme

Great Place Scheme
Heritage Lottery Fund
James William House
9 Museum Place
Cardiff
CF10 3BD

Email
wales@hlf.org.uk