



# Heritage Emergency Fund application information

To support applicants interested in applying to the Heritage Emergency Fund, we have prepared the following list of information. You may find it helpful to gather this information before completing your formal application form.

## **What we'll need to know about your organisation:**

- organisation name
- most recent Heritage Fund project reference number
- contact details for two project representatives
- registered charity number (if applicable)
- the nature of the work your organisation does and how you are contributing to our outcomes around economic regeneration, inclusion and wellbeing

## **What we'll need to know about the costs you are applying for:**

- a full breakdown of the essential costs you are applying for (and VAT status)

## **What we'll need to know about the current financial status of your organisation**

- how much of your organisation's income is from earned sources as opposed to revenue grants or other fundraising (expressed in %)
- whether you are expecting to receive revenue grant funding (not project specific)
- whether you have applied or are planning to apply for any COVID-19 schemes (for example central government or other National Lottery distributors)
- your organisation's investment funds (if applicable- last valuation and purpose)
- how much available money you have in reserves and your policy on holding funds for specific purposes (if applicable)
- an estimate of any significant fixed operating costs specific to the heritage you care for (if applicable)



- what you need to do now to stop your organisation being at risk. What you have already done to reduce your outgoings and what more you plan to do.
- details about any free reserves or other funding immediately available to support the short-term operation of your organisation
- whether your organisation has faced any significant sustainability concerns in 2019 or early 2020 before COVID-19

### **Supporting documents**

If you are applying for £10,000 or more, you will also need to send us the following supporting documents:

- An income and expenditure forecast for day-to-day operations, excluding any income and expenditure related to a specific project(s) that you are already committed to for which you have earmarked or restricted funding
- A cashflow forecast prepared on the same basis as the income and expenditure forecast. These documents should relate to the period for which you are applying for funding and include any other income from any other emergency funding sources.