Everyday Heritage Grants:

Celebrating Working Class Histories

Application Form

Grant application form

Before completing an application form please read the guidance notes in full.

Please type directly into the boxes. They will auto expand as you type. If you prefer not to use this form, please complete the application as a separate document (such as a Word document) and use the sections below as headings.

If you require the form in a different format, please contact EverydayHeritage@historicengland.org.uk

Project overview

Project overview	
Project name	
Total amount applied for	
Contact details	
Organisation	
Lead contact/author(s)	
Job title/position if applicable	
Lead contact phone number	
Lead contact email address	
Legal structure e.g. Company registration number, Charity number, VAT registration number if applicable	
Address and post code for correspondence	
Requirements	
Please confirm your organisation has a Health and Safety Policy Statement if applicable	
Please confirm your organisation has an Equal Opportunities Policy Statement if applicable	
Please confirm that where relevant appropriate Disclosure and Barring assessments have been undertaken	

Application checklist

Before submitting, check that you have included the following in your application.

	✓
Does your project relate to working class histories? (as outlined in the 'What are these grants for?' section of the Call Document)	
Does your project have a strong connection to place? (buildings, historic sites, local areas)	
Have you explained the ways in which your project reveals overlooked histories?	
Have you outlined the aims of your project? (see the 'What do we want these projects to do?' section of the Call Document)	
Have you outlined how your project achieves outcomes that deliver public value? (see the 'What do we want your projects to achieve?' section of the Call Document)	
Have you demonstrated consideration of disabilities and other barriers to access?	
Have you explained how your project includes co-creation? (see the 'What does co-creation mean?' section of the Call Document)	
Have you explained how you will engage volunteers who are young people, or people at risk of loneliness and social isolation?	
Have you outlined your project plan and the methods you will use to deliver this project?	
Have you explained what the outputs and products of your project will be?	
Have you outlined roles within the project team, and briefly explained their relevant experience?	
Have you considered potential risks within your project, and described how you will mitigate these?	
Have you produced a task list to outline which project team members will be completing which tasks, and how many days each task will take?	
Have you completed the accompanying budget spreadsheet?	
Have you signed the declaration?	
Have you completed all sections of the application form?	

Project Summary (200 words max)

Describe your proposed project in up to 200 words.

How does the project reveal overlooked working class heritage stories of buildings, historic sites or places?

What does this project aim to achieve?

Please refer to the What do we want these projects to do? section of the Call Document.

How will this project deliver the Outcomes set out in the Call Document?

Please refer to the What do we want your projects to achieve? section of the Call document.

Who will you work with to deliver this project?

Outline the communities you will work with on this project, and how you will recruit them and engage them throughout the project. Please refer to the section on What does co-creation mean? in the Call Document.

Project plan

Outline how you will deliver this project and the methods you will use.

Outputs/products

What will the project produce in terms of both hard (such as reports or artwork) and soft products (such as events or actions) and how will these contribute to the project's ultimate aims? How will hard copy products be disseminated? How will they be saved, shared or archived?

Project team

Outline the team that will be working on this project, including their relevant experience and roles and responsibilities within the project (e.g. Project Management, Community Engagement Lead, Volunteer Management).

Risk register

Consider potential issues or risks which may impact delivery of your project. This table should be expanded as necessary to cover all potential risks.

Risk No	Description	Probability (High, Med, Low)	Impact (High, Med, Low)	Countermeasures	Estimated time/cost	Owner
1						
2						

Task list and timescale

Please provide a Task List which includes allocated working days per person for each of the main tasks and planned completion dates. Projects can start as soon as a contract has been signed and should aim to complete within 12 months of commissioning. This table should be expanded as necessary to cover all tasks

Task No	Task Details	Staff	No Days	Completion date*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

*We realise that as yet the period of Covid-19 related impact remains unknown therefore we will be open to flexibility with timelines as the situation becomes clearer.

Budget
Please refer to the excel sheet advertised with this application form.

How did you find out about these grants?

Please tell us how you heard about these grants, so that we know for future the best ways to reach people

Declaration

Date of application

Signed Certification by an appropriate person within the organisation/community group

Print name

Date of signatory

If you would like this document in a different format, please contact us at
EverydayHeritage@HistoricEngland.org.uk

All information, contacts and web-links contained in this document are accurate as of the time of publication.

Please consider the environment before printing this document.