



Notes on completion

Summary

Name of your organisation

The Mary Gordon Trust

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

The Mary Gordon Project

Reference number

HG-13-00711

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

The Mary Gordon Project will restore the historically significant electric river boat, The Mary Gordon. The Mary Gordon, which is on the Historic Register of Ships, was built in 1898 and is one of the oldest vessels of her type still in existence. Once restored, the Mary Gordon will be used to improve the lives of disadvantaged young people and marginalised groups by giving them opportunity to spend time on the boat, learn about its history and involve them in operating and maintaining her. We will run courses on the boat for these groups which will concentrate on confidence building, team work and social skills. The boat will also be used for school educational trips and pleasure cruises.

Have you received any advice from us before making your application?

Yes

Please tell us who you received advice from.

Lesley Owen-Jones

Is this your first application to the Heritage Lottery Fund?

No

Please tell us the reference number and project title of your most recent application.

HG-07-01342 Mary Gordon Project

Section one: Your organisation

1a Address of your organisation:

Address line 1 71 Eastfield Lane
Address line 2 Welton
Address line 3
Town / city LINCOLN
County
Postcode LN2 3ND

1b Is the address of your project the same as the address in 1a?

Yes

Local Authority within which the project will take place

West Lindsey

Constituency within which the project will take place

Gainsborough

1c Details of main contact person

Name

Lisa Garthwaite

Position

Grants Officer

Is the address of the main contact person the same as the address in 1a?

No

Enter the address of the main contact person:

Address line 1 25 Meadow Way
Address line 2 Welton
Address line 3
Town / city Lincoln
County Lincs
Postcode LN2 3QH

Daytime phone number, including area code

Alternative phone number

01673 866693

Email address

lisa.garthwaite@lincs-mediation.co.uk

1d Describe your organisation's main purpose and regular activities

The objects for which the Mary Gordon Trust was established are the restoration, preservation and maintenance of the Mary Gordon electric launch, for the education and benefit of the public, and to provide facilities of an educational nature calculated to improve the public's awareness and appreciation of the boat's historical past.

1e The legal status of your organisation

Please select one of the following:

Organisation not in the public sector

Please select one of the following:

Community or voluntary group

Describe the size and staff structure of your organisation

The Trust was founded by Peter Harrold who is the driving force behind the project, assisted by the Project Officer, Lisa Garthwaite. There are 8 Trustees, all of whom have particular skills and experience relevant to the Project. In addition there are around 50 members of the Friends of the Mary Gordon who help to promote and support the Project and assist with fundraising.

If applicable, how many board members does your organisation have?

8

How much did your organisation spend last financial year?

1500

What level of unrestricted funds is there in your organisation's reserves?

0

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

Company - give registration number

3986638

Registered Charity in England, Scotland or Wales - give registration number

1086671

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

1f Will your project be delivered by a partnership?

No

1g Are you VAT registered?

No

Section two: The heritage

In this section tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses upon?

The Mary Gordon is an electric river boat built in 1898 on the Thames by William S Sargeant. It is one of the oldest vessels of her type still in existence. She was commissioned by Leeds City Council for use as a pleasure launch on Waterloo Lake in Roundhay Park. At the beginning of the Second World War in 1914, the Mary Gordon was fitted with an experimental 8-10 horse power marine motor and four blade aeroplane propeller. In 1923 she was fitted with a petrol engine and subsequently operated in Wakefield and York. In 1943 she was moved to the Brayford Pool in Lincoln where she operated as a pleasure boat until the 1970s. She was subsequently abandoned and lost her cabin and many of her original fittings. The Mary Gordon is of historical importance because:

- * She is very representative of an important and valued class of pleasure vessel - the electric saloon launch.
- * She is one of only eight examples that survive from the classic era of electric river launches.
- * When restored she will be one of the earliest surviving examples of an electric river boat operating which is not converted to an alternative power source.
- * She is included in the National Register of Historic Ships.
- * She was built by arguably the most significant builder of river boats employing traditional methods of construction.
- * She is an important reminder of the nation's traditional boat building history.
- * She will be an inspiration to younger generations who can view her in original form and in an appropriate setting.

The Mary Gordon once restored will be used to run courses for vulnerable groups and these courses will provide interactive information about the heritage of the boat itself, but also about the historic waterways in and around Lincoln. These waterways have a heritage of National Importance, which is not at, present accessible or known to the public:

- * Brayford Pool is an inland harbour in the centre of the roman city of Lincoln (Lindum Colonia). Excavated by the Romans from a natural bog area, it lies at the confluence of the River Witham and Fossedyke Canal, Britain's oldest canal. This was also built in Roman times linking the Wash to the Humber via the Trent.
- * Lincoln became an important and prosperous port, growing to be Britain's 4th largest port in medieval times despite being 40 miles from the sea.
- * This led to Lincoln becoming an important centre for wool, grain and minerals, which were transhipped via High Bridge and Brayford pool.
- * In the 19th Century this led to Lincoln's rise to prominence as an industrial centre involved in the production of steam locomotives, cranes, tanks and other heavy engineering businesses.

2b Is your heritage considered to be at risk? If so, please tell us in what way.

Yes, The Mary Gordon is one of only eight examples that survive from the classic era of electric river launches. When restored she will be one of the earliest surviving examples of an electric river boat operating which is not converted to an alternative power source. There is no other boat like this in the area. If this historic boat is not restored in the near future, she will be lost forever. as she is currently in a very poor state of repair.

2c Does your project involve work to physical heritage like buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

The Mary Gordon electric river launch.

Do you, or a partner organisation, own the building, land or heritage items outright?

Yes

Do you or a partner organisation have a mortgage or other loans secured on the property or item, or any plans to take one out?

No

For landscape projects, please provide an Ordnance Survey grid reference for your landscape

2d Does your project involve the acquisition of a building, land or heritage items?

No

Please tick any of the following that apply to your heritage:

**Accredited Museum, Gallery
or Archive**

**Designated or Significant
(Scotland) Collection**

**DCMS funded Museum,
Library, Gallery or Archive**

World Heritage Site

**Grade I or Grade A listed
building**

**Grade II* or Grade B listed
building**

Grade II, Grade C or Grade C(S) listed building

Local list

Scheduled Ancient Monument

Registered historic ship ×

What is the certificate number?

1836

Conservation Area

Registered Battlefield

Area of Outstanding Natural Beauty (AONB) or National Scenic Area (NSA)

National Park

National Nature Reserve

Ramsar site

Regionally Important Geological and Geomorphological Site (RIGS)

Special Area of Conservation (SAC) or e-SAC

Special Protection Areas (SPA)

Registered Park or Garden

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

This project will restore the historically significant boat, the Mary Gordon and bring it back into operation on Lincolnshire's waterways. We will attempt to source original wood with which to restore the boat and have a plan of how the boat was originally laid out to aid the restoration. The restoration will be by local craftsmen using traditional methods and will involve young people through apprenticeships. Once restored the Mary Gordon will operate courses for disadvantaged and excluded young people, people with mental health issues, and other marginalised groups, along with school children and the general public to teach them about the boat and its history. It will give them hands on experience and promote skills such as team building and confidence building as well as practical boating skills.

3b Explain what need and opportunity your project will address

The Mary Gordon is currently in a very poor state of disrepair and if she is not restored in the near future she is likely to rot away and her historical significance will be lost forever. She is one of only eight examples of original electric river launches left from the turn of the century. Lincolnshire's waterways are also of historical significance and the Project will bring these two histories together and provide positive outcomes for those who use her.

Restoration of the boat and subsequent use as a museum piece rather than an operating vessel was considered, but it was felt that the unique nature of the Mary Gordon as an electric boat in these days where there is great interest in green transport and the historic waterways of this area of Lincolnshire lent itself better to an operational Project. We would also like the Project to be able to assist vulnerable groups as described and this can only be realised if the boat is operational. A similar, but larger scale project in Hull, Cat Zero has been hugely successful in turning around the lives of disadvantaged young people and we would like to do the same. There are a number of disadvantaged areas in Lincolnshire and this Project will provide a unique way to build life skills in the context of Lincoln's maritime heritage and keep this unique history of Lincoln alive.

Our Project Officer, has recently run a Lottery funded Project working with vulnerable young adults and marginalised communities and has built up a group of contacts who are always seeking unusual ways to engage their clients and this Project will fit the bill.

3c Why is it essential for the project to go ahead now?

The Mary Gordon is currently in a very poor state of disrepair and if she is not restored in the near future she is likely to rot away and her historical significance will be lost forever. In addition, we currently have the support of the local council to operate the boat in their area as they are attempting to regenerate the waterways in the West Lindsey area, and we also have the offer of a mooring at Torksey Lock which is between Lincoln and Gainsborough in West Lindsey.

We also received HLF funding for a Conservation Management Plan in 2006 and if the Project is not realised in the near future, that study work will become out of date and unusable. If the Project takes place now we can build on that work and update it rather than start from the beginning again.

If the boat is restored by 2015 we can also take advantage of the extra visitors to Lincoln who will be attracted by the anniversary of the Magna Carta.

3d Why do you need Lottery funding?

Without a grant from the Lottery we will not be able to realise this project. We have attempted to raise funds privately and have approached local businesses but we have been unsuccessful with this due to the large sums involved in this project. Some funders have expressed an interest in the Project but will not commit without one main investor, hence this application to the HLF.

3e What work and/or consultation have you undertaken to prepare for this project and why?

Since 1999, the Trust have been attempting to raise funds to realise this Project, but this has been relatively small scale. In 2004 a professional CD Rom was produced to promote the Project and in 2006 a grant of £20,000 was received from the HLF to produce a Conservation Management Plan in relation to this Project. This Survey was commissioned and produced and is available to view as part of this Project. Also at this time an unsuccessful bid was submitted to the HLF and in preparation for that bid a number of quotes were obtained including 3 for the rebuild of the boat, insurance, and training to allow staff / volunteers to safely operate the boat. Letters of support were also obtained. This year our Chairman, Peter Harrold has continued to give presentations to interested groups, including the local Council and has gained support from the local council where the boat will operate. We have secured a mooring for the boat at Torksey Lock which is half way between Lincoln and Gainsborough so the boat can navigate in both directions on the historic waterways.

We also have a website providing information about the history of the boat and the waterways.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

Heritage will be in better condition:

Currently the Mary Gordon is effectively just a shell. She needs a complete sympathetic restoration in order to make her fit to sail again. This should be done because the Mary Gordon is an important historic vessel. She is included in the National Register of Historic Ships. The Mary Gordon is an electric river boat built in 1898 on the Thames by William S Sargeant. It is one of the oldest vessels of her type still in existence. She was commissioned by Leeds City Council for use as a pleasure launch on Waterloo Lake in Roundhay Park. At the beginning of the Second World War in 1914, the Mary Gordon was fitted with an experimental 8-10 horse power marine motor and four blade aeroplane propeller. In 1923 she was fitted with a petrol engine and subsequently operated in Wakefield and York. In 1943 she was moved to the Brayford Pool in Lincoln where she operated as a pleasure boat until the 1970s. She was subsequently abandoned and lost her cabin and many of her original fittings. The Mary Gordon is of historical importance because:

- * She is very representative of an important and valued class of pleasure vessel - the electric saloon launch.
- * She is one of only eight examples that survive from the classic era of electric river launches.
- * When restored she will be one of the earliest surviving examples of an electric river boat operating which is not converted to an alternative power source.
- * She is included in the National Register of Historic Ships.
- * She was built by arguably the most significant builder of river boats employing traditional methods of construction.
- * She is an important reminder of the nation's traditional boat building history.
- * She will be an inspiration to younger generations who can view her in original form and in an appropriate setting.

Heritage will be better interpreted and explained:

Currently the Mary Gordon is sitting in a field with no purpose. She is providing no information about her history or the waterways on which she ran. There is no other historic boat operating in this part of Lincolnshire. Restoring and operating this boat between Lincoln and Gainsborough would give groups the opportunity to see an original electric pleasure boat running as it did 100 years ago, on the very same waterways, and also provide them with the history of the waterways as they travel. Lincoln and Gainsborough have a number of museums but trips on this boat would allow people to experience how it was in the heyday of the waterways. It is also an environmentally friendly project as the boat operates electrically therefore producing no emissions.

4b What difference will your project make for people?

In general terms the public will be able to experience life on Lincolnshire's waterways as it was 100 years ago. But more specifically, we intend to take specific groups on this boat such as young people not in education, employment or training (NEETs) and allow them hands on experience of crewing a boat. The courses will focus on team building, confidence building as well as other practical boating skills. We also intend to target groups such as those with mental health issues for similar reasons, and schools to tie in with historical themes which are taught.

People will have developed skills:

- * An apprentice will be taken on by the boatbuilder to teach the craft of boatbuilding.
- * Marginalised groups and vulnerable young adults who use the boat and take part in the courses run will develop skills such as confidence, team work and co-operation as well as how to operate the boat.

People will have learned about heritage:

- * The courses run and the pleasure trips taken will provide information about the heritage of the boat and the historic waterways on which she operates.

People will have changed their behaviour:

- * The courses run aboard the boat will teach vulnerable and marginalised people how to have better relationships through building confidence, self esteem, team building and other life skills.

People will have had an enjoyable experience:

- * Courses run aboard the boat will be enjoyable as well as educational.
- * Pleasure trips aboard the boat will be enjoyable as well as educational.

People will have volunteered time:

- * Friends of the Mary Gordon will assist with the rebuild of the boat.
- * Friends of the Mary Gordon will take part in the operation of the boat.
- * Groups who have taken courses aboard the boat will be encouraged to come back and volunteer time aboard the boat.

In addition, in the restoration of the boat we intend to take on apprentices, and they will be able to learn the crafts of woodwork and boat building. (Skills transfer - Lincoln was once an important boat building centre but this is now extinct)

4c What difference will your project make for communities?

Environmental impacts will be reduced:

- * The Mary Gordon is an electric boat., there will therefore be no harmful emissions and this will be referred to on the courses.

A wider range of people will have engaged with heritage:

- * Our courses aboard the boat will be directed at hard to reach groups, marginalised groups and vulnerable young adults who would not ordinarily engage with heritage, or the waterways.

The local economy will be boosted:

- * The boat will also be used as a pleasure craft and this will bring tourists into the area boosting the economy. This is supported by the local council who are promoting a period of regeneration in the West Lindsey area.

4d What are the main groups of people that will benefit from your project?

The beneficiaries of this project are young, disengaged people, people with mental health issues, and schools who will be invited to participate in short courses aboard the boat. The Project Office has recently worked with a number of different vulnerable and marginalised groups on a different Project and can bring these same groups into this Project.

The general public who can learn about the history of the boat and the local waterways will also benefit from this Project.

4e Does your project involve heritage that attracts visitors?

Yes

What are your existing visitor numbers?

How many visitors a year do you expect on completion of your project?

1000

4f How many people will be trained as part of your project, if applicable?

6

4g How many full-time equivalent volunteers do you expect to contribute personally to your project?

6

4h How many full-time equivalent posts will you create to deliver your project?

1

Section five: Project management

In this section, tell us how you will develop and deliver your project.

Development phase

5a What work will you do during the development phase of your project?

- * The development phase will see us source materials and specialist knowledge with which to restore the boat. We would like to use original materials wherever possible so that the boat is as close to original as possible. We will tender for a craftsman to restore the boat using traditional methods and local tradesman, and using apprentices to assist with the build.
- * We will develop relationships with voluntary groups who work with vulnerable people who may benefit from courses aboard the boat and the positive benefits those courses may bring.
- * We will work with those groups to devise how the boat will operate in practice and what the courses will provide.
- * We will also liaise closely with statutory bodies such as the local and county councils due to the historical importance of the boat locally to see how our Project may fit with local regeneration or tourist schemes.
- * We will promote the Project and the boat through presentations, stands and displays.
- * We will update the Conservation Policy, Audience Development Plan and Access Plan for the Mary Gordon.

5b Who are the main people responsible for the work during the development phase of your project?

We would like to employ a part-time Project officer to manage with the development phase who will work in conjunction with the Project lead, Peter Harrold. The Project Officer will take on the task of liaising with relevant groups and organisations to develop the courses that the boat will run and for whom. We will also need the expertise of boatbuilders and craftsman to discover exactly what will be required for the restoration including costs.

5c Complete a detailed timetable for the development phase of your project. Use the 'add item' button to enter additional rows.

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
Activity Plan	June	2014	March	2015	Project Officer
Project Business Plan	June	2014	March	2015	Project Officer
Conservation Plan	June	2014	March	2015	Project Officer
Management and Maintenance Plan	June	2014	March	2015	Project Officer

5d Tell us about the risks to the development phase of your project and how they will be managed. Use the 'add item' button to enter additional rows.

Development risks

Risk	Likelihood	Impact	Mitigation	Who will lead this
Boat is destroyed	Low	High	Safe storage	Project Officer
Loss of mooring	Low	Low	Alternatives sought	Project Officer

Delivery phase

5e Who are the main people responsible for the work during the delivery phase of your project?

The Project Officer will continue to oversee the project. During the restoration of the boat, an experienced craftsman will also be key, assisted by volunteers and one or two apprentices. Once completed, the Project Officer will oversee the day to day promotion and running of the boat and the courses. All key staff will also work in conjunction with the project lead, Peter Harrold who will make all key decisions.

5f Complete a summary timetable for the delivery phase of your project. Use the 'add item' button to enter additional rows.

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

7a Development-Phase costs**Development costs**

Cost heading	Description	Cost	VAT	Total
Professional Fees	Consultancy to update Activity and Conservation plans	20000	4000	24000
New staff costs	Project Officer	15000		15000
Recruitment				
Other	Accounting	1000		1000
Full Cost Recovery				
Contingency				
Non-cash contributions				
Volunteer time				
Total		36000	4000	40000

7b Development-Phase income**Development income**

Source of funding	Description	Secured?	Value
Local Authority			
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves			
Other fundraising	Fundraising by Friends of Mary Gordon	No	2000
Non cash contributions			
Volunteer time	100 hours volunteer time from Friends of Mary Gordon	No	1000
HLF grant request			37000
Total			40000

7c Development phase financial summary

Total development costs	40000
Total development income	3000
HLF development grant request	37000
HLF development grant %	93

Section seven: Project costs**7d Delivery-phase capital costs**

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work	restoration of boat	300000	60000	360000
New building work				
Other capital work				
Equipment and materials				
Other				
Professional fees relating to any of the above				
Total		300000	60000	360000

Section seven: Project costs

7e Delivery-phase activity costs

Cost Heading	Description	Cost	VAT	Total
New staff costs	Project Officer & boat skipper	60000		60000
Training for staff	Course for staff / volunteers operating the boat	2500	500	3000
Paid training placements				
Training for volunteers				
Travel for staff				
Travel and expenses for volunteers	travel & out of pocket expenses for volunteers operating the boat	1500		1500
Equipment and materials	Course materials for courses aboard boat	1500	200	1700
Other				
Professional fees relating to any of the above	Annual accounts	3000	600	3600
Total		68500	1300	69800

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion	Leaflet production and promotional material	1500	300	1800
Evaluation				
Other				
Full Cost Recovery				
Contingency				
Inflation				
Increased management and maintenance costs (maximum five years)	Maintenance & running costs incl. insurance, BWB licence & electric	20000	4000	24000
Non cash contributions				
Volunteer time				
Total		21500	4300	25800

Section seven: Project costs

7g Delivery-Phase income

Source of funding	Description	Secured?	Value
Local authority			
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business	Private use of boat	No	33000
Own reserves			
Other fundraising	Fundraising by Friends of the Mary Gordon	No	6000
Increased management and maintenance Costs (maximum five years)			
Non cash contributions	Offer of paint & similar materials	Yes	1000
Volunteer time	100 hours per year over 3 years	Yes	3000
HLF grant request			412600
Total			455600

7h Delivery-phase financial summary

Total delivery costs	455600
Total delivery income	43000
HLF delivery grant request	412600
HLF delivery grant %	91

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

n/a

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

✓ If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. 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 and Data Protection Act 1998. In those cases, we will always consult you first.

The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- **To decide whether to give you a grant.**
- **To provide copies to other individuals or organisations who are helping us to assess and monitor grants.**
- **To hold in a database and use for statistical purposes.**
- **If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.**
- **If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.**

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the **above statements.**

Name	Lisa Garthwaite
Organisation	Mary Gordon Trust
Position	Project Officer
Date	13/11/2013

Are you applying on behalf of a partnership?
No

Section nine: Supporting documents

Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please also provide the constitution of each of these organisations too.

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

Hard copy

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Not applicable

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Hard copy

4. Spreadsheet detailing the cost breakdown in Section seven: project costs;

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Hard copy

7. Job descriptions for new posts to be filled during the development phase;

Electronic

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.

Hard copy

If applicable, please attach any additional documents as required for the programme that you are applying under. For further guidance, please refer to Section 9 of the application guidance

Electronic

Please now attach any supporting documents.

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.