

## **Approach to Heritage Lottery Fund (HLF) for two applications Paper for information**

The two 'Project Enquiry' documents attached provide a summary of the Museum's proposals for the two projects on which we intend to open discussions with the Heritage Lottery Fund in July:

- 1) Stories of North-West Essex (Our Heritage grant to transform access to collections)
- 2) Heritage Hub for North-West Essex (2-stage Heritage Grant to extend the Museum))

The HLF Project Enquiry Forms are submitted on-line to provide HLF officers with some basic information on which to open informal discussions with officers.

### **Members are advised that**

- 1) Project Enquiry Forms have no formal status in the application process
- 2) The submission of these forms does not commit the Council or Saffron Walden Museum Society Ltd to any actions or expenditure
- 3) The projects will be developed according to advice from HLF officers so the project summaries represent only a starting point, not a definite or final statement of intent
- 4) No formal decision is required to submit the project enquiry forms, but they have been circulated to MMWG for information and to allow MMWG members to comment and raise questions at this stage.
- 5) At present, the major grant application requests just under the £2 million, the maximum threshold for regional HLF decisions. If we apply for more than £2 million from the HLF, we will be competing at national rather than regional level.
- 6) Uttlesford currently scored 67<sup>th</sup> out of 325 districts) for heritage potential on the Heritage Index, an indication of the scope for development of the district's heritage assets. The Heritage Index is a tool used by the HLF and other organisations and an abstract is attached.

### **Next actions**

- 1) The Curator will submit the project enquiries to HLF and seek a meeting at the earliest opportunity with HLF officers at the Heritage Lottery Fund's East of England regional office in Cambridge, to be attended by the Curator, Assistant Director Corporate Services and Museum Society Chairman.
- 2) Depending on the steer from HLF officers, project proposals will be revised and reported back to MMWG.
- 3) We will then be in a position to start preparatory work on the first application and revise the Museum Service Forward Plan to take into account the timetable for the intended applications.

Carolyn Wingfield, Museum Curator 14 June 2017