

In partnership with



Department  
for Culture,  
Media & Sport

# Cultural Protection Fund

**Application Guidance**  
Pakistan Pilot Round  
October 2023

Image taken from Fresco at the Wazir Khan Mosque, Lahore  
Credit: Aula Khan, Participant of OSCH Lahore: Glasgow Crafting Histories project.



# CONTENTS

PART ONE: INTRODUCTION .....	3
About the Cultural Protection Fund .....	3
About the funding round .....	3
Who can apply:.....	3
What you can apply for:.....	4
Timeline for applications .....	5
Project Activities and Outcomes.....	5
Eligible Costs .....	7
What is ODA?.....	8
Ensuring your project is ODA compliant .....	8
Receiving a grant: .....	8
Other Information about your Application.....	8
PART TWO: APPLICATION PROCESS.....	9
PART THREE: APPLICATION FORM HELP NOTES .....	12

## **PART ONE: INTRODUCTION**

### **About the Cultural Protection Fund**

The Cultural Protection Fund (CPF) is led by the British Council in partnership with the UK Government Department for Culture, Media and Sport (DCMS). It was launched in 2016 to protect vital cultural heritage at risk in conflict-affected regions. In 2019 the fund expanded its remit to protect cultural heritage at risk because of climate change and related disasters.

The overarching objective of the fund is to help create sustainable opportunities for social and economic development through building capacity to foster, safeguard and promote cultural heritage. The CPF awards funding to projects which keep cultural heritage sites and objects safe, as well as supporting the recording, conservation and restoration of cultural heritage. It also provides opportunities to local communities for training and education, enabling and empowering them in the long term to value, care for and benefit from their cultural heritage.

Cultural heritage includes many different things from the past that communities value and want to pass on to future generations, for example:

- archaeological sites and monuments
- collections of objects, books or documents in museums, libraries or archives
- historic buildings
- cultural traditions such as stories, festivals, crafts, music, dance and costumes
- histories of people, communities, places and events
- the heritage of languages and dialects
- people's memories and experiences (often recorded as 'oral history')

### **About the funding round**

In 2022, the British Council / DCMS partnership was awarded a further £30m to further its cultural heritage protection work for three more years until March 2025. Alongside the launch of new open calls in 2022, the Cultural Protection Fund supported scoping and development activities in Pakistan to build capacity within the local heritage sector.

In July 2022, CPF delivered two roundtable sessions in Karachi and Lahore, which facilitated discussions with 36 heritage professionals to understand the sector, its challenges, gaps and needs. This was followed by training in project management and preparation of funding proposals in July 2023. This funding call has been developed in consultation with the British Council in Pakistan and has taken into account the outcomes of the scoping activities and training. The aim of this funding round is to pilot the CPF model in Pakistan, as such, applications will need to respond to CPF criteria for funding, explained within this guidance.

In this round, we expect to be able to award one project with a value of c.£500,000 and five projects with a value of c.£100,000. However, we will consider applications with grant requests of between £100,00 and £500,000.

### **Who can apply:**

This round is open to organisations that are legally registered in Pakistan.

Proposals must be submitted by a legally registered organisation and:

- Applications must be submitted by one lead applicant organisation with up to eight partner organisations. The lead applicant must be based in Pakistan and will be responsible for all reporting to CPF.
  - It is not a requirement to have partner organisations, but you should consider if partnership agreements are required to help deliver your planned activities and include them if required.
  - You will need to supply partnership agreements for all partners at the point of application.
  - If you have partners based outside of Pakistan, please note that we will contract a nominated lead international partner if there is more than one partner based outside of Pakistan.
  - The lead applicant organisation will be responsible for reporting all project progress and submitting funding claims during the project to CPF. If all partners are based inside Pakistan, CPF will enter into a contract with the lead partner only.
- Applications must demonstrate intent to benefit the heritage of Pakistan as their main aim. If private owners or for-profit organisations are involved in a project, we expect the benefit to the social and economic development of Pakistan to outweigh any private gain.
- If a grant is awarded, you will be required to accept the terms and conditions of our Grant Agreement.
- A lead applicant organisation can submit up to three expressions of interest under this round of funding but may only submit one full application.
- Sole traders are not eligible to apply. All applicants will be required to submit evidence that their organisation is legally registered and all applications and supporting documentation will need to be provided in English.

## **What you can apply for:**

### **Grant size and project duration**

Applicants may apply for:

- Grants from £100,000 up to £500,000.
- Funding is available for projects commencing in April 2024. Projects can run for any duration but at the latest must finish by 31 January 2025.

### **What you cannot apply for**

- Projects which do not benefit Pakistan.
- Projects which focus on celebrating and / or promoting heritage with no clear activities which relate to heritage protection.
- Projects which aim to protect heritage that is **not** at risk due to conflict and instability and / or climate change, for example heritage at risk due to neglect or urbanisation.
- Projects which aim to protect assets which do not fall under the CPF definition of cultural heritage for example:

- o infrastructure such as roads, schools or hospitals
- o natural heritage such as landscapes, forests or beaches
- o contemporary cultural practices such as new theatre, dance or music

## Timeline for Small Grants Applications

Expressions of Interest Open	6 October 2023
Expressions of Interest Deadline	Midnight on 22 October 2023
Application Deadline	Midnight on 3 December 2023
Projects Start	April 2024

## Project Activities and Outcomes

The Cultural Protection Fund has three Outcome areas: *Heritage*, *Society* and *Economy*. The table below lists the kind of impacts we expect your project to have and gives examples of eligible activities which should aim to achieve these outcomes. Your project does not have to meet every outcome listed in the table, but **all projects** are required to include **outcome 1 (cultural heritage safeguarding)** and **at least one society outcome**.

HERITAGE		
	Outcome	Example activities to achieve outcome
1*	<b>Cultural heritage at risk is safeguarded for future generations.</b>	<ul style="list-style-type: none"> <li>• Documentation resulting in new or improved records of cultural heritage (tangible or intangible).</li> <li>• Physical work (e.g. repair or restoration) to bring tangible cultural heritage assets into better condition.</li> </ul>
2	Cultural heritage at risk is better managed and prepared for potential threats.	<ul style="list-style-type: none"> <li>• Preparation of risk assessments and management plans.</li> <li>• Delivery of specific prevention, mitigation or preparedness measures as identified in a risk management plan, for example: <ul style="list-style-type: none"> <li>o documentation and preparation of inventories</li> <li>o retrofitting of appropriate protection or monitoring systems (e.g. fire protection)</li> <li>o development of procedures or plans relating to response or recovery or other relevant procedures or plans</li> </ul> </li> <li>• Actions to improve the integration of risk management plans for cultural heritage into</li> </ul>

		relevant policies and plans at national, regional and/or local levels.
3	Local organisations and communities have increased capacity and/or resilience to care for and protect cultural heritage.	<ul style="list-style-type: none"> <li>• Relevant training and partnership working for cultural heritage professionals, volunteers, civil services or first responders.</li> <li>• Recruitment of volunteers from within the local community to carry out roles identified in disaster risk management plans.</li> <li>• Preparation of business or fundraising plans.</li> </ul>
<b>SOCIETY</b>		
	<b>Outcome</b>	<b>Example activities to achieve outcome</b>
4	Local people have developed skills, potentially leading to increased professional or other opportunities.	<ul style="list-style-type: none"> <li>• Training for local people in specific heritage skills or broader subjects relating to planning, fundraising, management and promotion.</li> <li>• Recruitment and training of new volunteers.</li> </ul>
5	The profile of people engaging with cultural heritage is more diverse with respect to gender imbalances, age, ability, sexuality, ethnicity and social/religious background where appropriate.	<ul style="list-style-type: none"> <li>• Activities engaging new or underrepresented audiences with cultural heritage.</li> <li>• Consideration of equality, diversity and inclusion principles in the design of project activities and outputs and the recruitment of participants.</li> <li>• Pro-active support to help people overcome barriers to participation.</li> <li>• Leadership and mentoring initiatives that encourage more diversity in senior cultural heritage sector roles.</li> </ul>
6	Local communities have a better understanding of their cultural heritage and value it more.	<ul style="list-style-type: none"> <li>• Educational programmes or activities designed to help people learn about cultural heritage.</li> <li>• New interpretation (e.g. information panels, museum displays, smartphone apps, websites, etc) offering improved explanations for the public about cultural heritage.</li> <li>• Events or activities (e.g. festivals, talks or tours) providing wider opportunities to engage with cultural heritage.</li> </ul>
7	Local communities have played a more active role in protecting their cultural heritage or sharing it with others, potentially leading to increased social cohesion and a greater sense of well-being.	<ul style="list-style-type: none"> <li>• Events or educational programmes raising public awareness of the threats.</li> <li>• Public consultation events held as part of the risk management planning process.</li> </ul>
8	The local area is enhanced for the benefit of communities and visitors.	<ul style="list-style-type: none"> <li>• Rehabilitating historic buildings as affordable housing or for other community uses.</li> <li>• Providing new public spaces or for social or recreational use.</li> <li>• Improving the appearance of heritage sites.</li> <li>• Providing new opportunities for people to visit, use and enjoy heritage sites.</li> </ul>

<b>ECONOMY</b>		
	<b>Outcome</b>	<b>Example activities to achieve outcome</b>
9	The local economy has been diversified.	<ul style="list-style-type: none"> <li>• Creation of new areas of economic activity related to cultural heritage (e.g. tourism opportunities or development of local community enterprises based around cultural heritage, traditional products or skills).</li> <li>• Creation of job opportunities focusing on cultural heritage.</li> </ul>

## Eligible Costs

Your application should include all costs that will be directly incurred as a result of the project. As CPF is administered from the UK, you will need to provide the value of all costs in both PKR and GBP. For the purposes of the application, you will need to use the British Council bookkeeping conversion rate of 351 PKR to 1 GBP. Expenditure incurred inside Pakistan will be paid in PKR to the lead grantee, while expenditure incurred outside of Pakistan will be paid in GBP to a nominated international lead partner based outside of Pakistan.

Direct project costs include:

- Heritage protection costs such as restoration and conservation work, equipment and materials, storage and removal and any labour relating to these activities.
- Staff costs: either new staff positions or paid time for existing staff where these are necessary to deliver the project.
- Travel and subsistence costs: Economy class should be booked for air travel, and standard class for train travel. Travel costs by car should be based on the appropriate rate per mile in the given country. Subsistence costs e.g. accommodation and food costs should be in line with the organisation's expenses policy where applicable.
- Promotional costs such as costs for marketing and the distribution of marketing materials, or advertising on digital media platforms where appropriate.
- Evaluation costs including collection, storing and analysis of data and production of evaluation reports including additional staff time or external consultants to deliver the work.
- Professional fees: Paying an organisation or individual to deliver professional services, such as finance, legal or marketing services.
- Overheads will be considered and approved on a case-by-case bases.

## What we will not fund

- Projects where private gain outweighs public benefit
- Projects that don't protect heritage
- Purchase of property or major capital projects involving significant amounts of redevelopment
- Projects which are not ODA compliant

## What is ODA?

The Cultural Protection Fund is classed as official development assistance (ODA). Official development assistance is a term coined by the Development Assistance Committee (DAC) of the Organisation for Economic Co-operation and Development (OECD) to measure aid. Cultural Protection Fund projects are required to demonstrate that they are making a positive contribution to the social and economic development of one or more of the Fund's target countries. They should aim to further sustainable development (development that is likely to generate lasting benefits for the population of the country to which it is provided) or improve the welfare of the population. They should not aim to promote the culture or values of the UK.

## Ensuring your project is ODA compliant

The Cultural Protection Fund is designed to be in line with ODA outcomes. Projects contributing to the outcomes of the Fund are therefore likely to be ODA compliant. However, you should consider the following questions and ensure that you have addressed them in your answers in the Application Form:

- Is the project addressing the social and economic development of the country in question?
- Is your project contributing towards reducing gender inequalities?
- Is there a development need that my project or activity is addressing?
- What is the evidence of the need?
- How will this project or activity be applied in the country?
- What will the impact of my project or activity be, and who will benefit?
- How will my project or activity contribute to sustainable development?
- How will success or impact be measured?

## For more details about ODA see:

- OECD's [Is it ODA?](#) Page
- <http://www.oecd.org/dac/stats/officialdevelopmentassistancedefinitionandcoverage.htm>
- <http://www.oecd.org/dac/>

## Receiving a grant:

If a grant is awarded to your project, the lead applicant must have a functional bank account that can receive funds in PKR when the project starts. Where applicable, any partner based outside of Pakistan would be required to have a functional bank account able to receive GBP.

The lead applicant should also be prepared to produce regular financial and progress reports followed by an evaluation report at the end of the project. British Council is prohibited from making payments to any individuals, organisations or financial institutions that are subject to UK sanctions.

## Other Information about your Application

### Freedom of information and data protection

The British Council operates within the Freedom of Information Act 2000 and the Data Protection Act 1998. More information about these Acts can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/freedom-information> and



<https://www.britishcouncil.org/privacy-cookies/data-protection>). When you submit your declaration with your Application Form you are confirming that you understand our obligations under these Acts.

## Complaints

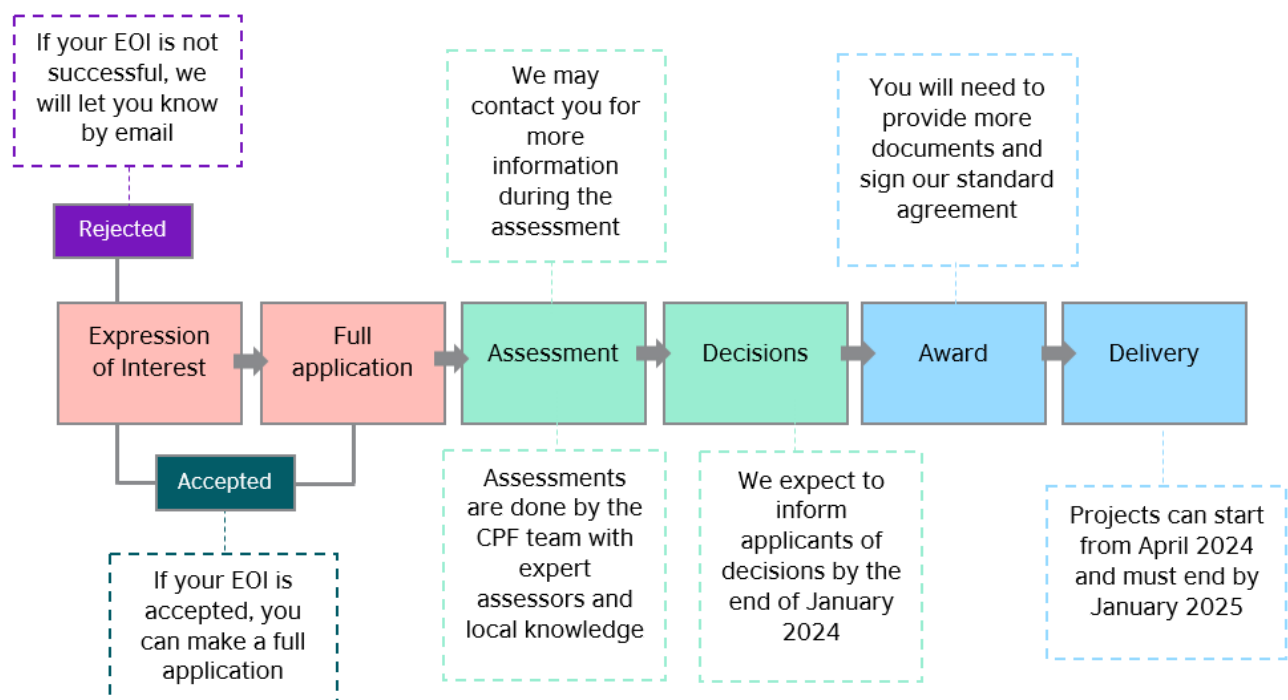
If you would like to make a complaint about the British Council, information about how to do this is published on our website (<https://www.britishcouncil.org/contact/about-customer-services>). Making a complaint will not affect, in any way, the level of service you receive from us or any chances of securing a grant from the Cultural Protection Fund.

## PART TWO: APPLICATION PROCESS

All queries, expressions of interest and applications are handled by the Cultural Protection Fund's UK-based team. The assessment will be based on our criteria and recommendations from colleagues in the target countries and specialist assessors. If you have any questions about the application process after reading the information below, please email us at: [culturalprotection@britishcouncil.org](mailto:culturalprotection@britishcouncil.org).

In order to apply for a grant **you must first submit an [Expression of Interest Form](#)**, which will enable us to assess your eligibility to submit a full application.

Application Process:



## How to use the online platform

You will need to create a free [Submittable](#) account or sign in with Google or Facebook credentials to submit a CPF Expression of Interest and Application form. This form has

collaboration enabled so you will be able to invite your project partner to collaborate on the form - the link is visible on the top right-hand corner named 'Invite Collaborators'.

[You can save a draft of your work](#) if you would like to finish the form at a later date. You are able to keep your draft and edit it up until the submission date. [After submitting your application, it is not possible to re-access it to edit it.](#) This Submittable platform works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.

We will follow-up with you about your submission by email. Please be sure to [safelist notification emails from Submittable](#) and check the email you used to sign up for your Submittable Account regularly. Check out the [Submitter Resource Center](#) or contact [Submittable's Customer Support team](#) with any technical questions.

## Expression of Interest

The Expression of Interest is a light-touch online form that allows the CPF team to collect basic information from you to assess if your proposal is eligible, feasible and competitive. You will be asked to give information about your organisational track record in delivering similar projects, who your partners are, the cultural heritage that your project will focus on, why it is at risk and what activities you propose to address those risks. We also require you to provide a high-level indicative budget and estimate for how much grant you expect to apply for.

## Full application

If your Expression of Interest is accepted you will be invited to submit a full application and at that time we will provide a reference number and a link to the form. We will only accept full applications that have been invited through the Expression of Interest stage.

The application consists of a number of questions where you will be required to provide detailed answers. You will also be required to submit additional documents such as a budget, draft partnership agreements and letters of support. Please read the [application form help notes](#) section before you begin your application.

## How we assess applications

When we assess your full application, we will consider the following:

- The significance and value of the cultural heritage that you want to protect
- The type and urgency of the risk(s) to the cultural heritage
- The local need / demand for the project and the need for funding
- How well the project activities address the fund's outcomes
- The track record of the lead applicant and project partners
- The value for money offered by the project
- How well planned the project is relating to the timeline and resources

## How decisions are made

Decisions will be made by the Approvals Panel. Members of the Panel will use their judgement to choose which applications to support, taking account of the quality, ability of the lead applicant and partners to deliver the proposed project, and value for money.

### **Who can I contact about my application?**

The Cultural Protection Fund is managed by a UK-based team, contactable by email at [culturalprotection@britishcouncil.org](mailto:culturalprotection@britishcouncil.org) please note that the team cannot give feedback or advice on individual applications.

## PART THREE: APPLICATION FORM HELP NOTES

This section is intended to assist you in answering the questions in the full Application Form. Please ensure that you read the full Application Guidance before beginning to fill in this form. Also please note that many of the questions in this form have maximum word counts, and we will not accept applications which exceed these word counts.

### Section one: Lead applicant organisation

#### Application reference number

Please write the reference number that was provided to you in your invitation to apply.

#### 1a. Legal name of organisation

Please provide the legal registered name of your organisation.

#### 1b. Organisation registration no.

Please provide your organisation's legal registration number.

#### 1c. Address of the lead applicant organisation

Post code – If you do not have a postcode, please include any other zip code or similar code in the Address box and please write NA in this box.

#### 1d. Details of main contact person

This person must have official permission from your organisation to be our main contact. We will send all correspondence about this application to this person.

#### 1e. Describe your organisation's main purposes and regular activities. Max 200 words

Describe the day-to-day business of your organisation.

#### 1f. Describe your track record in Cultural Heritage Protection. Max 200 words

Include details of any previously funded projects. If you have specific experience working in the target countries or delivering relevant work, please also list this here.

**N.B** you may be asked to submit evidence of the above as part of the assessment process.

#### 1g. Where in Pakistan will your project take place?

Please select which region(s) of Pakistan your project will take place in.

#### 1h. List your project partners

Lead applicant organisations must be based in Pakistan, but you can have additional partner organisations based within Pakistan. Partners from other countries may also be included if their expertise is required to deliver your project. You can have up to a maximum of eight partners in total. Please list the names and other contact details of your partner organisation(s).

Please list the name and address of all new partner organisations. Please also provide the type of organisation and their identification / registration number.



Please describe your relationship with the partner organisation(s). If applicable, please describe the nature of any relevant work you have carried out with them and the dates and budgets for that work.

Applicants are required to attach a partnership agreement outlining the roles and responsibilities of all project partners listed in the application form. This should be signed by all project partners but does not need to be a legally binding document.

## **Section two: Cultural Heritage Focus**

### **2a. What is the cultural heritage your project will focus on? (Max 350 words)**

Describe the cultural heritage your project aims to protect. Tell us the location, dates of origin and the purpose / use of the heritage. If your project focuses on training people to manage, promote or look after cultural heritage, describe the particular skills that are the focus of this project and what elements of the cultural heritage are going to be protected through this training.

Be specific: your application will be less competitive if you do not list specific sites, artefacts, and practices etc.

### **2b. Why is this cultural heritage valuable and to who? (Max 350 words)**

Explain the significance of the cultural heritage you are aiming to protect. Be sure to explain how the cultural heritage is valued by the local population as this is a priority for the Cultural Protection Fund.

Note relevant heritage designations (if any) and provide an explanation of what is important about the heritage, including whether it is:

- a source of evidence or knowledge;
- of aesthetic, artistic, architectural, historic, natural or scientific interest;
- of social or community value;
- of economic value.

### **2.c Please select the type of heritage your project will focus on**

Please specify which category will best fit the cultural heritage you are aiming to protect:

- Built Heritage such as historic buildings, monuments and structures
- Archaeological Sites
- Museums, Libraries and Archives including the protection of artefacts and objects
- Intangible Cultural Heritage such as traditional crafts, languages, practices, music, folklore etc.

### **2d. Is your heritage at risk of conflict or climate change?**

Select conflict or climate change as the main risk threatening your heritage.

### **2e. Please explain how the cultural heritage at risk? (Max 350 words)**

Explain how the cultural heritage your project focuses on is at risk. Please remember that the central risk must be associated with conflict and instability or climate change and related disasters. Please be specific and clear about the main risk threatening the cultural heritage.

Conflict risk can be associated with past, current or potential future conflict, or instability caused by conflict. Our definition of the effects of climate change includes events caused by changes to the Earth's climate such as heat related damage, wind erosion, earthquakes, rising sea levels and floods, but does not include regularly occurring weather such as heavy seasonal rainfall unless this has been exacerbated by climate change.

Please also tell us the likelihood of the risk and include evidence to support this. Also explain what the impact will be if there is no intervention, i.e. what would be the damage / loss to the heritage and those who value it.

**2.f. Does your project involve work to physical heritage such as buildings, monuments or collections? If yes –**

- i. Do you or your partner have legal permission to carry out the proposed work? If not, when will this permission be in place? (Max 50 words)

If your proposal involves work to physical heritage, please provide information on whether you have a legal permission to carry out the work and if not, please let us know when the permission will be acquired. You will need to attach a condition survey and proof of ownership or a permission to carry out the work in the site.

Please note that due to the scope of the fund, capital projects involving significant amounts of redevelopment or new building work are unlikely to be a high priority for funding.

**Section three: The project**

**3a. What will your project do? (Max 500 words)**

Provide a detailed summary of what your project will do. Describe project activities, where they will happen and who they are for. Include any outputs your project will produce (e.g. trainees, restored buildings, documented sites etc). Where possible, include target numbers. If your proposal involves work to physical heritage, you are required to provide the name and the location of the cultural heritage asset. Please describe the number of the assets and the scale and type of physical interventions you are planning to do.

**3b. What are the needs your project will address? (Max 300 words)**

Please ensure that you answer the following questions in your response:

- How critical is the need for cultural protection? What will happen to the cultural heritage if the project does not go ahead?
- Describe any social needs your project responds to, such as demand for the project from the local population and any issues with how people currently engage with and understand their cultural heritage.
- Describe any economic needs your project responds to, such as any barriers to the cultural heritage bringing benefit to the local economy.
- Does your project fit with any local strategies or wider initiatives (including any relevant international cultural protection programmes)?
- Are there any other organisations already delivering the type of work you propose to carry out? If so, how will your project complement these and avoid duplication?
- What other sources of funding have you considered for this project?

### **3c. What have you done already to prepare for this project? (Max 300 words)**

Tell us about the options you have considered, and why this project is a suitable response to the problems and opportunities you have identified.

Include details about any consultation you and your partner(s) have undertaken (for example, with experts, others working in the field, members of the community and/or potential project participants) and how this has shaped your project proposal.

## **Section Four: Project outcomes**

**Select the outcomes that your project will achieve under the three outcome areas; HERITAGE, SOCIETY and ECONOMY. The full list of Outcomes is [here](#) in this document.**

Please only choose the outcomes that are relevant to your project. Projects will be assessed on the quality and how well it is likely to achieve the outcomes, rather than on the number of outcomes achieved. The assessment will be based on how comprehensive and clear the plan is to achieve the outcomes.

### **4a. Which of the Cultural Protection Fund's 'HERITAGE' outcomes will your project achieve? Please explain how. Max 100 words per outcome**

All projects are required to include outcome 1 (Cultural heritage at risk is safeguarded for future generations).

In your explanation, tell us why you have selected this outcome and why you think that your activities will achieve it.

### **4b. Which of the Cultural Protection Fund's 'SOCIETY' outcomes will your project achieve? Please explain how. Max 100 words per outcome**

All projects are required to include at least one society outcome. We will also give priority to projects seeking to achieve outcome 5 (diversity), where possible and appropriate.

In your explanation, tell us why you have selected this outcome and why you think that your activities will achieve it.

### **4c. Will your project achieve the Cultural Protection Fund's 'ECONOMY' outcome? If so, explain how. Max 100 words**

This outcome is not mandatory and please only include it if it is relevant to your project.

In your explanation, tell us why you have selected this outcome and why you think that your activities will achieve it.

## **4d. Measuring Impact**

### **i. Please provide estimated figures in the table.**

In this section, please provide estimated figures relating to your project activities. This section will help the assessor to understand the scope and reach of the project; be realistic and don't be tempted to overestimate as this will not strengthen your proposal. The notes column in the table is intended for brief notes on how you calculated the numbers, for example if you have recorded

that your project will directly benefit 100 people, it might be that you are delivering 5 workshops with 20 participants in each.

**ii. Will your project address inequalities in leadership of, participation in, and / or accessing cultural heritage? Please explain how. (150 words Max)**

The British Council is committed to promoting equality, diversity and inclusion through its work. This includes issues such as gender equality, which is a key priority for the Cultural Protection Fund. Consider how your project can address gender inequalities in the given context.

Also include if your project addresses inequalities regarding age, ability, sexuality, ethnicity and social/religious background.

Conflict and climate change can disproportionately affect marginalised groups and we are committed to ensuring that our funded projects benefit the whole population including those usually underrepresented in leadership of or participation in cultural heritage.

**iii. What measures will you use to evaluate the success of your project from the beginning? (150 words Max)**

You are required to evaluate your project in line with the guidance provided. Describe your proposed evaluation approach and who will have overall responsibility for this. For example, how you will collect quantitative and qualitative data throughout the project. This could be number of documented objects, before/after pictures or stories and case studies. Explain how you will share experience and lessons learnt as widely as possible.

**Section five: Project management and delivery**

**5a. Project start date**

Projects can begin from April 2024.

**5b. When will your project finish?**

Projects must end by 31 January 2025.

**5c. How will your project be managed? Max 200 words in total**

Please include your approach to project management, specifically:

- Who will be responsible for grant administration including reporting to the Cultural Protection Fund and ensuring that the budget and cashflow are kept up to date? We recommend that you dedicate resources to this.
- How will you communicate with your partners, other stakeholders, project participants and the CPF team?
- Explain your approach to safeguarding and managing risks

**5d. What is the governance structure for the project? Max 200 words in total**

Provide detailed information about the team that will deliver your project,

- Roles and responsibilities - who will be leading on the different areas of the project?
- Who is responsible for making decisions and approving changes to your project?
- How you will choose staff, services and goods needed during the project.



You may upload an organogram or other visual representation of how the project will be governed to support your statement.

**5e. Please list your project activities in the table below.**

Applicants should prepare a project activity plan which contains all project activities and the schedule of when they are likely to happen. This will help to work out the costs for project activities which will in turn help to prepare the total project budget.

Activity	Start date	End date	Where will activity take place?	Who will be responsible for delivering this activity?

**Section six: Project Risks & Mitigations**

**6a. What do you consider to be the main risks that could impact the delivery of your project? And how will you mitigate or alleviate these risks?**

Provide a realistic assessment of the risks your project may face so that you are in a good position to manage them. Rate the likelihood of these risks as High (H), Medium (M) or Low (L). The risks are categorised as follows:

- Security: risks related to the safety and security of project staff, participants or assets
- Operational: risks relating to the delivery of the project
- Financial: risks relating to the project's finances that could cause the project to go over or under budget
- Reputational: risks that could affect the reputation of the project partners and / or the fund / British Council

You need to provide details on how the risks are going to impact the project activities and the mitigation plan you have for each risk. We acknowledge that all CPF projects face risks and that they can be high in some of the places where our projects operate. It will not strengthen your application if you exclude these risks or underestimate the likelihood or impact.

**Section seven: After the project ends**

**7a. How will the impact of your activities be sustained after the project is completed? (Max 300 words)**

Provide detailed information about how the outcomes of the project will be managed and maintained once the project is completed. For projects involving physical works or the creation of digital heritage assets, a five-year management and maintenance plan must be produced during the project, and costs for this should be included within the project budget. The management and maintenance plan will need to outline a schedule of necessary maintenance actions, action owners and associated costs.

If your project involves a visitor attraction or other business, and sustainability of project outcomes is dependent upon future income, you should attach an income and spending forecast to your application. This should outline income and expenditure for five years following project completion and explain how the project will be financially sustainable. Also explain any changes to the management or governance of the target organisation that will help to sustain the outcomes of the project.

## **Section eight: Project costs**

### **8. Total grant expenditure (£)**

Indicate the amount of grant in GBP which will be spent during the 2024-2025 financial year (April-March).

The total grant must be between £100,000 and £500,000.

Please note that you must have completed the work allocated for the year and submitted the documents for this work for approval via a formal payment request by each deadline specified in your payment schedule. Any grant funding not duly requested and approved by this time cannot be rolled over to the next financial year and therefore will no longer be available. You must attach a monthly cash flow (template provided) profiling all expenditure and income for the duration of the entire project.

### **N.B. Your project budget**

Use the Project Budget Template to provide a summary of the costs relating to your CPF grant request (do not include costs relating to partnership funding or any other sources of income). Please use multiple rows per cost heading to break costs down to an appropriate level. You may add extra rows where necessary. You should only fill in the cost headings which are relevant to your project.

Please read the following notes before completing your Project Budget:

#### **VAT (Value Added Tax)**

- If you are liable to pay VAT on certain costs incurred in the UK, you should include irrecoverable VAT in the VAT column for all relevant costs.
- The British Council cannot provide advice on VAT liability. Any queries should be directed to HM Revenue & Customs.
- We cannot authorise the transfer of any part of the project costs to or from VAT. This means that if you underestimate VAT, you will have to pay the extra costs, and if your VAT status changes so that you can reclaim more than you expected, you will need to return the relevant portion to us.

#### **Capital cost headings**

#### **Physical conservation work**

Costs of physically protecting or securing cultural heritage sites or assets.

**Equipment and materials**

All equipment and materials relating to the above physical work or purchase of supplies for future work as outlined in the mitigation plan. It also includes storage and packing. Do not include materials relating to training and activities here.

**Other**

Please list any other items that you consider to be capital costs.

**Professional fees relating to any of the above**

This includes any person appointed for a fixed fee to help with planning and delivering capital work in your project.

**Activity cost headings****Existing Staff costs**

This may include the costs of extra hours for existing staff where we consider a reasonable amount of existing staff costs which relate directly to project delivery, are not funded by any other source and are necessary to enable project delivery. If you intend to include existing staff costs in your budget, you will need to calculate the percentage of the staff member's time to be spent working on the project and clearly indicate which staff costs in the budget are for existing staff. Existing staff and overhead costs may not exceed 25% of the total project budget. Do not include the costs of paying trainees here.

**New Staff costs**

This may include the costs of new fixed-term contracts, freelance staff or the cost of filling a post left empty by moving an existing member of staff into a post created for the project. Use a separate line for each new staff member in your Project Budget.

**Training for staff**

This includes the cost of all trainers and resources needed to deliver activities to help staff from local partner organisations gain new or increased skills.

**Paid training placements**

This includes bursaries or payments to trainees in or from target countries, as well as all resources needed to deliver activities to help trainees gain new or increased skills.

**Training for volunteers**

This includes the cost of all resources needed to deliver activities to help volunteers in or from target countries to gain new or increased skills.

**Travel for staff**

This may include the cost of travelling to a site or venue. Economy class should be booked for air travel, and standard class for train travel. Travel costs by car should be based on the appropriate rate per mile in the given country.

**Travel and expenses for volunteers**

This may include food, travel and any other expenses to ensure volunteers are not out of pocket. The above travel policy for staff also applies to volunteers.

**Equipment and materials**

This includes the equipment and materials related to all learning, engagement and advocacy activities. Do not include materials relating to training here.

**Access requirements**

If your organisation has access requirements in delivering this project, you will be able to request additional funds beyond the core grant in the budget section of the form.

**Other**

Include any other costs relating to activities here.

**Professional fees relating to any of the above**

This includes any person appointed for a fixed fee to help with planning and delivering the learning, engagement or advocacy activities of your project.

**Other cost headings****Recruitment**

This can include advertising and travel expenses.

**Publicity and promotion**

This includes promotional materials that relate directly to your project.

**Evaluation**

You must evaluate your project, and we recommend you allow sufficient budget for this process here. Staff in your organisation can do this, or you may want to employ someone to help. Evaluation costs should be approximately 3% of your overall project costs. Further evaluation guidance will be provided to successful applicants.

**Other**

Include any other costs which are relevant to your project (and not covered by any of the headings above).



## Contingency

Make sure that you only include contingency here and not in the costs under each cost heading. Not all cost items will need a contingency. In the description box, explain how you calculated contingency. Your calculation for contingency should reflect:

- the degree of certainty with which you have arrived at your cost estimates.
- the project plan; and
- the risk in relation to your project location and the type of project you are carrying out.

You will need to seek approval from us for use of contingency during project delivery.

## Inflation

You should include an allowance for inflation for any items that may increase in cost over the period of your project. Please provide a detailed working of your calculation in the description box.

## Section nine: Supporting documents

### 9. Please attach all the documents listed in English. (1 file per upload, 5120KB max. per upload).

Refer to the list of supporting documents (Appendix 1). Please note that there are additional requirements for projects involving physical works or the production of digital outputs. Applications will not be considered complete without all required supporting documents having been received by the application deadline.

Supporting information required for all Small Grant applications	Additional requirements for projects involving physical works
A copy of the applicant organisation's accounts for the last financial year (in English).	A condition report demonstrating the need for repair or other physical works.
A partnership agreement outlining the roles and responsibilities of the project partners. This does not need to be signed at application stage and does not need to be a legally binding document.	Proof of ownership or permission to carry out proposed work.
A statement outlining the perceived local need for the project from the locally based partner organisation(s)	
A Project Budget (following the Template provided).	
A monthly cash flow for the project (following the Template provided).	
At least 2-3 images that illustrate the project in JPEG or PNG format. Include copyright information in the file title (you must have permissions from the owner of the image and	

<p>any identifiable individuals featured within them) and a caption describing the contents of each image.</p> <p>Images should be landscape image ratio (16:9, 630px:354 px), 72dpi and under 85kb. If applicable, please also provide a location map and / or a simple site map or plan.</p>	
--	--

## Section ten: Declaration

Please read and complete the declaration. When you submit your Application Form, you are confirming that you have read, understood and agree with the statements set out in the declaration.

## Visit our website:

<https://www.britishcouncil.org/arts/culture-development/cultural-protection-fund>

## Contact us:

**Email:** [culturalprotection@britishcouncil.org](mailto:culturalprotection@britishcouncil.org)

The Cultural Protection Fund is led by the British Council in partnership with the Department for Culture, Media and Sport

