

Cultural Protection Fund

2026-29 Application Guidance

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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.

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.

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
- other expressions of living heritage related to specific sites, places or landscapes
- histories of people, communities, places and events
- the heritage of languages and dialects
- people's memories and experiences (often recorded as 'oral history')

In 2026, the British Council / DCMS partnership was awarded £8.9 million to further its cultural heritage protection work for three more years until March 2029. The majority of this funding will be allocated to cultural heritage protection projects awarded through open calls.

Purpose of the funding round

Cultural Heritage is everything we inherit from past generations that determines our traditions, rituals, and values and form our sense of place and identity. Globally, cultural heritage is at risk. The Cultural Protection Fund perceives the most urgent threats to be related to:

- **Conflict:** Cultural heritage is increasingly deliberately targeted during conflict including through destruction of sacred places, by removing people's rights to their identity and traditions and through attempted suppression or erasure of narratives.
- **Climate change:** Extreme weather and geological events can destroy buildings and sites; temperature spikes threaten ancient objects and records; scarcity of resources can force communities from where they live, restricting them from passing on skills, traditions, recipes and languages to the next generation.

This funding round will support projects which will protect cultural heritage at risk, not merely to preserve the past. Heritage is a living thing; part of how we understand and define ourselves and our communities now, and are key to a sustainable future.

Heritage should also be recognised as something that can provide solutions to global challenges. Heritage provides a 'common ground' on which to resolve tension and support peacebuilding. Traditional building techniques, indigenous knowledge and sustainable agricultural practices all inherited from past generations can help us prepare for a climate resilient future.

Strategic Objectives of the fund

- **Heritage** – Cultural heritage will be in better condition, more prepared and better understood
- **Society** – Societies will be stronger, more inclusive and more resilient
- **Economy** – increased opportunities and benefit for people and places

Eligibility Criteria

Who can apply:

- Registered organisations. Sole traders are not eligible to apply. All applicants will be required to submit evidence of legal status and supporting documentation in English.
- Any kind of organisation can apply, public or private, as long as they are legally registered.
- Private organisations will not be permitted to make profit from a Cultural Protection Fund project.
- Organisations can be registered anywhere in the world, but if it is outside of the target country the project must include partners registered inside the target country.
- Applications must be submitted by one lead applicant organisation who has overall legal and financial responsibility for managing the grant.
- We encourage projects to work in partnership across organisations, and those partnerships should be formalised through signed agreements.
- If a grant is awarded, the lead organisation will be required to accept the terms and conditions of our Grant Agreement.

What you can apply for:

- Grants of up to £500,000
- Projects which protect cultural heritage at risk taking place in the following Target Countries:
 - **MENA:** Egypt, Iraq, Jordan, Lebanon, Libya, Palestine, Syria, Tunisia or Yemen
 - **East Africa:** Ethiopia, Kenya, Sudan, Tanzania or Uganda
 - **South Asia:** Bangladesh, Nepal, Pakistan
- Projects which start earliest January 2026 and finish no later than January 2029

Other eligibility criteria

- All projects must include protection of living heritage.
- All projects must be able to demonstrate evidence of local demand and support for proposed activities.

Number of awards available

While each application will be assessed on its own merit, we have limited funding available and expect to make approximately:

- 7 awards for projects with grant values between £100,000 and £500,000; and
- 20 awards to projects with grant values under £100,000.

Our commitment to Equality, Diversity and Inclusion

Our goal is to develop inclusive programmes and projects that bring together people with different experiences and backgrounds. We aim to create opportunities and reduce barriers for everyone, particularly under-represented groups. We are committed to making sure there is no unjustified discrimination in our processes for funding awards.

If you require support to submit an application to this funding round, we can help you to access this through an agency or consultant of your choice. Please contact us at cpfapplications@britishcouncil.org to discuss your requirements.

Eligible Activities

All activities must achieve the strategic objectives of the fund, through the following outcomes.

Heritage – Cultural heritage will be in better condition, more prepared and better understood		
	Outcome	Example activities to achieve outcome
	Heritage is in better condition	• Physical work (e.g. repair or restoration) to bring tangible cultural heritage assets into better condition.
	Heritage is more prepared	• Preparation of risk assessments and management plans.

		• Delivery of specific prevention, mitigation or preparedness measures as identified in a risk management plan, for example: • documentation and preparation of inventories • retrofitting of appropriate protection or monitoring systems (e.g. fire protection) • development of procedures or plans relating to response or recovery or other relevant procedures or plans • Actions to improve the integration of risk management plans for cultural heritage into relevant policies and plans at national, regional and/or local levels.
	Heritage is better understood	• Documentation resulting in new or improved records of cultural heritage (tangible or intangible) • Events or educational programmes raising public awareness of the threats • Public consultation events held as part of the risk management planning process.

Society – Societies will be stronger, more inclusive and more resilient

	Outcome	Example activities to achieve outcome
	Societies are stronger	• Training and participation activities to encourage communities to work together, more cohesively.
	Societies are more inclusive	• Activities engaging new or underrepresented audiences with cultural heritage. • Consideration of equality, diversity and inclusion principles in the design of project activities and outputs and the recruitment of participants. • Pro-active support to help people overcome barriers to participation. • Leadership and mentoring initiatives that encourage more diversity in senior cultural heritage sector roles
	Societies are more resilient	• Training for local people in specific heritage skills or broader subjects relating to planning, fundraising, management and promotion. • Recruitment and training of new volunteers.

Economy – increased opportunities and benefit for people and places

	Outcome	Example activities to achieve outcome
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	Increased opportunities	• 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).
	Benefit for people	• Creation of job opportunities focusing on cultural heritage. • Creation of toolkits and manuals
	Benefit for places	• Rehabilitating historic buildings as affordable housing or for other community uses. • Providing new public spaces or for social or recreational use. • Improving the appearance of heritage sites. • Providing new opportunities for people to visit, use and enjoy heritage sites.

Equality, Diversity and Inclusion

We expect all projects to give full consideration to Equality, Diversity and Inclusion when designing their project activities.

When designing and implementing your project, we ask that you consider, reduce and ideally remove barriers to participation for staff, consultants, participants and audiences, taking into account the local context. These barriers may be physical, financial, cultural or social factors (including gender), or related to communication and language.

Considerations might relate to a building you are restoring, how an exhibition or activity is designed, or how you recruit and support staff and participants. Where possible, you should include known or expected access and inclusion costs in your project budget. If additional needs arise during the project, these can be discussed with your Grant Manager.

Please note that there is additional guidance given below in the application help notes around how we expect projects to meet our expectations around Equality, Diversity and Inclusion.

Eligible costs

Your application should include all costs that will be directly incurred as a result of the project.

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 vital to the delivery of 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.
- Costs related to access and inclusion which could include but are not limited to: specialist staffing for the project team to improve engagement with participants with different needs; participant welfare costs such as accessible transport, childcare costs or carer costs; adaptive equipment; digital accessibility for online resources.
- Overheads: indirect costs to the organisation which are necessary to run the project, such as existing rent, utilities, administration, management or IT support. These will be considered and approved on a case-by-case basis.

Ineligible costs

- Purchase of property or major capital projects involving significant amounts of redevelopment.
- In the majority of cases, we will not be able to cover costs related to fluctuations in exchange rates.
- Costs that will not contribute benefit to the target country, heritage or communities.
- Overheads costs of more than 10% of the overall project budget.

Assessment Criteria

We will score your application based on the responses you give under a range of areas as described below. Those applications which score most strongly will be recommended for award and taken into consideration for funding at an Approvals Panel Meeting.

Cultural Protection Focus

This includes the **significance and value of the cultural heritage** that you want to protect. Cultural heritage significance may be related to local, national or international designations, but should be rooted in the ways in which people, more so than institutions or professional sectors, value the heritage. We expect that all applications will be able to tell us why the heritage is important to local people and communities.

The **type and urgency of the threats to the cultural heritage**. We will prioritise projects which address risks related to conflict and / or climate change but will also give consideration to projects which have identified other risks to heritage. The assessment will be based on how probable, severe and urgent the risks to the heritage are.

Project need

Here, we evaluate demand for the project, especially among communities in closest proximity (through geography or identity) to the heritage. We will assess the evidence of local support submitted as part of the application and any social or economic development needs. We will take into account any potential duplication or complementarity of existing initiatives and funding.

Project impact

The extent to which the project will address the risks identified and have a positive impact in relation to CPF's strategic objectives. You should consider how your project will have impact in all three areas described in the table above as we will prioritise projects which deliver impact for all three areas of Heritage, Society and Economy. We will assess whether the intended impact is proportionate to the size of the grant requested and the scale of the project.

Equality, Diversity and Inclusion

The measures that will be put in place to remove barriers to participation for individuals or communities. We will assess your approach to the activities, such as processes for participant selection, design of events and activities and considerations you have made to make the project as inclusive as possible.

Risk

We will assess whether the project appears well-planned and that any identifiable risks are well-mitigated. Projects which carry high levels of risk that cannot be planned for or that don't have robust risk management plans are unlikely to be funded. This includes security and safety risks, but we also assess:

- How well planned the project is relating to the timeline and budgetary resources
- How well the risks related to delivery or sustainability of the project will be mitigated
- The track record of the lead applicant organisation and project partner organisation(s) in delivering similar work and how this might affect the feasibility of the project
- Any risks related to a lack of evidence or explanation provided in the application

Value for Money

Here we assess the overall value for money offered by the project. This will include the justifiability of the total budget in relation to the activities and potential impact of the work. We assess the validity of the costs under each budget heading and their proportion to the total budget. Projects with a high proportion of costs to be spent outside of the target countries are not likely to be funded.

Other information

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 application:

- Is the project addressing the social and economic development of the country in question?
- Is your project contributing towards reducing gender inequalities and improving access more widely?
- 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 [Official development assistance](#) page
- ODA [Trends and statistics](#)
- OECD's [Development co-operation](#) page.

Receiving a grant:

If a grant is awarded to your project, the lead applicant must have a functional bank account that can receive international funds when the project starts. 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. Further information can be located on the UK government portal [here](#).

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

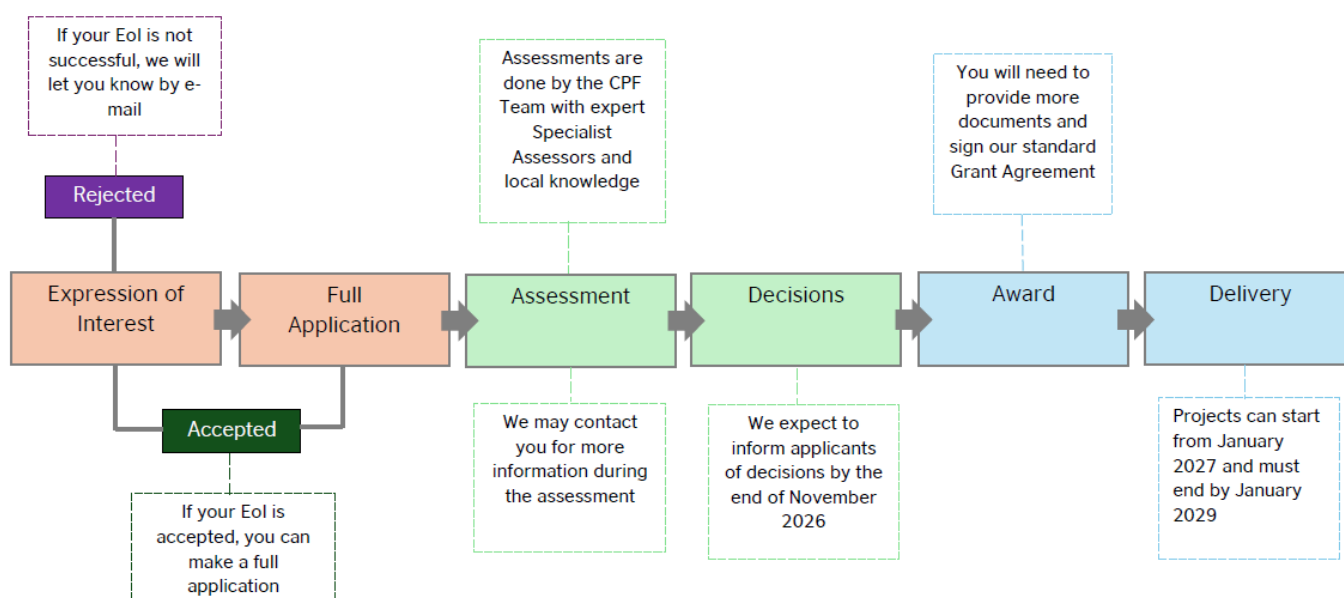
If you would like to make a complaint about the British Council, information about how to do this is published on our website (<https://www.britishcouncil.org/contact/about-customer-services>). Making a complaint will not affect, in any way, the level of service you receive from us or any chances of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

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

Applications must be submitted via our Good Grants portal at: <https://culturalprotectionfund.grantplatform.com/>

You will need to create an account or log into an existing account to apply. We recommend using an up-to-date browser.

To access the portal, you will need to create a free account to get started. To do this:

1. Go to the URL provided
2. Enter your email address
3. Click 'Continue'
4. Enter the six-digit verification code emailed to you—this code expires after 10 minutes
5. Add your first name and last name
6. Create a 12-character password

Once you have accessed the Expression of Interest and/or application form, at any point during your submission you can invite other members of your team or partner organisations to

collaborate, for guidance on how to click here.

To note: submissions will be saved automatically, however we recommend that you regularly press save manually on completing a section to avoid any setbacks. We'd also advise you to keep an offline copy of your application as a backup.

Once your proposal is submitted, you will receive an automatic confirmation email. We will contact you again about your submission once it has been assessed by a member of the team. Please check your inbox regularly.

For additional help using the platform please refer to [further guidance here](#), and should you have any questions or queries not answered by the guidance don't hesitate to contact the team at culturalprotection@britishcouncil.org.

Expression Of Interest

The Expression of Interest is an online form that allows the CPF team to collect information from you to assess if your proposal is eligible, feasible and competitive. This phase of the application process is lighter touch than a full application, but CPF will ask questions to make an informed decision about how competitive your proposal is likely to be as a full application.

To do this, CPF will ask a range of questions which will require you to:

- Give a good overview of your organisation's relevant experience in delivering similar projects.
- Tell us about the specific cultural heritage focus of your project, why it is valued and the specific risks it faces.
- Provide us with an understanding as to how well-supported your project is by local communities.
- Provide us with a good idea of what activities your project will do to protect the cultural heritage that is the focus of your application.
- Tell us about how you will improve access and participation in heritage, with respect to Equality, Diversity and Inclusion.
- Tell us the likely impact of these activities in relation to the CPF Outcome areas
- Provide an indicative budget and likely grant request for your project.

Expressions of Interest will be assessed by CPF Grant Managers and based on your answers to questions around the above points, a decision will be made on how likely it is that you will be able to make a competitive full application to CPF. If it is decided that it is unlikely that your application would be competitive compared to others in the round, we will let you know as soon as possible.

We will provide feedback on your EoI whether successful or unsuccessful.

Full Application

If your Expression of Interest is accepted, you will be invited to submit a full application for which we will provide a link to the full application form on the Good Grants platform. 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.

MORE DETAIL HERE ON LARGE VS SMALL GRANT EXPECTATIONS

How your application will be assessed

Your application will be assessed by one of the CPF Grant Managers, with expert input from external specialist assessors and British Council country team colleagues where projects will take place.

Each assessment area listed in the assessment criteria section above is considered within a combined assessment paper, with each section being given a score of high/medium/low contributing to an overall high/medium/low priority for funding. This recommendation is then taken to the Approvals Panel meeting where Panel members decide which projects receive funding.

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 of the application, the potential impact of activities with regard to achievement of CPF Outcomes, consideration of equality, diversity and inclusion principles, project risk, and value for money. They may also consider other issues such as achieving a geographical spread of funding.

Timeline For Applications

Expressions of Interest Open	23 June 2026
Expressions of Interest Deadline	20 July 2026
Application Deadline	13 October 2026
Projects Start	January 2027

Who can I contact about my application?

The Cultural Protection Fund is managed by a team based in the UK and Jordan, contactable by e-mail at 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 the application form. Also please note that many of the questions in this form have maximum word counts, and we will not be able to accept applications which exceed these word counts.

While the application questions are the same for all applications at both levels, up to £100,000 and more than £100,000, the level of detail within your application should be proportionate to the amount of funding you are requesting.

We will assess all applications against the same core criteria. However, applicants seeking higher levels of grant (i.e. more than £100,000) will need to provide more detailed information and stronger supporting evidence, reflecting the greater scale, complexity and risk associated with larger projects.

All projects will be required to answer the same questions in the application form and although there are word counts for some of these questions, you should provide as much detail as is necessary for us to make a fair assessment on your project.

We may be in touch with you throughout the assessment period for further clarification or additional information in order to undertake the fullest assessment of your application as possible.

Application Questions

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

Please provide the legal registered name of your organisation.

1b. Address of the lead applicant organisation

If you do not have a postcode, please include any other zip code or similar code in the Address box.

1c. 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.

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

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

1e. 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. For larger projects we would expect a more established track record in undertaking heritage protection projects.

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

1f. Which of the Cultural Protection Fund's target countries will benefit from your project?

Applications to the Cultural Protection Fund must benefit one or more of these countries as their main aim. Pick from the drop down the country/ies your project will work in.

1g. List your project partners

Lead applicant organisations based outside the target countries are required to deliver the project in partnership with at least one partner organisation based within the Fund's target countries. Additional partners from the target country and partners from other countries may also be included. 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.

Please list the relevant roles and responsibilities each partner will have throughout the project.

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. You may have separate partnership agreements for each partner.

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 local communities 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 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.

Remember that safeguarding of living heritage is a requirement for all projects.

- 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. How is the cultural heritage at risk? (Max 350 words)

Explain how the cultural heritage your project focuses on is at risk. Priority will be given to projects protecting heritage at risk of conflict and / or climate change, so please be specific and clear about the main risk threatening the cultural heritage. Please also make clear any other risks that the cultural heritage is facing.

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.

For projects where heritage is at risk of climate change, you should be specific on the drivers of climate change that are affecting your heritage with comment on frequency and severity. You should also be specific on the impacts of the identified area of climate change that is impacting your heritage, the effects of the protection activities and the extent of resultant deterioration. It may be beneficial to provide an assessment of the exposure, hazards, vulnerability and potential and capacity for the target heritage to adapt to climate change.

For projects where heritage is at risk of climate change, it may be useful to refer to the target country's National Climate Adaptation Plan and consider how your project's aims fit within this.

Please also tell us the likelihood of the risk/s 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.e. 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 who will need to provide permissions and 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, staff hired, volunteers recruited, restored buildings, documented sites, documented pieces of living heritage 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.

Where heritage is at risk of climate change, we are interested in how you will ensure the heritage adapts to climate change and what activities you may undertake to mitigate its effects.

Where heritage is at risk of conflict, we are interested in understanding how your activities will bring about positive change in light of conflict or as part of post-conflict recovery. We expect your activities to be achievable and realistic to the context you are operating in. If there is active conflict, you should consider how your project will be sustainable within this context.

Note that you will also need to complete an activity plan as part of the application which will be available from the CPF website.

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 that your project will overcome.
- 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?

3c. What have you done already to prepare for this project? (Max 250 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. Remember that it is essential that local people are engaged from the project initiation stage and you will need to provide a statement of local need from local organisations/individuals to evidence their valued input. You should also tell us the following:

- What other sources of funding have you considered for this project? What would happen if CPF could not provide funding for the project?
- Have you applied for any additional source/s of funding for this project outside of the request to CPF and if so, what the outcome of the decision is and how much funding has been secured? If no decision has yet been made on any additional request for funding please tell us when a decision is expected.

3d. Will your project include any measures to minimise the environmental impact of your project during delivery? Please list them here. (Max 200 words)

Where appropriate, please describe the steps you will take to minimise the environmental impact of your project and demonstrate that environmental considerations have been built into your planning and decision making. This could include consideration of:

- The need for and mode of travel, including how you might minimise unnecessary travel and emissions.
- The environmental impact of materials, procurement and other project activities.
- Reducing the creation of project-related waste and encouraging recycling or reusing materials where possible.
- Raising awareness of environmentally responsible practice among partners, participants or communities where appropriate.

Section Four: Project Impact

Tell us about the impact your project will have in relation to the three outcome areas; HERITAGE, SOCIETY and ECONOMY. The full list of Impact areas and Outcomes are [here](#) in this document.

Please only describe the outcome areas that your project will achieve. Projects will be assessed on the quality and how likely it will be 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 as well as how likely it is these outcomes will be sustained after completion of the project.

We expect projects seeking higher levels of grant to evidence in greater depth how the project will achieve outcomes for Heritage, Society and Economy strongly and how these benefits will continue to be felt into the future.

4a. What is the intended impact under the Cultural Protection Fund's 'HERITAGE' outcome that your project will achieve? Please explain how. Max 300 words.

All projects are required to undertake activity which will protect heritage.

In your explanation, tell us what the impact will be under the heritage outcome areas and why you think that your activities will achieve it.

4b. What is the intended impact under the Cultural Protection Fund's 'SOCIETY' outcome that your project will achieve? Please explain how. Max 300 words.

All projects are required to undertake activity which will have positive impacts for society.

In your explanation, tell us what the impact will be under the society outcome areas and why you think that your activities will achieve it.

4c. What is the intended impact under the Cultural Protection Fund's 'ECONOMY' outcome that your project will achieve? Please explain how. Max 300 words.

All projects are required to undertake activity which will have positive impacts for the economy. This impact area is important as undertaking activities which contribute to these outcomes can improve the sustainability of overall impacts in the longer-term.

In your explanation, tell us what the impact will be under the economy outcome areas 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. What measures will you use to evaluate the success of your project from the beginning? (150 words Max)

If you are awarded a grant, you will be required to evaluate your project in line with guidance provided by us. 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: Equality, Diversity and Inclusion

5a. What are the current barriers that under-represented groups or individuals may face in leadership of, participating in, working with, or accessing cultural heritage in the context of your project? (250 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.

5b. How will your project address the barriers identified above and support equality, diversity and inclusion throughout delivery of your project? (250 words Max)

Describe how your project will seek to reduce or remove these barriers to access for groups who may not have been able to previously. What measures will your project put in place to improve access to these groups? You should tell us about the practical steps you will take to ensure that barriers are addressed effectively and tell us how will these measures will continue to be sustained after the project ends.

Depending on the project, you may wish to consider:

- Physical barriers to improve access to heritage for those with different abilities.
- Social barriers, such as inequalities in the audiences that have traditionally engaged, which may be related to gender, age, ability, sexuality, ethnicity and social/religious backgrounds.

Depending on your context, practical measures could include:

- Making activities, venues and heritage sites physically and practically accessible.
- Providing interpretation, accessible formats or communication support.
- Considering travel, cost, childcare, timing and other practical barriers to participation.
- Providing appropriate measures for women, young people, older people and people with disabilities to participate and influence decisions.
- Ensuring relevant minority ethnic, religious or socially marginalised communities are represented and able to contribute.
- Putting appropriate safeguarding, confidentiality and consent arrangements in place.

Section six: Project management and delivery

6a. Project start date

Projects can begin from January 2027.

6b. When will your project finish?

Projects must end by 31 January 2029.

6c. 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 ensuring the safety and security of any staff or participants and your approach to managing risk.

6d. 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.

6e. Please upload a completed Activity Plan for your project using the template provided on the CPF website.

Complete the provided activity plan and upload the completed Activity Plan here. We will not be able to fully assess your project's planned activities without this document.

You should consider what activities your project will undertake during delivery, who will be responsible, where they will take place, when they will take place and how these will contribute to achievement of CPF Outcomes.

Section seven: Project Risks & Mitigations

7a. 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.

Please ensure you complete the provided risk register for the project in addition to responses in this question.

Section eight: After the project ends

8a. How will the impact of your activities be sustained after the project is completed? (Max 300 words)

Provide detailed information about how the impact of the project will be 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 tell us about your plans for future income generation. Also explain any changes to the management or governance of the target organisation that will help to sustain the outcomes of the project.

Section nine: Project costs

9. Total grant expenditure (£)

9a. How much grant are you requesting for this project (£)

Indicate the total grant request. The total grant must not be more than £500,000.

9b. Please tell us how the grant will be allocated between the UK Financial Years (April - March).

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

Please note that for each financial year 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 the deadline specified in your payment schedule. Any grant funding not 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.

Please remember to include costs in your year 1 budget for 1 member of staff to travel to the UK for a kick-off meeting in January 2027. This will be in addition to your overall project budget and will not impact the overall assessment or scoring of your project.

9c. Please attach the completed Budget & Cashflow Excel Document.

You must attach the completed Budget and Cashflow Excel Document here. We will not be able to assess your application without a full budget. The document is available for download on the CPF Website.

Please note that for each financial year 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 the deadline specified in your payment schedule. Any grant funding not 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.

Please remember to include costs in your year 1 budget for 1 member of staff to travel to the UK for a kick-off meeting in January 2027. This will be in addition to your overall project budget and will not impact the overall assessment or scoring of your 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 should be well-considered and a general guide is that these costs should 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.

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.

Access and Inclusion requirements

If your organisation has access requirements (for example, this might include sign language interpreters or personal assistants) in delivering this project, you should list them here. Please also indicate here the costs which may be required for enabling access to all of those who may need to work on or engage with the project, including but not limited to: specialist staffing for the project team to improve engagement with participants with different needs; participant welfare costs such as accessible transport, childcare costs or carer costs; adaptive equipment; digital accessibility for online resources.

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. Inflation can impact a range of costs within the budget, so please be clear around why you expect costs could increase and if possible, provide a working of your calculation around inflation in the description box.

Section ten: Supporting documents

10. 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 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 completed Activity Plan (using the template provided)	
A statement outlining the perceived local need for the project from the locally based partner organisation(s)	
A completed Risk Register (using the template provided)	
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 any identifiable individuals featured within them) and a caption describing the contents of each image. 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.	

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