

## First-round and second-round applications

The table below shows the different levels of information required in a first-round and second-round application.

Information about	First-round application	Second-round application
<b>Activities</b>	<p><b>Outline</b> proposals:</p> <ul style="list-style-type: none"> <li>Who is your project likely to involve</li> <li>The nature and range of activities that will engage people with heritage</li> </ul>	<p><b>Detailed</b> proposals:</p> <ul style="list-style-type: none"> <li>A detailed action plan, showing all the activities in your project. This will be included in your activity plan</li> </ul>
<b>Capital work</b>	<p><b>Outline</b> proposals:</p> <ul style="list-style-type: none"> <li>An initial breakdown of the capital work you plan to deliver</li> <li>Plans for architectural elements up to and including RIBA work stage 1*</li> <li>Plans for non-architectural elements, such as interpretation or digital outputs, at the equivalent of RIBA work stage 1</li> </ul>	<p><b>Detailed</b> proposals:</p> <ul style="list-style-type: none"> <li>Detailed plans and proposals for capital work you plan to deliver</li> <li>Plans for architectural elements up to and including RIBA work stage 3</li> <li>Plans for non-architectural elements, such as interpretation or digital outputs at the equivalent of RIBA work stage 3</li> </ul>
<b>Project outcomes</b>	<p><b>Outline</b> information about the outcomes your project might achieve</p>	<p><b>Detailed</b> information about the outcomes your project will achieve</p>
<b>Project management</b>	<ul style="list-style-type: none"> <li><b>Detailed</b> information about the work you will do during your <b>development</b> phase</li> <li><b>Detailed</b> information about how you will manage your <b>development</b> phase, including briefs for work to be undertaken by consultants and new job descriptions</li> <li><b>Detailed</b> timetable for your <b>development</b> phase</li> <li><b>Outline</b> information about how you will manage your <b>delivery</b> phase</li> <li><b>Outline</b> timetable for <b>delivery</b> phase</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed</b> information about how you will manage your <b>delivery</b> phase, including briefs for work to be undertaken by consultants and new job descriptions</li> <li><b>Detailed</b> timetable for your <b>delivery</b> phase</li> <li>A project business plan, if required</li> </ul>
<b>After the project ends</b>	<p><b>Outline</b> information about how you will sustain the outcomes of your project after funding has ended, including funding additional running costs</p>	<ul style="list-style-type: none"> <li>A conservation plan, if required (submitted early in your development phase)</li> <li><b>Detailed</b> information about how you will sustain the outcomes of your project after funding has ended, including funding additional running costs</li> <li><b>Detailed</b> information about how you will evaluate your project</li> <li>A management and maintenance plan, if required</li> </ul>
<b>Project costs</b>	<ul style="list-style-type: none"> <li><b>Detailed</b> costs for your <b>development</b> phase</li> <li><b>Outline</b> costs for your <b>delivery</b> phase</li> <li>Possible sources of partnership funding for your <b>delivery</b> phase and/or a fundraising strategy for your development phase</li> </ul>	<ul style="list-style-type: none"> <li><b>Detailed</b> costs for your <b>delivery</b> phase</li> <li>An indication that you will have secured partnership funding in place before you start your <b>delivery</b> phase</li> </ul>

\* For more information about RIBA work stages, see [www.ribaplanofwork.com/PlanOfWork.aspx](http://www.ribaplanofwork.com/PlanOfWork.aspx)