**Procurement Process Clarification Questions from NLHF to contract NHMF 305**

**Q: Is there a word limit or page limit for submissions?**

A: There is no word limit for proposals. However, we do ask proposals do not exceed 18 pages

**Q: Do you expect the tender response to be a word document?**

A: Yes. We are asking tender submissions to be in word document or PDF format but these can include diagrammes/pictures as part of the 18-page limit for proposal submissions.

**Q: Does the £90,000 budget include funding for the grantees as well or is this just for the service provider?**

A: The budget of £90,000 (inclusive of VAT and expenses) is the maximum fee for services delivered by the support partner.

Funding for grantees is entirely separate from this figure and will be delivered directly through Heritage Lottery Fund’s usual grant-making systems and processes.

**Q: How many grantee organisations do you expect to be coached through phases 1-3 in total? Assuming there is some kind of funnelling through the phases, how many grantees would you expect at each phase?**

A: The maximum total number of organisations supported in phase 1 is 34, encompassing two cohorts of 17 organisations in each. It is expected that this number will reduce further for later stage funding.

Note however that this contract is focused on supporting the 34 organisations accessing phase 1 support.

**Q: What are approximate numbers from the Heritage Fund undertaking the additional training and development activity?**

A: Part of the role will be to provide some complementary support to staff at the Heritage Fund. This is likely to take the form of a limited number of briefing sessions to a small number of core staff (approximately 10 staff members) who will be delivering the grant making programme.