

Heroes Return 2

Application form



Welcome to the Heroes Return 2 programme.

Once you have completed this form, send it to:

Heroes Return 2
Big Lottery Fund
2 St James Gate
Newcastle Upon Tyne
NE1 4BE

The final date for applications and for travel is 31 December 2015.

Heroes Return launched in 2009. This version of the application form reflects some changes we made to the programme in February 2013, most notably:

- to extend the final date for all applications and travel to 31 December 2015
- to make available additional funds so that even veterans (or their widow/widower) who have already been on a trip before 1 January 2013 that was funded by us can apply again for a second trip taking place between 1 January 2013 and 31 December 2015.

Please write clearly in black ink or type. Make sure you keep a copy of your completed application for your records.

If you have any questions about Heroes Return 2 you can contact us on the Heroes Return 2 helpline on 0845 00 00 121.

You can also get this form in Braille, on audiotape, on disc or in large print, by calling us on 0845 00 00 121 (textphone 0845 602 1659 for those with hearing impairment).

What is Heroes Return 2?

Heroes Return 2 has been set up to help veterans to commemorate the anniversaries of events that led to the end of the Second World War. Veterans are people who saw active service with, or alongside, the British and Allied Armed Forces during the Second World War.

How will Heroes Return 2 help?

We will make grants towards the travel and accommodation costs (including insurance) of commemorative visits to the areas where British Armed Forces saw active service during the Second World War and to attend recognised commemorative services in the UK. A fixed sum for each visit will be available for each veteran, or the widows or widowers of veterans, towards the cost of their visit. We will also contribute to spouses' and carers' travel and accommodation costs.

We want as many veterans as possible to get the opportunity to make a visit so each veteran (or their widow/widower) can only receive funding towards one trip taking place between 1 January 2013 and 31 December 2015. This means if you have been on a trip before 1 January 2013 that was funded by us you could now apply again for a second trip.

How much money will be offered?

There are different amounts of money for different destinations.

Destination	Individual (one person)	Individual plus spouse or carer (two people)	Individual plus spouse and carer (three people)	Individual plus carer AND spouse plus carer
United Kingdom	£165	£250	£365	£500
Northern and Western Europe	£550	£965	£1,430	£1,930
Mediterranean and North Africa	£880	£1,570	£2,420	£3,140
Egypt, Libya and the Middle East	£1,650	£3,110	£4,675	£6,220
Far East and Rest of World	£2,200	£4,070	£6,050	£8,140

We can pay for people to accompany an individual veteran, widow or widower. The only combinations we can fund are: two people (individual plus spouse or individual plus carer); three people (individual plus spouse and carer); or four people (individual plus carer and spouse plus carer).

Who can apply?

We will normally award grants to veterans' organisations to arrange visits on behalf of groups of veterans. We will also consider applications from small groups or individuals. If there are more than 10 people travelling, we can make an additional grant of £275 to cover the cost of organising the visit.

Veterans who live in the Republic of Ireland and who want to apply to Heroes Return 2 should contact the Royal British Legion in Dublin on 01671 3044 for more information.

How to apply

To apply, fill in the short application form and return it to the address on the front page.

What happens next?

We will let you know as soon as we receive your application. Then we will:

1. Check with a veterans' organisation that all travellers are eligible for the money that they have applied for.
2. Tell you, within six weeks of receiving your complete application, how much money we are going to give you.
3. Pay the money into your bank account once we have seen your travel documents.

Fitness to travel

Most travel companies will normally require a doctor's certificate of fitness to travel. You do not need to send this to us but we advise that you consult your doctor before you travel. It is your responsibility to organise travel insurance.

We encourage veterans to share their story with younger people through our 'Their Past, Your Future' project. We will tell you more about this if you get a grant from us.

1. Who is organising this visit?

I am organising this visit myself and no veterans' organisations are involved

or

This visit is being organised by a veterans' group or organisation.

Name of veterans' organisation (if applicable)

2. Contact details for the person organising the visit.

Title

First name

Surname

Address

Postcode

Have they lived at this address for the last three years?

Yes

No

If no, what was their previous home address*

Postcode

Website address

Email address

Role in organisation (if applicable)

Date of birth

Telephone/ Textphone

Day

Evening

Helpnotes

Tick the box that applies to you.

This should be the person who signs this form and who we can contact for more information if we need it.

If you are organising the visit yourself, give us your details.

If someone from a veterans' group or organisation is organising the visit, give us their details.

You only need to give us website and email addresses if you have them.

3. How many people are going on this visit?

4. What wartime experience(s) is the visit intended to commemorate?

Theatre of operation: Northern/Western Europe

Mediterranean and North Africa

Egypt/Libya and Middle East

Far East/Rest of world

Action

Location(s)

We ask you to give us more information about the people going on the visit in question 9.

We need this information to help us make sure that you are applying to the right programme.

You should only tick one box.

Tell us which action the veterans were involved in, for example, D-Day, Normandy, Dunkirk, Battle for Italy, Burma campaign, convoy escort.

Tell us where the veterans served or were stationed, for example, Alexandria, Malta, Singapore, POW camps.

Be as specific as you can be, for example:
Juno Beach memorial
St Aubin sur Mer
Normandy
France **or** Armed Forces Memorial
National Arboretum
Staffordshire.

5. Where are you planning to visit?

If this is a second trip between 2013 and 2015, it must be to a location directly connected to the veteran's active overseas service, or to an organised commemorative event. We will not fund alternatives.

6. What stage have you reached with your travel arrangements?

The visit has already taken place.

When did your visit start? Day Month Year

We have booked the visit but have not travelled yet.

When do you expect to start your visit? Day Month Year

We have not booked the visit yet.

When do you expect to start your visit? Day Month Year

7. Personal welfare

Is anyone going on the visit disabled?

Yes No

Will anyone going on the visit need special care during the visit?

Yes No

You should include the full name and postcode of any carers who will be included in the visit in question 9.

Tick the one box that applies to you.

We will pay for visits that take place between **1 April 2009** and **31 December 2015**.

If your visit has already happened, send us receipts for your travel and accommodation.

If you have already booked your visit, send us a copy of your booking confirmation.

If you have not booked your visit yet, you will need to send us a copy of your booking confirmation before we will pay a grant.

Once your visit has happened, we will ask to see your receipts.

We can pay for one carer for each veteran going on the visit.

We expect whoever is organising the visit to make arrangements for any special care.

8. Bank details

Give us the details of the bank or building society account that you want us to pay the money into.

Name of account (eg Mr J Smith)	<input type="text"/>
Bank or building society name	<input type="text"/>
Bank or building society address	<input type="text"/>
Postcode	<input type="text"/>
Sort code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank account number	<input type="text"/>
Building society roll number	<input type="text"/>

Organisations must send us an original bank statement that is not more than three months old to confirm these details.

If you are applying as an individual, we may ask for a bank statement when we receive your application. You do not need to send us a bank statement with your application.

We will return any original bank statements that you send us.

We can only make payments to bank and building society accounts.

9. Travellers' details

Use the following page to give us the details of all the people going on the visit. Give us as much information as you can. As a minimum, we need the full names of all the people going on the visit and the date of birth of the veteran.

We will only pay for the travel and accommodation costs for people who are residents of the UK (including the Channel Islands and Isle of Man) or the Republic of Ireland.

If you need extra sheets, you can photocopy page 6 (before you fill it in), download a copy from our website at www.biglotteryfund.org.uk or ring the helpline number 0845 00 00 121. In the box at the top of page 9, write the name and address of the person organising the visit and the number of additional sheets that you have used.

Lead person's name and address

Number of additional sheets

1st veteran

Full name

Date of birth Day Month Year Postcode

Rank Service number

Service or Regiment and unit*

Period of service From 19 to 19 Approximate date of discharge

Medals or decorations

Spouse, widow or widower

Full name

Postcode If you are a widow or widower, which year were you widowed?

Do you receive a war widow's pension? Yes No

Carer 1

Full name

Postcode

Carer 2 (for spouse's carer only)

Full name

Postcode

Number of people on this page who are going on the visit. Total number of people going on the visit (this should be the same number as in question 3).

*Examples of Service or Regiment and unit: RAF Squadron, 2Bn. South Staffs or Royal Navy, HMS Kingfisher or 48 Cdo Royal Marines or Merchant Navy Ship.

2nd veteran

Full name

Date of birth

Day	Month	Year
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Postcode

Rank

Service number

Service or Regiment and unit*

Period of service

From 19	to 19
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Approximate date of discharge

Medals or decorations

Spouse, widow or widower

Full name

Postcode

If you are a widow or widower,
which year were you widowed?

Do you receive a war widow's pension?

Yes

No

Carer 1

Full name

Postcode

Carer 2 (for spouse's carer only)

Full name

Postcode

Number of people on this page
who are going on the visit.

*Examples of Service or Regiment and unit: RAF Squadron, 2Bn. South Staffs or Royal Navy, HMS Kingfisher or 48 Cdo Royal Marines or Merchant Navy Ship.

Grant Agreement

I confirm that, to the best of my knowledge and belief, all the information in this application form and in any enclosures is true and correct. I understand that you may ask for additional information at any stage of the process. If this application is successful, I/we will keep to the following terms and conditions. I understand that this is an agreement between myself (or the organisation named on page one of this application form), and the Big Lottery Fund, called “you” in this agreement.

- I/we will use the grant exclusively for the purposes set out in this application. The letter which tells me/us about the grant will also explain if you want us to alter any part of this application.
- I/we will not make any changes to anything about the visit, including the people participating, the location or the date, without first receiving your agreement in writing.
- If any of the persons named in this application form do not go on the visit, I/we will notify you and if requested will return that share of the grant to you promptly.
- I/we will inform you of any changes to the bank or building society account supplied in the application form.
- I/we understand that you will only make payment into a bank or building society account.
- I/we will maintain adequate insurance at all times to cover me/us when using the grant for the purposes described in this application form.
- I/we consent to any publicity about the grant as you may from time to time require. You can carry out any form of publicity about my/our grant. I/ we agree to do whatever you reasonably require in order to assist with any such publicity.
- I/we agree to contribute materials to the educational aspects of the Heroes Return 2 programme if asked by you. As required by the Data Protection Act, we will obtain the explicit consent from all subjects to use their photo image in any of these materials.
- You may share information about my/our application and grant with veterans' organisations and any other parties of your choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the grant and how I/we used it may be broadcast on television, on your website, in newspapers and through other media.
- I/we understand that you will not increase the grant if prices increase or I/we overspend.
- I/we understand that in making this grant, you are not committed to providing any further grants.
- I/we will complete a short report on the visit if asked to by you, and provide receipts or any other relevant documentation if required.
- I/we understand that you may hold back a grant or require us to repay a grant, in whole or in part, in the following circumstances:
 - if I/we fail to keep to this Agreement in any way
 - if the application form was completed dishonestly, or the supporting documents contain false or deliberately misleading information

- These terms and conditions will apply until I/we have spent all of the grant and/or until you have received all the information that you have asked for, whichever is the later.
- I/we understand that if this agreement applies to more than one person then the terms and conditions apply to us all together or separately.
- I/we understand that the terms and conditions in this agreement cannot be enforced by any person other than by me/us and you.

**Signature of person organising the trip
(the person named in question 2)**

Name
(please print)

Date

Data protection and freedom of information

Data protection

We will use the information you give us on this application form and supporting documents, during assessment and during the life of your grant (if awarded) to assess, administer and analyse grants and for our own research purposes.

We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.

We may also share information with other Lottery distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Lottery applications and grants, or for the prevention and detection of fraud.

If you are awarded a grant we will normally publish details about the grant including the amount that we have given you, and a summary of the activity that you will carry out with that funding. If we award a grant to a Veterans' Organisation then we will give the name of your group. If we have made a grant to you individually, then we will not normally use your name but we will state the local authority area or town that you live in.

We may pass details on to television companies, newspapers and other media. Please tell us if you have concerns about us doing this here:

We might use the data you provide for our own research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

Your signatures on this form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and your acceptance that we will not be liable for any loss or damage to you pursuant to our fulfillment of our obligations under the relevant law.

Eligibility

We will be working with a veterans' organisation that will check the information contained in this application form and confirm that the people named are eligible for funding.

For completion by the eligibility adviser.

I confirm that I have verified that the people named in this application form are eligible to receive a grant according to the programme criteria.

Signed

Date