



Heritage Alive Grant Funds – Guidance for Applicants

General Guidance

Who Can Apply?

- The grant fund is open to any school, youth association, community group, charity or constituted organisation within South Kesteven, who are delivering a relevant heritage project. Places of worship are welcome to apply.
- There is no requirement for the applicant to be a registered charity – but applications must come from a constituted group with a dedicated bank account with multiple unrelated signatories. No funds can be given directly to individuals or into personal accounts.
- No event funded by a Heritage Alive Grant Fund can seek to make a profit for any individual or group. If any profits are received as a result of the grant funding, these must be reinvested to support the charitable objectives of the group.

Priority will be given to projects where funding will make a substantive difference to the ability of the applicant to carry out the project.

Please supply the last accounts for your organisation with your application. InvestSK reserves the right to request further information.

The descriptions below give some examples of applicable projects, but these are not exhaustive. The funding panel will consider any application which falls within the funding categories and meets the aims of the grant. Innovation is encouraged.

Applications are welcomed for funds towards discrete phases of ongoing projects.

No funding will be given retrospectively.

Projects must be completed within 12 months of receipt of grant funds.

How to Apply:

Read these guidance notes carefully, then complete the simple application form which is available to download from the Heritage Alive Website www.heritagealive.co.uk

Completed application forms should be sent to Claire Saunders at claire.saunders@investsk.co.uk. Clearly mark the email subject as 'Application for Heritage Alive Grant Fund' and state which funding tier you are applying for (Inspiration, Interpretation, or Intervention)

How Much Can I Apply For?

Each grant fund has a specific purpose, and funding will only be given to projects which support that purpose. Please see the detailed notes below and select the most appropriate fund for your project.

Think carefully about how much funding you require, and only apply for what you think you will need.

For Inspiration and Interpretation grants, please provide an estimate of project costs.

For Intervention Grants, please provide at least one quote for the work to be carried out.

The maximum grants which can be applied for are as follows:

Heritage Alive Inspiration Grant: up to £500

Heritage Alive Interpretation Grant: up to £2000

Heritage Alive Intervention Grant: up to £4000

The grant can provide up to 100% funding for the project, up to the maximum limits.

If your total project costs exceed the funding available, you will need to tell us how you will fund the remaining costs, and if this funding is secured.

Can I Apply For More Than One Grant?

Applicants are welcome to apply for one grant from each funding tier where applicable.

Successful applicants may not apply for further funding from the same grant tier within a 12 month period.

No more than 3 grants (one from each tier) may be awarded to any one organisation over a 12 month period.

Unsuccessful applicants may re-apply to the fund.

Application Deadlines

- **Inspiration and Interpretation Grants**

Approximately half the total grant pot will be reserved for Inspiration and Interpretation Grants.

Applications will be assessed in batches on a six weekly basis. Please ensure your application reaches us by midnight on one of the following dates

- **Friday 17th November 2018**
- **Friday 29th December 2018**
- **Friday 9th February 2019**
- **Friday 16th March 2019**

Applicants will receive the results of their application within 14 days of the closing date

- **Intervention Grants**

Approximately half the total funding pot will be reserved for the Intervention Grants

Applications must be submitted by midnight **January 31st 2019**

Applicants will receive the results of their application within 28 days of the closing date.

Obligations and Rights

Successful applicants will have the following obligations

- An obligation to acknowledge the grant from InvestSK. Successful applicants will receive an advice document with recommendations as to how to fulfil this requirement.
- Successful applicants will be required to complete a report on the impact of the grant on their project. This will take the form of a short questionnaire, which will be provided on receipt of the grant. This must be returned within six weeks of the completion of the project.
- Recipients of Interpretation grants will have an obligation to participate in Heritage Open Days for at least one year.
- Recipients of Intervention grants for buildings, objects or artworks **which are generally available to the public** will have an obligation to participate in Heritage Open Days for two years following the receipt of the grant.
- Recipients of Intervention grants for buildings, objects or artworks **which are not generally available to the public** will have an obligation to participate in Heritage Open Days for five years following the receipt of the grant.

- Funding may only be used for the project described in the application. Any underspend of grant payment after the completion of the project must be repaid, unless explicit permission is given for alternate utilisation of the fund.

InvestSK reserve the following rights:

- InvestSK and related bodies will have the right to use details of the project, along with photographs and any resulting digital materials for promotional purposes, on the Heritage Alive website, in local press and SKDC publicity material as they see fit.
- In all cases InvestSK and SKDC reserve the right to award less funding than has been requested.
- In all cases InvestSK and SKDC reserve the right to withdraw funding if they believe that any of the information provided during the application process is incorrect, misleading, untrue or fraudulent.
- Funding decisions are final, and applicants do not have a right to appeal.

Specific Guidance

Heritage Alive Inspiration Grant

This fund is open to any project which seeks to inspire, educate or engage people with any aspect of the heritage of South Kesteven.

For example, this could be a community group organising a lecture series or a school local history project. An oral history project which records the memories or knowledge of members of the community, or funding for a community event.

The Project must seek to engage members of the community with heritage.

The event does not have to be directly related to the Heritage of South Kesteven, but if it does not, applicants should demonstrate how the project will allow participants to better understand or engage with the local heritage.

For example, a community group or school could arrange a talk on 'Understanding Historic Buildings', which could be quite generic, but would allow participants to better appreciate their local environment or care for their homes.

Where funding is granted for the organisation of an event, it should be open to the general public – although it may require booking or be ticketed.

If the funding is for a youth group or school, involvement may be limited to members of that group or class. On your application, please provide an approximate number of beneficiaries.

Projects should be committed to equal access, think about how you will make the event accessible for those with additional needs. Events should be made as accessible as practicably possible.

Where an event is ticketed, there will be an obligation for ticket prices to reflect the subsidy which is provided by the grant funding, revenue generated by funds can be used to cover remaining costs, but may not be used to generate a profit for any individual. In the event that any profit is made, this must be used to support the charitable aims of the organisation.

All appropriate permissions must be obtained before grant funding can be given.

If projects involve working with children or vulnerable adults, all of the necessary permissions and clearances must be obtained –this is the responsibility of the applicant. InvestSK will require confirmation that a safeguarding policy is in place before grant funding can be paid.

Successful applicants will be asked to submit a report on the project after completion. This will take the form of a short questionnaire.

We may also request photographs of the event which may be used for publicity purposes by InvestSK and other associated bodies.

Where photographs feature people the organisers will be required to obtain consent from individuals in the photographs for such use, where the photos include images of under 18s consent will be required from their parents or guardians.

Where photographs are subject to copyright, applicants will be required to arrange for permissions

for third party use.

Successful applicants will be provided with guidance as to the requirements for photographs.

All projects must comply with any relevant guidelines, codes of conduct or best practice which may apply.

There is no requirement for the project to result in a tangible resource, however applications will be welcome from those which do.

Heritage Alive Interpretation Grant

This fund is open to projects which involve the interpretation, commemoration or celebration of the heritage of South Kesteven.

For example, this could be the installation of a plaque or interpretation panels, research into the history of an influential local individual or group, or piece of public art which celebrates local heritage.

It could also include projects which seek to improve accessibility to interpretation materials, such as audio guides, braille signage, handling exhibits or video tours.

Research projects will only be funded as part of a wider interpretation/ commemoration/celebration project.

If you are seeking funding for research, you should consider how you will make the results of that research publically available, for example, you may host a talk or event to disseminate the information, or make it available online.

All relevant permissions must be in place before the application is made.

InvestSK will require a copy of, or high resolution image of materials which are created, along with permission to use the images or text for information or publicity purposes, on the Heritage Alive website and any other forum which we see fit. All material will be appropriately credited.

The project must directly relate to the history or heritage of South Kesteven, and must result in a tangible, publically available resource. There will be an obligation for the grant to be acknowledged, successful applicants will receive guidance on how this should occur.

Successful applicants will be asked to submit a report on the project after completion. This will take the form of a short questionnaire.

We may also request photographs of which may be used for publicity purposes by InvestSK and other associated bodies.

Where photographs feature people the organisers will be required to obtain consent from individuals in the photographs for such use, where the photos include images of under 18s consent will be required from their parents or guardians.

Where photographs are subject to copyright, applicants will be required to arrange for permissions

for third party use.

Successful applicants will be provided with guidance as to the requirements for photographs.

All projects must comply with any relevant guidelines, codes of conduct or best practice which may apply.

Heritage Alive Intervention Grant

This fund is open to projects which seek to conserve, restore, preserve, or improve physical access to significant buildings, artworks, documents or objects.

For example, this could include funds towards the repair of a church window or roof, or the installation of ramps or hearing loops, the digitisation of documents or archives to make them available to the public, the restoration of a memorial or work of art, or installing preventative conservation measures to protect a collection.

There is no limit on the size of the project which may apply, however it should be noted that priority will be given to projects where the grant will significantly impact on the ability of the work to go ahead.

Where relating to a building, projects must seek to conserve, restore or preserve.

Priority will be given to projects where the intervention will prevent further deterioration of the buildings fabric.

Buildings do not have to be listed to be considered for grant funding, however applicants will need to demonstrate the significance of the building.

Projects will also be considered which seek to improve access to the building for those with reduced mobility or additional needs.

Applications for funding for feasibility studies for large scale projects will be considered.

The fund will not consider applications for general re-ordering or the provision of kitchen space or toilet facilities in churches.

All necessary permissions and consents for buildings work must be obtained prior to application.

Applicants must own the building, or be acting on behalf of the owner. If the building is leased, the lease must be for a minimum of 10 years. If the building is rented, or the lease term is less than 10 years, or does not give rights to the leaseholder to carry out work on the building, the applicant must have written permission from the owner for work to go ahead.

Where relating to an object, artwork or archive, the object should either be publically accessible or the project should enable the object to become publically accessible.

In exceptional circumstances funding may be given to objects/ artworks which are not generally publically accessible.

If the item is not generally on public display, there will be an obligation to make the item available to the public during heritage open days, for a minimum of five years after completion of the project.

Funding will only be given for artworks/ objects/ archives which directly relate to the heritage of South Kesteven. Applicants should explain the relevance in their application.

Digital materials produced, for example the result of digitisation, should be made freely available to the public, either generally online, or accessed through specific sites such as libraries.

Access and provision of digitised material should be licenced through the Creative Commons Licence system.

Applicants who wish to use digitised material for commercial purposes may do so, but must highlight this during their application. Any revenue raised through commercial sales of digitised imagery must be used in support of the project or other heritage project, and must not be used to generate private profit for any individual or group.

Applicants must give InvestSK the right to access digital material and use images or documentation for informational, educational or promotional purposes as they see fit.

Further Information

If you wish to discuss your project prior to application, please contact

Claire Saunders

Heritage Regeneration Officer

Invest SK

Email: claire.saunders@investsk.co.uk

TEL: 01476 406318