

HERITAGE ALIVE GRANT FUNDS – GUIDANCE FOR APPLICANTS

GENERAL GUIDANCE

WHO CAN APPLY:

The grant fund is open to any individual, school, youth association, community group, charity or organisation etc. within South Kesteven, who are delivering a relevant heritage project. There is no requirement for the applicant to be a registered charity.

Funding may be made available to groups and organisations based outside of the district, but only where the project will be completed within the district and be of clear benefit to residents of South Kesteven.

For example funding may be awarded to a society based outside of South Kesteven to hold an event in the district which includes and encourages residents to engage with heritage. Funding would not be considered for that group if the event was intended for members of that society.

In exceptional circumstances private owners of heritage may apply to the grant. Please see more details below.

No event funded by a Heritage Alive Grant Fund can seek to make a profit for any individual or group.

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

Although all applicants are welcome to reapply to the grant fund in each financial year, priority will be given to new applicants over previously successful applicants.

Although you do not need to supply accounts at the time of application, InvestSK reserves the right to request a copy of accounts during the application process.

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.

Unless in exceptional circumstances, funding will not be given retrospectively. If you wish to apply for funding for an ongoing or completed project, please contact us first.

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

HOW TO APPLY:

Read these guidance notes carefully, then download the simple application form from the Heritage Alive Website.

Completed application forms should be sent to Claire Saunders at Claire.saunders@investsk.co.uk.

Clearly mark the email as 'Application for Heritage Alive Grant Fund' and state which funding tier you are applying for (Inspiration, Interpretation, Intervention or Investigation)

We would prefer for applications to be typed and returned to us via email, however we appreciate that this may be a barrier for some applicants. Therefore if you would **prefer to send a hard copy or handwritten version of the application, please contact us first.**

Applications are welcome throughout the year, and will be assessed on a rolling basis, however the final deadline for applications is **January 31st 2020.**

HOW MUCH CAN I APPLY FOR?

The amount of funding available is dependent on which grant you apply for. Each grant fund has a specific purpose, and funding will only be given to projects which support that purpose.

Think carefully about how much funding you require, and only apply for what you think you will need. You should obtain estimates for any necessary work before you apply.

Grants are awarded in three tiers. The maximums which can be applied for are as follows:

Tier One

Heritage Alive Inspiration Grant: up to £500

Tier Two

Heritage Alive Interpretation Grant: up to £2000

Tier Three

Heritage Alive Intervention Grant: up to £4000

Heritage Alive Investigation Grant: up to £4000

The grant can provide up to 100% funding for the project, up to the maximum limits. If the project will cost in excess of the funding provided, you will need to tell us how you will fund the remaining costs.

CAN I APPLY FOR MORE THAN ONE GRANT?

Applicants are welcome to apply for grants from each tier where applicable.

If an applicant is successful and is awarded a grant from one tier, they may not make further applications to that tier in that financial year.

Applicants may not apply for both the Intervention and the Investigation grant funds in any

given financial year.

Priority for grants will be given to new applicants over previously successful applicants.

PRIVATE APPLICANTS

These funds are primarily aimed at community groups or not-for-profit organisations. In exceptional circumstances, however, funding may be made available to private owners where:

- The asset or the activity being funded has no monetary value, directly or indirectly to the owner.
For example, repairs to the roof of a private house would **NOT** be considered, as the repairs would add value to the property. However, conservation of non-beneficial assets, such as architectural features like wall paintings, would be eligible.
- Public benefit must outweigh any real or perceived concerns around returns or financial benefit gained by the private party.
- In all such eventualities, significantly increased public access to the asset will be expected where grant is offered.
- Grant funding will not be made available for works which could be reasonably considered to be the statutory responsibility of the owner, or where works are as the result of an enforcement notice.
- If successful, private owners of heritage may not reapply to the fund.
- Private individuals must contact us to discuss their eligibility prior to the application being made.

THE DECISION PROCESS

You will receive an acknowledgement of your application by email.

The applications will be collated and go through a two stage review process. All applications will be reviewed, and a shortlist will be produced by a designated person.

The shortlisted applications will then go forward to a review board who will make the final grant offer.

Applications will be assessed on a rolling basis as they are received.

InvestSK reserve the right to award less funding than has been requested.



OBLIGATIONS AND RIGHTS

Successful applicants will have the following obligations

- An obligation to acknowledge the grant. 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 report, details of which will be as part of the grant award letter. This must be returned within six weeks of the completion of the project. The final grant payment will not be made if this report is not completed, and InvestSK may seek to recover grant funding which has been awarded.
- 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 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.
- Heritage Open Days – successful applicants to tier two or three grants will be required to participate in the National Heritage Open Day festival.

FUND SPECIFIC GUIDANCE

TIER ONE: 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.

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.

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.

We will 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.

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.

TIER TWO: 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.

Any accessible interpretation material must be provided under the same terms as current interpretation materials.

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, 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.

TIER THREE: 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.

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.

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, 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, however 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 have a 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 right to access digital material and use images or documentation for informational, educational or promotional purposes as they see fit.

TIER THREE: HERITAGE ALIVE INVESTIGATION GRANT

This fund is open to projects which seek to investigate or explore options for heritage assets within South Kesteven.

For example, this could include feasibility studies, architectural surveys and other professional services.

It is understood that feasibility studies and other professional reports may contain commercially confidential material which it would be inappropriate to share publicly. However while there will not be a requirement to share this information, there will be a requirement to engage the public with the site or artefacts during Heritage Open Days.

This new fund will also provide funding for archaeological works and services where the primary aim is to discover more about the heritage of South Kesteven and engage the community with that heritage.

This community engagement may take place at the time of the work, e.g. a supervised community dig - or after the fact, e.g. a talk or exhibition displaying and discussing the findings.

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