

Ards and North Down Borough Council Heritage Project Funding Criteria 19/20

The Ards and North Down Borough Council's Heritage Project Funding is designed to assist heritage events, projects or activities, which take place in the North Down and Ards District.

The **strategic objectives** of Ards and North Down Borough Council's Arts & Heritage Department in supporting non-profit making organisations to deliver heritage projects are:

- To improve understanding, knowledge and enjoyment of local heritage
- To disseminate information about local heritage
- To promote and encourage heritage development and skills in the community
- To support well-being through heritage-based activity
- To ensure quality heritage experiences and best practice

Who is eligible?

- Non-profit making organisations and constituted groups that are located in or projects that are of benefit to residents within Ards and North Down Borough.

What we will not fund:

- Statutory organisations
- Individuals
- Capital projects
- Acquisition of artefacts
- Acquisition of materials for research purposes
- Ecological heritage or biodiversity
- Outputs which are deemed to be potentially contentious, sectarian or of an overtly political nature

What supporting documentation is required?

- Signed governing document such as a Constitution (in the name of the applicant organisation) NOTE: Umbrella body governing documents are not valid for funding.
- Signed accounts or Income and Expenditure Statement.
- Current Account Bank statement (in the name of the applicant organisation, and in credit) – which must be dated within the last three months
- Any policies which are relevant to project such as Child Protection, Vulnerable Adult Policies

The Organising Body must:

- Demonstrate sufficient experience to carry out the project
- Demonstrate a need and demand for the project
- Demonstrate that efforts have been made to raise income or assistance from other sources
- Allow, at least, a 6-week lead-in-time from the deadline for submission of the application and the date of the commencement of the project for the panel to assess the application. Please see application form for details of dates

The Projects must:

- Take place between April 2019 to March 2020
- Address a minimum of 2 strategic objectives of Ards and North Down Borough Council's Heritage Grants Scheme
- Be effectively planned, budgeted and have clear objectives and outcomes
- Be accessible to the general public where appropriate
- Be adequately marketed and publicised throughout the Borough
- Represent value for money

What type of project is suitable?

Examples of projects are grouped under the following headings to reflect the Council's current priorities for funding heritage projects.

Buildings and monuments

While funding for capital projects is not covered under this grant scheme, projects which interpret and share the history and heritage of buildings and monuments are.

Here are some examples of what we could fund:

- Conservation of a church memorial plaque
- Celebrate the lives of people commemorated on a war memorial
- Community involvement in learning about built heritage

Community heritage

We support projects that explore the heritage of your community, bring people together and increase their pride in the local area. Community heritage is anything that makes your area unique and worth celebrating. It is often in danger of being forgotten or lost, and with it our sense of belonging and pride in where we live.

Here are just some of the things you could do to celebrate the heritage of your community:

- revive a long-lost tradition or craft
- share forgotten folk tales
- reveal the stories of the area's diverse groups
- discover the origins of the place where you live
- explore the events that helped to shape it

Cultures and memories

Our traditions, memories and family histories all make us who we are. They are as much part of our heritage as archaeology, historic buildings or natural landscapes. Projects that delve into our diverse cultures and memories can bring people closer together, help them discover each other's heritage and create a sense of local pride.

Here are just some examples of what we could fund:

- explore the history of family and place names
- record accounts of traditional farming methods
- reveal the history of care for people with disabilities
- bring people from different backgrounds to learn about their rich histories, faiths and customs, as well as share them with new audiences
- give a voice to ordinary people – by recording their memories (oral history)
- help people learn about local traditions and crafts and the skills needed to preserve them

Industrial, maritime and transport

Printing presses, pumping engines, windmills, historic ships, landscapes transformed by industry...

We want to help more groups and organisations to celebrate their local industrial heritage.

What you could achieve with our funding:

- Uncover and record people's memories of our industrial past
- Reveal the history of the textile and mining industries
- Help young people to explore their maritime heritage

Project Outputs

For the purposes of this grant, it is expected that projects will have produced materials in order to share their results with their local communities. These outputs could be:

- An exhibition
- A publication
- A video or sound recording that could be shared on social media
- A restored artefact
- Posters, flyers or brochures
- Speakers
- Equipment for public speakers

What type of grant is available?

- Grants of up to £500 are available.
- All grants require match funding of 20% (either cash or in-kind)
- The number of applications received and the resources available at the time of assessment will be taken into account in the assessment process. Please note that priority may be given to applications from currently under-represented areas.
- Grants must be used to undertake new and/or additional activities or special events
- Grants can be used in conjunction with other schemes, such as the Heritage Lottery Fund, but must show how they will be used for different elements of the project
- Grants are not given for capital expenditure on facilities or revenue costs such as rent or organisation overheads
- Grants will not be given for charity fundraising events
- Grants are designed to support one-off projects, successful applications will not automatically lead to repeat funding
- Grants can be given for expendable materials but will not normally be given for equipment unless the application proves a specific need for it
- Retrospective funding is not available

Conditions of Grant

If, after assessment, an offer of grant assistance is made, the applicant will be required to comply with the following conditions:

- Successful applicants must accept in writing any award given within 4 weeks of the letter of offer being received in order to draw down 50% of the grant. In the event of this deadline not being adhered to, the offer will be withdrawn.
- The remaining 50% can be drawn down on completion of project report and by producing original receipts/invoices.
- Ards and North Down Borough Council must be acknowledged on all project promotional material.
- Organisations must ensure suitable insurance/public liability cover is in place for all activities.
- Successful applicants are required to invite a representative of Ards and North Down Borough Council to the event/activity/exhibition to which the grant is awarded.
- All funding from Ards and North Down Borough Council must be used for the purpose for which the application was initially made, and in circumstances where this stipulation is not adhered to satisfactorily, Ards and North Down Borough Council will insist on full repayment of the funding allocated. If any change is to occur in relation to any of the projects for which funding has been received Ards and North Down Borough Council's Arts Department must be informed immediately.
- All money must be spent by 31 March 2020

What happens to your Application?

- The deadlines for receipt of applications are published on the cover of the application form. Completed applications should be submitted to North Down Museum by the relevant deadline.
- ALL PROJECTS MUST HAVE A MINIMUM LEAD-IN TIME OF SIX WEEKS FROM THE DEADLINE FOR APPLICATIONS BEFORE THE PROJECT IS DUE TO START.
- All applications will be presented to a panel made up of representatives from the Arts and Heritage Advisory Panel and Members of Ards and North Down Borough Council, who will make the initial recommendations on whether or not a grant should be offered.
- Following consideration of the relevant recommendations by the Council Committee applicants will be contacted by letter to inform of the outcome of the application. This usually takes a maximum of 6 weeks from the application deadline.
- Please refer the council website regarding appeals procedure.
- All funding is subject to the audit of Ards and North Down Borough Council.

**Ards and North Down Borough Council
Heritage Project Funding Application Form 19/20**

Current Deadline for application:

Friday 17 May 2019 at 12noon

Please read the guidance notes carefully before completing this form and remember to keep a copy of the completed application form for your own records.

Any alterations to the questions on this form, will render your application void.

Completed applications should be returned by post/hand delivered by the closing date of **Friday 17 May 2019 at 12noon** along with the required documentation to:

Ards and North Down Borough Council
Museum Service

at

**North Down Museum
Town Hall
Bangor
BT20 4BT**

Please write on your envelope: Heritage Project Grant Application

Applications sent by email will not be accepted.

SECTION 1 – ABOUT YOUR GROUP

Name of Organisation: [This should be the same as the name on your constitution]

Address of Organisation:

City/town: _____ Post Code: _____

Name of contact person: _____

Contact Person's address: _____

City/town: _____ Post Code: _____

Daytime Tel: _____ Evening Tel: _____

E-mail: _____

In what year was your organisation started? _____

What type of organisation are you? [please tick]

If you are a company AND a recognised charity, please tick both boxes

Unincorporated club or association

Company limited by guarantee

Company limited by shares

Recognised charity

Trust

Other: Please specify: _____

Recognised Charity Number [if applicable]: _____

VAT Registration Number [if applicable]: _____

Does your organisation have either a Constitution or a Memorandum and Articles of Association? [required]

Yes No If so, please attach a signed copy.

Does your organisation require Safeguarding [Child Protection] policies and procedures?

Yes No If so, please attach a copy.

What are the main aims of your organisation? (Max. 300 words)

What are the current activities of your organisation? (Max. 300 words)

What geographical area is covered by your organisation/project?

SECTION 2 – PROJECT DESCRIPTION

Title of project for which you are requesting funding:



Please explain what your project is and what aspect of heritage you are focusing on.
Maximum 1,000 words, [continue on next page if necessary]

When will your project start? (Must be at least 6 weeks from the deadline of submission of application)

Day _____ Month _____ Year _____

How long will the project last? _____

How many people will benefit from the grant?

Public: _____ Participants: _____

Tell us about any expertise (professional or amateur) involved in the project if applicable.
You **must** provide information on those involved. (max 300 words)

Tell us about any expertise (professional or amateur) involved in the project if applicable. You **must** provide information on those involved. (max 300 words)

Please explain how your project will be managed; provide information on the person(s) who will be responsible for the management of the project and how the project will be publicised. (max 300 words)

Please explain the outputs for this project, who will benefit from it and how they will benefit.
[max 300 words]

Please explain how the project, meets the strategic objectives of the Heritage Service (as listed on page 1 of the application) [max 300 words].

SECTION 3 –PROJECT COSTS

How much will your project cost and how much do you need from us?

Item or Activity	Total Cost	Requested Amount from AND
Total Expenditure [Please check all financial information supplied is correct and totaled accurately]		

All projects require at least 20% match funding, this can be in-kind. Please tell us where the rest of the funding will come from below. If you are expecting income from ticket/book/publication/DVD sales you should tell us how much you are charging

Source of other funding/Income	£	Cash or in-kind
Total (should be same as total expenditure) [Please check all financial information supplied is correct and totaled accurately]		

Organisation's Current Financial Position

Please give details of your most recent annual accounts (these should be no more than one year old).

Accounts for the year ending:	Day	Month	Year
Total (gross) income	£		
Total expenditure	£		
Profit or loss for the year	£		
Savings (reserves, cash or investments)	£		

Please list all cheque/withdrawal signatories [as required by your constitution]

Name	Position in Group

SECTION 7 – ENCLOSURES & CHECKLIST

I have enclosed the following ESSENTIAL documents	YES/ NO	Comment
CVs or information on historians, groups, technical staff, other personnel we propose to employ as part of the project		
A signed copy of our constitution		
Safe Guarding Policy (if required)		
Signed accounts or Income and Expenditure Statement.		
Current Account Bank statement		

SIGNATURES

TWO SIGNATURES ARE REQUIRED ON THIS FORM:

- (A)** the designated contact person identified in Section 1 of this form,
AND
(B) the Chairperson, Vice-Chair, Secretary or Treasurer

NOTE: (A) & (B) CANNOT BE THE SAME PERSON

(A) The contact person should sign this section

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for more information at any stage of the application process.

Signed: _____ Date: _____

(B) The Chairperson, Vice-Chair, Secretary or Treasurer must complete and sign this section

Title: _____ First Name: _____ Surname: _____

I agree, on behalf of _____ (insert group's name)
that to the best of my knowledge and belief, all the information in this application form is true and correct.

Signed: _____ Date: _____

Please remember to keep a copy of this application form for your own records

**Data Protection: Any personal information you give to us will be processed
in accordance with the General Data Protection Regulation (GDPR)**