

## **Revitalising Redesdale Community Heritage Fund Guidance Notes for Grant Applicants**

### **Introduction to Revitalising Redesdale**

The Revitalising Redesdale Landscape Partnership scheme (RRLP) is a five year programme, running from January 2018 to December 2022 which is largely grant aided through the Heritage Lottery Fund (HLF). At the core of the RRLP scheme are 12 inter-related projects focusing on Redesdale, its heritage and its communities delivered by a number of local, regional and national partner organisations and local communities.

One of the 12 projects is The Community Heritage Fund, which aims to provide easily accessible small scale funding to local projects that celebrate Redesdale; its history, its wildlife, its people.

Revitalising Redesdale's aims:

1. Raise the profile of Redesdale for visitors and local residents by delivering activities which raise the awareness and promote greater understanding of the valley's unique landscape and heritage;
2. Enhance the resilience of Redesdale's heritage to future threats by interventions which improve its overall condition and ability to manage future change;
3. Identify and record Redesdale's undiscovered and unrecorded natural heritage and archaeological remains, and wider cultural heritage through a programme of activities which engage the wider community in both their collection and interpretation;
4. Maximise the opportunities to develop skills across a wide range of disciplines and levels, in each of the projects being developed;
5. Recognise the unique wilderness qualities of Redesdale, which make the valley well placed to offer physical and mental renewal;
6. Identify ways in which the overall programme of activity can help contribute to the future viability of businesses within the valley;
7. Celebrate Redesdale's landscape and heritage in ways which engender greater ownership, pride and engagement in its future, to protect the legacy of Revitalising Redesdale.

Revitalising Redesdale's objectives:

- ❖ Increasing people's knowledge of the local landscape and heritage
- ❖ Celebrating the uniqueness of the local heritage
- ❖ Inspiring people to become more involved with the local heritage;
- ❖ Encouraging better access (both physically and intellectually) to the local heritage through community-led action;
- ❖ Improving people's skills in heritage and landscape maintenance and management.

### **About The Revitalising Redesdale Community Heritage Fund**

A total of £50,000 is available over the five years until December 2022 to support projects developed by community groups, organisations or individuals. Grants will be available for

between £500 and £2000 each and the use of community match-funding is encouraged to show local support.

We anticipate that funds will be awarded over each of the application rounds in roughly equal amounts. The assessment panel will be composed of the RRLP Programme Manager and nominated representatives from each of the local parish councils. It will also have discretion to bring funding forward if it is considered appropriate and can decide not to allocate all of the money available if there are insufficient applications of the required quality.

It is expected that projects will normally be delivered within 12 months of an application granted and all projects will need to be completed by December 2022 at the latest.

### **Grant Criteria – Your application will be judged against the following:**

#### **Essential**

Your project/activity must:

1. Take place in Redesdale, even if the organisation or participants are not based there (see appendix 1. for a map of the area);
2. Be consistent with the aims and objectives of the RRLP, as outlined above;
3. Clearly define what will take place and be achieved;
4. Be properly costed with supporting evidence;
5. Demonstrate wider public benefit beyond the applicant, including physical or virtual access;
6. Include a post-completion plan for maintenance or for sustaining the activity;
7. Demonstrate a contribution from the applicant or community, either in-kind support or match-funding;
8. Include supporting evidence: photos, letters, drawings, etc.

#### **Desirable**

In addition to the essential criteria you may wish to consider the following desirable criteria which may add value to the project and increase its chances of success:

- Projects which will lead to a clearly defined, realistic and sustainable legacy;
- Projects which will include elements that target young people, marginalised people, or newcomers to the communities;
- Projects which directly address local community needs;
- Involving members of the wider community beyond those immediately involved in running the project;
- Wide community participation across all ages and types of audiences;
- Original and exciting projects that have local meaning as a way of meeting new audiences who would not otherwise engage;
- Projects which lever in additional contributions from other sources (as community match funding/cash, volunteer time, or other in-kind contributions);
- Applications providing particularly good value for money may be given priority;
- Projects which show an understanding of monitoring and evaluation requirements, with a range of monitoring tools employed throughout the project delivery;
- Projects which provide an interesting “story” that can be used to promote the RRLP scheme as well as the particular project in question.

## **Who can apply for a Community Heritage Fund grant?**

- The Fund is open to organisations or groups from the public, private, voluntary and community sectors;
- Applicants need not necessarily come from, or be based in, the project area;
- Whilst applications from individuals or commercial organisations are not precluded, there needs to be clear, wider public benefits to the project.

## **What kind of projects are we looking for?**

We can support: Projects that include capital work (including conservation, repair and related activities) and/or activity-only projects.

For example, a project might be:

- A physical item of work (e.g. erecting a new information panel in a village, or creating a new circular walk);
- Collecting information and making it accessible (e.g. organising a biodiversity survey, digitising a community archive, or conducting an oral history project);
- Training volunteers (e.g. providing skills training in heritage research);
- Carry out one or more community events, including art- based activities, focusing for instance on the natural, historic or cultural heritage of the RRLP area.

This is not a comprehensive list and many other activities could also qualify for a grant. If you think you have a good idea, please talk to the RRLP Programme Manager.

## **What we *cannot* fund**

- Projects with little or no public benefit; projects which will be mainly for private gain;
- Projects of little heritage value (for example sports or leisure facilities, civil engineering work, new roads, bridges or traffic systems, new buildings);
- General running costs, existing staffing costs and the like; it should be a new project and not a request for funding for everyday work.

## **How we will assess applications**

Applications will normally be acknowledged within five working days. The RRLP's central team will undertake an eligibility assessment and check all of the information supplied. It is the responsibility of applicants to supply all of the required information.

The assessment panel will be responsible for decisions on grant awards, and for overseeing the distribution and monitoring of the grants. Applications will be assessed against essential and desirable criteria provided above using a scoring system to allow for direct comparison of project applications. It is, therefore, recommended that you provide as much information as possible to show you meet the criteria. In some instances applicants may be asked to provide further information to allow a decision to be taken.

We aim to inform applicants whether their application has been successful promptly after the application deadline (no more than two months), and if so the amount of grant they have been offered. (An offer of grant for less than the full amount requested can be made). This will be followed up by written confirmation, a formal offer of grant, and a contract if successful. These must be signed and returned. We will also send formal rejection letters for unsuccessful applications. There will be no grounds for appeal against the grant decision; however, applications can be resubmitted at a further round.

## **Successful Applications**

All grants will come with certain conditions. These will include:

- That the grant will only be used to support the project specified in the application form;
- That the offer of grant is accepted in writing within a certain period, and the project, including delivery of its outputs and outcomes, is completed and the grant claimed within a specified time period (usually within one year);
- That RRLP and the Heritage Lottery Fund are acknowledged in a manner to be agreed in all associated publicity, annual accounts, publications etc. as appropriate;
- That at least three good quality photos of the project are submitted to RRLP for use in its own promotions and those of the Heritage Lottery Fund.

Grants to successful applicants will be administered by the central RRLP team. The team will also agree a monitoring schedule with each successful project and encourage a use of a wide range of media to actively record progress.

Any offer will also specify the evidence required with the claim for the grant to prove that the project has been completed. This will normally include receipts, but might also include, for instance, feedback forms from participants at an event, or other monitoring and evaluation evidence for proof of delivery of the outputs and outcomes of your project.

For some projects, a mentoring system may also be established with the central RRLP team. Individual Board members or other individuals from the RRLP partnership may have a role in providing support to applicants.

You will be able to start your project as soon as you have our written permission and all other funding (where relevant) is in place.

## **Payment of Grant**

The payment of the grant will be dependent on the submission of relevant records via the Claim Form (e.g. receipted invoices and volunteer time recording sheets), as detailed in the grant offer letter or subsequently agreed in writing with the applicant.

Grant claims will normally be paid within one calendar month following the end of the month in which the claim and associated evidence is submitted, provided all evidence requirements are satisfactorily met. Confirmation of receipt of other funds is also required, where relevant.

## **Monitoring**

You identify project aims as part of your application, which must be realistic and achievable. Your project will be monitored against these and failure to achieve them may result in grant monies being withheld. We will monitor your project via the Claim Forms, which should include copies of all evidence of project delivery and associated documentation (e.g. photographs, etc.). A final completion report should be used to provide an overview of the project achievements, lessons learnt, difficulties encountered, and the legacy left by the project.

The RRLP have a duty to safeguard the legitimate use of the Fund and ensure compliance with the Heritage Lottery Fund's requirements. As such, RRLP reserves the right to inspect the project site or request to view any project materials.

## **Publicity**

The RRLP scheme and the HLF must be acknowledged on all completed project outputs and mentioned in all press releases and publicity material relating to the project. Acknowledgement of your grant must be clear to all visitors, on publications or displays, or to people taking part in activities.

We will expect you to publicise and promote your project as widely as possible to:

- Make sure that the public understand the project;
- Make sure that people have opportunities to take part;
- Contribute to the sustainability of the project;
- Ensure that the RRLP scheme and HLF contributions are recognised.
- The RRLP scheme reserves the right to use any material submitted for publicity purposes.

## **Freedom of Information**

We have a duty to adhere to the Freedom of Information Act 2000. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing details from the application form to anyone who asks to see them. If there is any information in the form that you do not want made publicly available, please make this clear on the form and explain your reasons. We will take these into account when we respond to any request for information. However, we will always consult you first and will take account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1999.

## **Data Protection Act**

Under the Data Protection Act 1998, we will process personal information relating to your organisation, its officers and staff or any other people you refer to in your application, for:

- Assessing your grant application and how we handle it;
- Handling the terms of our grant;
- Sharing information with our specialists and monitors;
- Keeping you informed of our work;
- Publicising information about your application;
- Research related to your application;
- Other legal or regulatory purposes, or other purposes reasonably related to making grants.

## **Application Form**

To make an application to The Revitalising Redesdale Community Heritage Fund, you will need to complete the application form and provide your supporting financial data which needs to include have a detailed breakdown of the expenditure and income of the project, supported by quotes for work where appropriate.

Completed applications – together with all supporting documents - should be sent, preferably electronically, to [info@revitalisingredesdale.org.uk](mailto:info@revitalisingredesdale.org.uk). Alternatively send by post to Revitalising Redesdale, Northumberland Wildlife Trust Ltd, Garden House, St Nicholas Park, Jubilee Road, Gosforth, Newcastle-upon-Tyne, NE3 3XT.

*If you have any questions, please contact the Revitalising Redesdale Programme Assistant, Nick Lightfoot ([Nick.Lightfoot@naturalengland.org.uk](mailto:Nick.Lightfoot@naturalengland.org.uk) / 07552269363)*

## Appendix 1: Geographical Area for the Fund

The RRLP project area is shown within the brown boundary in the map below.

