

Ards and North Down Borough Council Heritage Project Funding Criteria 21/22

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 June 2021 to March 2022
- 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 2022

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.

DATA PROTECTION STATEMENT

Ards and North Down Borough Council values your right to personal privacy. Personal information provided to the Council is processed in order to fulfil its obligations under the Together: Building a United Community Strategy. Personal information will not be shared with any other organisation, unless there is a legal requirement to do so, and will be held for a period of seven years. All information will be processed in accordance with the Data Protection Principles.

You have a right to see and review the personal information held on you. If you wish to request your personal information or have a data protection query, please contact the Council's Data Protection Officer), stating clearly who you are and the nature of your query to:

Data Protection Officer,

Ards and North Down Borough Council,

Town Hall

The Castle

Bangor,

BT20 4BT

Email: dataprotection@ardsandnorthdown.gov.uk or tel: 0330 013 3333.