

## SHETLAND AMENITY TRUST

### HERITAGE GRANT SCHEME

#### GUIDANCE NOTES

Shetland Amenity Trust operates a heritage grant scheme financed by investment income from an endowment fund. The ability to offer grant assistance is dependent on the level of investment income received. Income varies from year to year depending on stock market performance.

The grant scheme is designed to provide assistance for heritage related projects of exceptional quality which accord with the objects of Shetland Amenity Trust's Trust Deed.

The following categories of heritage projects would be considered as being eligible for grant aid:

- Architecture
- Natural Environment
- Access (physical/intellectual)
- Interpretation
- Archaeology
- Conservancy
- Acquisition

#### Level of Grant Assistance Available

Shetland Amenity Trust heritage grants are awarded at the discretion of Shetland Amenity Trust Trustees. Each application is considered on its merits. The decision of the Trustees is final.

Applicants must adequately demonstrate that there is a need for additional grant. Applicants must also demonstrate their commitment to the project by indicating that they are making a substantial 'own contribution'.

In the case of building restoration projects, Shetland Amenity Trust will give preference to projects which seek to restore buildings in an authentic manner, replacing like with like. Preference will also be given to properties of exceptional architectural or historic note.

Shetland Amenity Trust will not consider applications for grant assistance for work that has already begun.

## Timescale

Grant applications will be dealt with on a quarterly basis in the following months:

- January
- April
- July
- October

Applications must be with Shetland Amenity Trust in good time to enable applications to be properly assessed and no later than the 1<sup>st</sup> of each of the above months. Late applications will be deferred for three months. Incomplete or ineligible applications will be returned without assessment.

Responsibility for providing all the necessary information rests with the applicant.

## Post Approval

If a grant is approved by Shetland Amenity Trust, applicants must read and abide by the Conditions which accompany the offer of grant. Failure to comply with the grant conditions will result in the grant being withdrawn.

## Match Funding

Whilst Shetland Amenity Trust recognises that it is not always possible to have all funding sources confirmed prior to an application being considered by Shetland Amenity Trust, it is expected that the applicant should make every attempt to secure other sources of funding. Shetland Amenity Trust staff can advise on potential sources of funding.

## Frequency

Applications for grant assistance towards a project which has already benefited under Shetland Amenity Trust's grant scheme would be ineligible for further grant within a period of two years.

## Ineligible

Ineligible applications would be defined as applications which do not comply with the objects of the Trust Deed. Shetland Amenity Trust will not consider applications for assistance which are for core running costs.

Applicants are advised to consult with Shetland Amenity Trust before completing and submitting an application to the Trust.

## Permissions, Consents & Copyright

It is incumbent on all applicants to clearly demonstrate that they are in possession of all the necessary permissions and consents to enable their project to proceed, whether the project is an architectural heritage project, an access project, an archaeological project or a publication using copyrighted material.

## Cost Estimates

Each application must demonstrate that the cost estimates which are submitted are robust. Where an external contractor is being considered at least two estimates should be enclosed. In other cases where a project is incurring a number of costs these should be clearly set out in detail and enclosed with the application.

## References

For certain projects Shetland Amenity Trust may wish to satisfy itself that the individuals undertaking the work have the necessary ability to carry out the work. In such cases we would expect the applicant to supply appropriate references and CVs of key individuals managing the project. This is particularly important in archaeological investigations.

A.Q.M. Blain  
Deputy Manager

25<sup>th</sup> April, 2012