

## **SHETLAND AMENITY TRUST**

### **HERITAGE GRANT FUND – GUIDELINES**

Shetland Amenity Trust offers a Heritage Grant scheme financed by investment from our Endowment Fund.

The scheme supports good quality heritage initiatives which are in the public benefit, and clearly focus on protecting, enhancing and promoting any aspect of Shetland's natural or cultural heritage, ensuring it is accessible and enjoyed by all.

The annual funding allocation is set each April based on the previous year's interest on the fund and therefore the annual funding available may fluctuate from year to year.

#### **Who can apply?**

- registered charities\*
- constituted community groups
- voluntary organisations
- social enterprises
- individuals with a track record in their field, whose project plan incorporates partnership working with a community group or local agency

\*includes universities and colleges, but excludes charities receiving core funding from Shetland Charitable Trust.

Only one application from an individual/organisation can be made within one financial year, and no subsequent applications for an individual project can be made within one year of project completion.

#### **Funding criteria**

We want to hear about you, your experience and your ideas on how to develop Shetland's heritage through projects for community and [public benefit](#).

We will prioritise applications which clearly align with our [strategic priorities](#) and help with one or more of the following:

- increase resilience to economic, social and environmental impacts on Shetland's heritage;

- enable the protection, enhancement and restoration of Shetland's unique biodiversity;
- encourage improved physical and mental wellbeing through engagement with Shetland's heritage;
- support and enhance sustainable communities through Shetland's heritage;
- further Shetland's heritage through effective collaboration and partnership.

The scheme can fund one off project costs, including capital costs.

Examples of qualifying projects include:

- purchase of equipment to record, digitise and share Shetland's heritage;
- conservation of buildings, monuments, documents or artefacts of cultural significance;
- exchange of knowledge through research, interpretation, publications or events;
- volunteer expenses and training;
- improvements to access or energy efficiency at heritage sites.

Ineligible costs are:

- revenue costs e.g. existing staff and core running costs;
- purchase of land or buildings;
- items for individual, commercial or financial gain;
- project costs that have already been committed.

For pilot projects, please provide information about your exit strategy and how your proposed activity will be sustained beyond the funding. Where longer term activities are supported, the Trust will seek reassurance that the work can be sustained without ongoing grant support.

### **How much can you apply for?**

The maximum grant in any year will be 90% of total project costs, up to a maximum award of £5,000.

Applicants must specify other funding secured or sought, and demonstrate their commitment and contribution to the project financially and/or in kind.

### **How to apply**

Applicants should complete the application form downloadable from our website or available from [info@shetlandamenity.org](mailto:info@shetlandamenity.org). Completed applications should be submitted to this email address.

Applicants are strongly encouraged to discuss their potential projects with us in advance of submitting an application. Please contact [info@shetlandamenity.org](mailto:info@shetlandamenity.org) and your enquiry will be forwarded to the relevant officer.

Each applicant must provide a clear project description, timeline, expected outputs and full detail of estimated costs. Where an external contractor will be employed, at least two estimates are required.

Applicants must provide copies of any relevant permissions and consents.

Individual applicants are required to demonstrate that the project's main purpose is for [public benefit](#) and provide CVs and references in support of their application. We may also request appropriate references for key individuals managing other projects in order to assess they have the appropriate skills to carry out the work.

### **When to apply**

Applications will be invited annually in two tranches, with closing dates of 31 May and 30 November.

Applications received will be acknowledged within 7 working days and applicants will receive a decision within four weeks of the closing date, provided no additional information is required.

Projects cannot start work until the applicant has received and accepted the grant award letter.

### **Assessment**

The Chief Executive and her/his representative will assess projects against the funding criteria, and consider the applicant's own contribution, whether cash, in-kind or volunteer contribution.

Successful applicants will be issued with a grant award letter detailing the grant conditions. Grant payments will usually be made in two instalments – 70% up front and 30% on submission of a satisfactory final report and proof of expenditure.

Unsuccessful applicants will be provided with feedback and informed whether there are options to resubmit or appeal the decision.