

Cranborne Chase and Chalke Valley Landscape Partnership Scheme

Communities Caring for Heritage Grants Scheme Guidance for Applicants



CHASE & CHALKE
LANDSCAPE PARTNERSHIP



Communities Caring for Heritage Grant Scheme: Guidance for Applicants

Version 2.0

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Introduction

This grants programme forms part of the Chase and Chalke Landscape Partnership Scheme. It aims to enable the communities of the Cranborne Chase and Chalke Valley area (Plate 1) to celebrate their natural, historic and cultural heritage; to research it, establish events and make improvements to the local built and natural heritage. The Chase and Chalke Landscape Partnership Scheme is funded by the National Lottery Heritage Fund (NLHF) alongside other partners.

All grant applications must contribute to the mission statement of the Chase and Chalke Landscape Partnership:

“A Cranborne Chase and Chalke Valley which is a healthier and better functioning landscape for people and wildlife, nationally recognised for its beauty, its extraordinary historic links to the past, a place where everyone can make a true connection with their environment, a living landscape where opportunities exist for present and future generations to appreciate and enjoy nature and heritage”.

This guide provides full details about the grants programme in terms of what the Communities Caring for Heritage Grants Scheme can fund, who is eligible to apply and any restrictions. It is important that all applicants read this guide as it gives additional information to that contained within the application form. All applications must be made on the application form and a variety of supporting documentation is required.

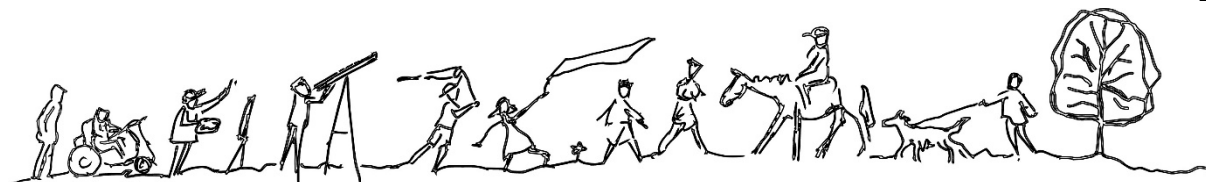
The Communities Caring for Heritage Grants Scheme is administered by the Chase and Chalke Landscape Partnership who can answer any questions and give assistance and/or advice to potential applicants to ensure the best possible outcome

Who can and cannot apply?

Eligible applicants are:

‘Not for profit’ organisations that fall into one or more of the following categories:

- A community or voluntary group/organisation
- A registered charity
- A social enterprise or other non-profit making organisation
- A parish council
- A school
- A church



The following cannot apply for a community grant:

- Individuals
- Private businesses
- Any other organisation (formal or informal in structure) with the ability to distribute funds and/or assets among its members
- Applicants with projects that will not benefit the Cranborne Chase and Chalke Valley area.

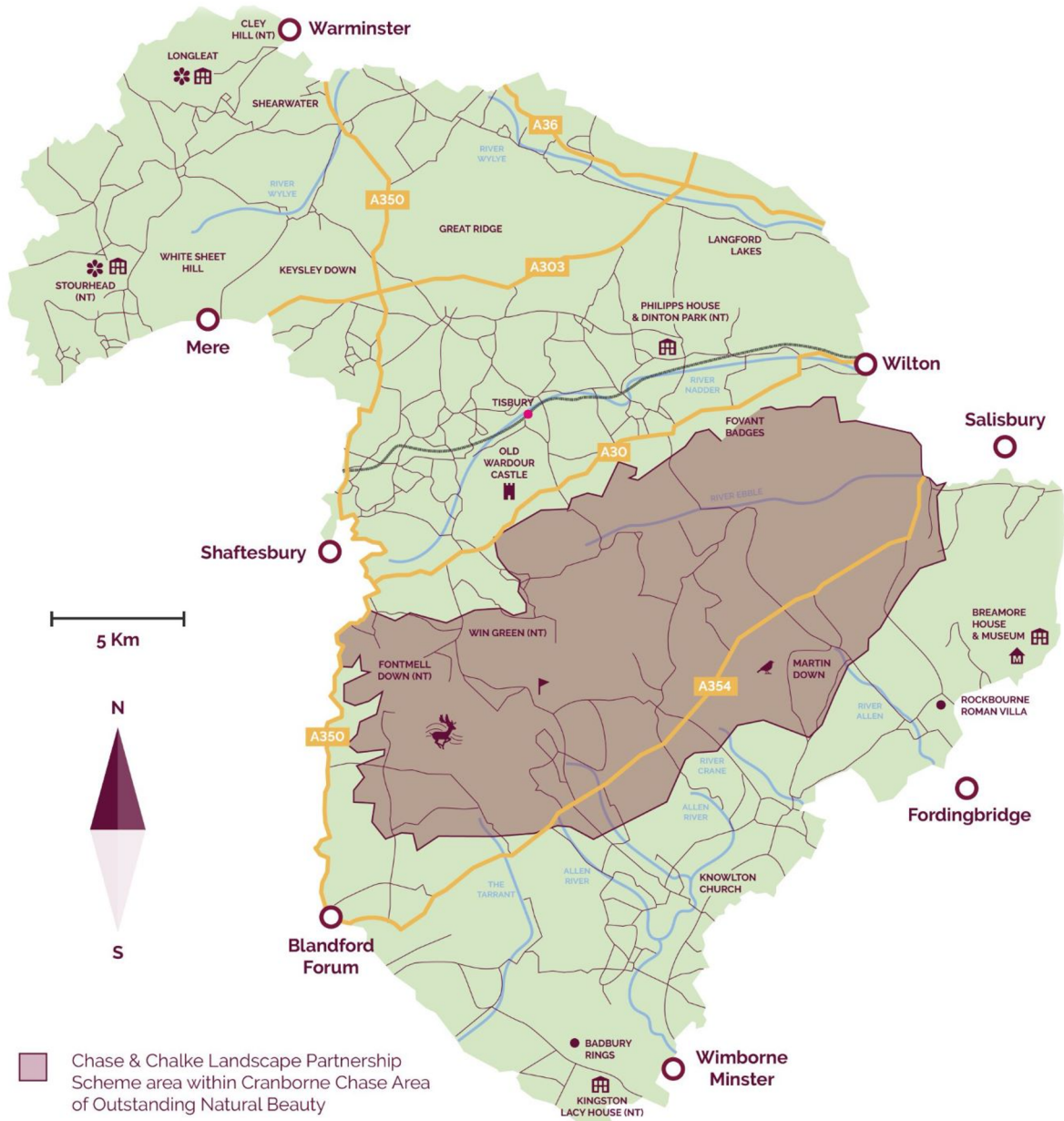


Plate 1: The Cranborne Chase and Chalke Valley Landscape Partnership area within Cranborne Chase AONB



Fund objectives

Specifically grant assisted projects must contribute to at least one of the following objectives:

1. Conserving, protecting, and/ or enhancing natural, historic or cultural heritage.
2. Helping people learn about their natural, historic or cultural heritage.
3. Helping communities celebrate the natural, historic or cultural heritage.
4. Increasing people's awareness and enjoyment of the Cranborne Chase and Chalke Valley area for residents and those working in or visiting it.

Examples of projects that are likely to be eligible are:

- Restoring an historical site such as a dew pond.
- Creating a new village walking trail with information leaflets or boards.
- Organising a new event featuring traditional crafts or focusing on an historical event.
- Setting up a volunteer opportunity contributing to the Chase and Chalke Landscape Partnership objectives such as hosting a volunteering weekend for visitors to work on a particular natural or built heritage site.

Please note that specialist input from an ecologist, tree officer, landscape architect, building conservation officer or archaeologist may need to be included in your grant application and costed (from your grant budget) appropriately. The Chase and Chalke Landscape Partnership team can advise on this.

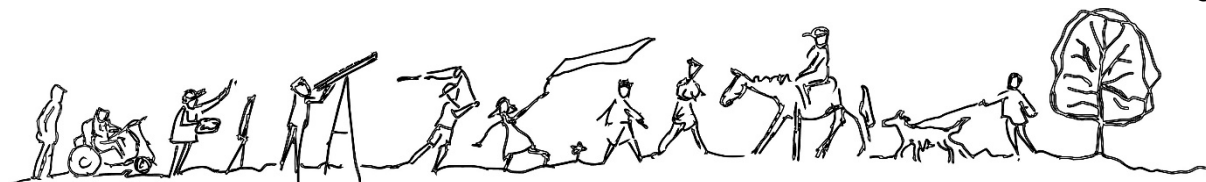
What will the scheme fund?

Costs that **can** be supported are:

- Capital costs e.g. equipment, building costs
- Revenue costs e.g. training, specialist input, room hire, event costs, event publicity, leaflets

Costs that **cannot** be funded:

- Recoverable VAT (if you are not VAT registered, then VAT costs can be applied for)
- Retrospective costs (costs incurred or committed to before receiving a Grant Offer Letter)
- General appeals
- Costs for activities that are entirely or mainly set up to promote religious or political beliefs
- Projects involving activities that are a statutory responsibility
- Projects that are not benefiting the Cranborne Chase and Chalke Valley area
- Projects that do not meet at least one of the CCLP objectives.



How much can we give?

The Communities Caring for Heritage Grant Scheme will normally offer grants of between £500 - £5,000 to cover up to 50% of project costs. Applicant groups will need to provide match funding for their projects in order to receive a grant. Match funding may come from any of the following:

- Other grants, but not from another National Lottery Heritage Fund grant
- Community fundraising
- Your organisation/group's reserves

Up to half of the match funding (i.e. up to 25% of the total project costs) can also be met by in kind contributions, i.e. volunteer input costed at rates set by the National Lottery Heritage Fund (see below) or donations of materials, equipment or services.

- Professional labour: £350 a day e.g. accountancy, legal advice, ecological expert.
- Skilled labour: £150 a day e.g. administrative work or activities for which training or specialist knowledge is required.
- Unskilled labour: £50 a day e.g. working as a steward at a consultation event.

For example: Project to organising a new event featuring traditional crafts

		% of Project Costs
Total Project cost	£8,500	
Eligible grant	£4,250 (maximum)	50%
Cash match (from reserves or other grant)	£2,125 (minimum)	25%
Value of in-kind contributions	£2,125 (maximum)	25%
		100%

The Chase and Chalke Landscape Partnership team can offer advice on how to value in-kind contributions and may be able to signpost to other sources of grant funding that can be used as match funding.

Reapplication

A group may apply for a second grant 12 months after the date of the offer letter for their first grant provided that their first Communities Caring for Heritage Grant Scheme funded project has been satisfactorily completed including submission of the final claim and monitoring report.

If the first project is of more than 12 months duration, a group may apply for a second grant provided that satisfactory interim claims and progress reports have been



submitted which demonstrate that it is achieving its aims towards the Communities Caring for Heritage Grant Scheme objectives and is on track for completion.

Unsuccessful applications

Unsuccessful applicants will be given feedback on their application and may re-apply as soon as they wish - each application will be assessed on merit.

The Community Grants Panel

The Community Grants Panel will meet to make decisions on all applications received. We have three deadline dates for applications each year. They fall at the end of April, August and December. We aim to give you a decision on your application within six weeks of the closing dates.

Successful Applications

Successful applicants will be sent an offer letter detailing the grant awarded and a Terms and Conditions of Grant document, which must be signed and returned to indicate that the conditions have been accepted.

Generally, it is expected that the grant will be spent within one year of the offer letter date. After returning your signed Terms and Conditions of Grant document you will receive notification from us to start your project.

Use of logos

The Chase and Chalke Landscape Partnership and National Lottery Heritage Fund logos must be displayed on any publicity produced regarding a grant funded project. This is a condition of any grant awarded.

The Chase and Chalke Landscape Partnership team will offer guidance on this.

Monitoring and payments

All Communities Caring for Heritage Grants are paid in arrears on receipt of evidence of expenditure.

You may request your grant at the end of your project, or at 3 monthly intervals in line with a schedule which we will agree with you. When making a grant claim you will be required to provide evidence of all expenditure and in-kind contributions. We will also ask you to provide evidence of cash match funding.



At the end of your project you will be required to complete a Monitoring Report in order to claim your final grant payment. In this report you will be asked to describe how your project has contributed to the fund's objectives (see page 2), and provide evidence that your project has taken place, e.g. photographs, publicity, attendance sheets, together with evidence of final expenditure and match funding, including in-kind contributions.

Once we have received your Monitoring Report, we will make the final claim to the National Lottery Heritage Fund to reimburse you.

There are set dates when we can make claims so depending on when you submit your claim this may take up to three months. The Chase and Chalke Landscape Partnership team will make you aware of claim dates to help reduce your wait, but please discuss with us if this delay will cause a problem.

All payments are made directly to your group via bank transfer, to which you are expected to acknowledge receipt. As part of the process, you are expected to keep appropriate records for 10 years. Further details are provided to successful applicants in a Terms and Conditions of Grant document.

Data protection

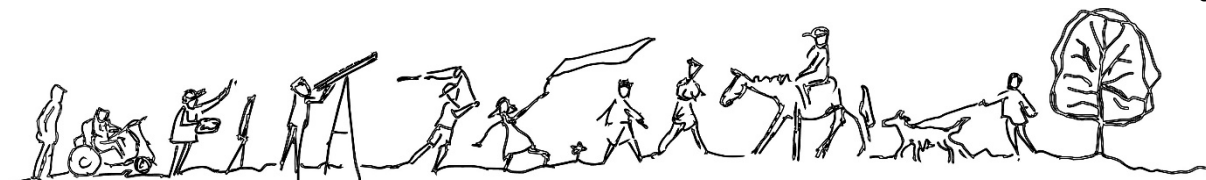
We will use the information you give us on the application form and during the life of any grant awarded to administer and analyse grants. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications and monitoring grants e.g. the Community Grants Panel. We may also share information with other organisations with a legitimate interest in the applications and grants or for protection from, or detection of, fraud.

Variance to the conditions outlined above

The Community Grants Panel reserves the right to grant aid at a higher level and/or vary the requirements for match funding, or vary the system of grant payments outlined above, if a specific project proposal is deemed to merit additional support. Contact the Chase and Chalke Landscape Partnership team in the first instance if you wish to discuss your project proposal.

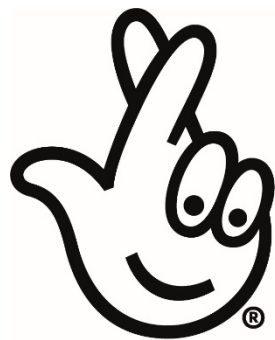
For further assistance and information

Please contact the Chase and Chalke Landscape Partnership Scheme Manager on 01725 517417 to discuss any project ideas you may have or email chaseandchalke@cranbornechase.org.uk.



By mail you can contact us:
Chase & Chalke Landscape Partnership Scheme
Cranborne Chase AONB,
Rushmore Farm,
Tinkley Bottom,
Tollard Royal,
Wiltshire,
SP5 5QA

For more information about the Chase and Chalke Landscape Partnership scheme
please visit <https://cranbornechase.org.uk/chaseandchalke>



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