



Ouse Washes
The Heart of the Fens

Ouse Washes Landscape Partnership – Grant Guidance



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Ouse Washes: The Heart of the Fens Landscape Partnership scheme

Community Heritage Fund, our small grants scheme

- Guidance Notes for Grant Applicants

Introduction to the Ouse Washes Landscape Partnership scheme (OWLP)

The Ouse Washes: the Heart of the Fens Landscape Partnership scheme (OWLP) is a three year Landscape Partnership Scheme, running from April 2014 to March 2017; it is largely grant-aided through the Heritage Lottery Fund. At the core of the OWLP scheme are 25 projects, to be delivered by a wide-ranging partnership. The 25 inter-related projects focus on the OWLP area, its heritage and its communities, and are delivered by a number of local, regional and national partner organisations and local communities. The 25 projects, one of which is our Community Heritage Fund, cover the following four **HLF Programmes**:

- A. Conserving or restoring the built and natural features that create the historic landscape character;
- B. Increasing community participation in local heritage;
- C. Increasing access to and learning about the landscape area and its heritage; and
- D. Increasing training opportunities in local heritage skills.

The OWLP has a set of distinctive **Strategic Objectives**, which are:

1. To conserve and enhance the unique biodiversity, wetland landscape, heritage and cultural assets of the OWLP area and strengthen and develop local character and distinctiveness;
2. To make available, through various multimedia, a range of information sources, that tell the story of the landscape past and present and open up new dialogues that inform debate about changing and adapting management processes in the future;
3. To encourage people to experience the Ouse Washes LP area and learn about the landscape's built and natural heritage through actively taking part in archaeological digs, conservation projects, cultural activities, festival events, volunteering and learning;
4. To improve access to and to encourage people to visit, respect and appreciate the Ouse Washes LP area's nature reserves and historically important sites through enhancing interpretation and facilities;
5. To improve the skills of local people, particularly those who are unemployed or with low educational attainment, through providing volunteering opportunities and work placements across the Ouse Washes LP area.



Further details about the OWLP scheme can be found at <http://ousewasheslps.wordpress.com/>

About the Community Heritage Fund, our small grants scheme

One of the 25 projects is our community grants scheme, the 'Cultural Heritage Fund'. A total of £29,160 is available over the three years until March 2017. This fund is intended to support community groups, organisations or individuals seeking financial assistance with additional projects which meet the OWLP objectives.

Grants are available to encourage original community projects that help people look after, learn about, extend understanding of and celebrate the Ouse Washes LP's unique landscape and heritage.

It is hoped that projects will encourage interaction between partner organisations, community groups and local visitors; and encourage better access to heritage assets through community-led action. Through this, local communities can learn about the landscape and actively take part in local initiatives. In the process, it is hoped that the grant scheme will encourage local leadership, build local community capacity and attract new audiences to engage with the area's heritage.

There will be up to five separate application rounds, with the following deadlines for applications:

1. 20 August 2014
2. 30 November 2014
3. 30 April 2015
4. 31 October 2015
5. 29 February 2016

Grants will be available between £500 and £2000 each. The use of community match-funding is encouraged to show local support. It is envisaged that, over the 3 years of the OWLP scheme, up to 30 grants may be issued.

We anticipate that funds will be allocated over each of the application rounds in roughly equal amounts, but this is not an absolute requirement and the assessment panel will have discretion to bring funding forward should there be excellent applications. Equally, we reserve the right not to allocate all the money available if there should be insufficient applications for the required quality.

It is expected that projects will normally be delivered within 12 months of an application granted; all projects will have to be finished by March 2017 at the latest.

The Grant Criteria - Essential

1. Individual grants asked for can be between £500 and £2,000 per project.
2. Projects should have clear public benefits stemming from the project;
3. Projects should have clear aims, and a set of clearly defined activities, outputs and outcomes;
4. Projects should be realistic, feasible and time-limited;
5. The people/organisation behind the project show capacity and capability for carrying out the project;



6. Projects should involve people in the local community in the development and delivery of the project;
7. At least some of the delivery of the project should be scheduled during one of the OWLP's main public events, the Festival Fortnights, scheduled for July 2015 and July 2016, to provided added value to the events programme at a local level;
8. The project should meet at least one of the following **main criteria**; the more of the below criteria you can prove to target, the better your chances will be of having your project grant-aided:
 - **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.**

The Grant Criteria - Desirable

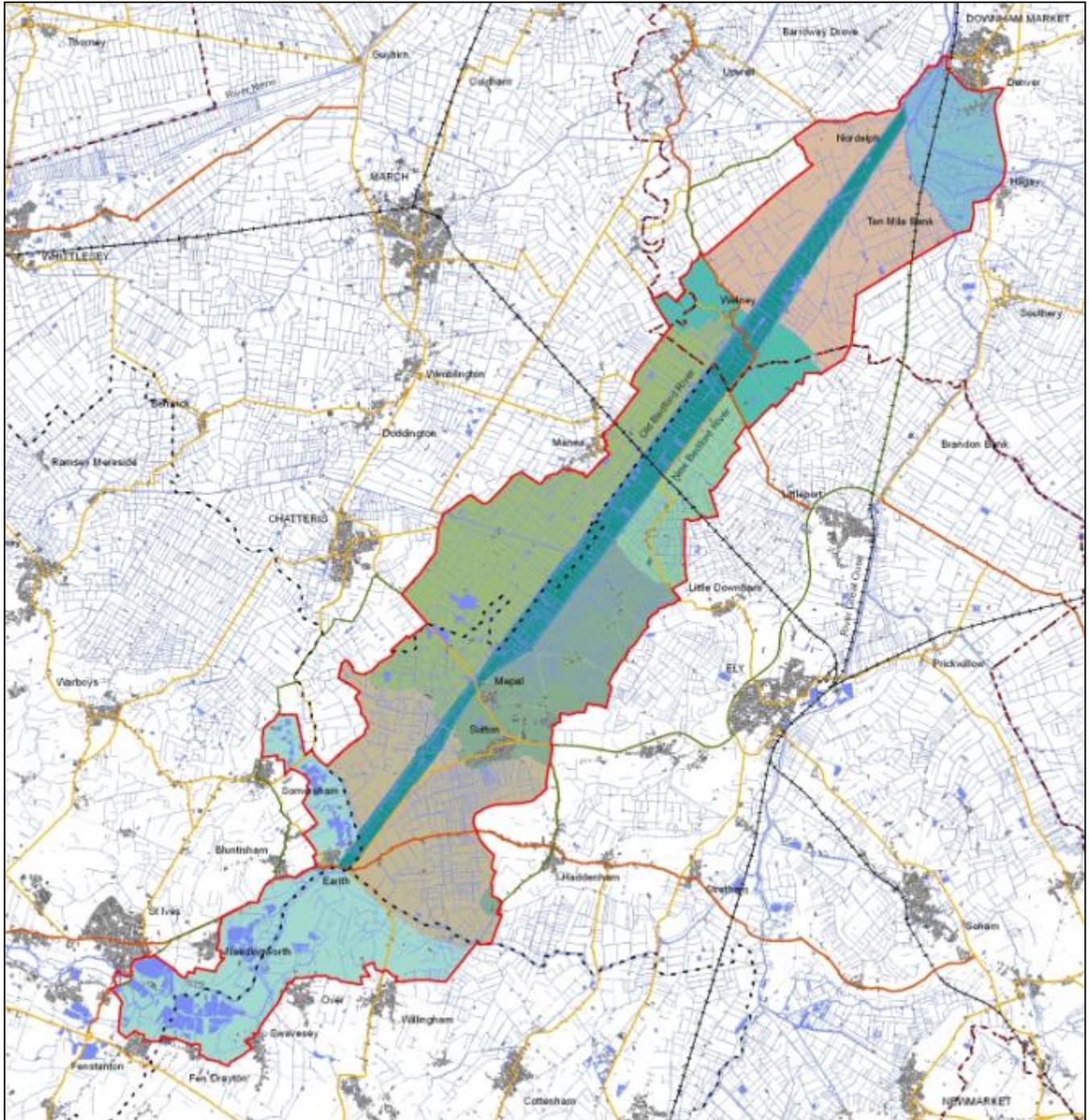
In addition to the essential criteria you may wish to consider the following desirable criteria which may add value to the project and increase its chances of success:

- Projects which directly address local community needs are encouraged;
- Involving members of the wider community beyond those immediately involved in running the project is encouraged;
- Wide community participation across all ages and types of audiences is encouraged: original and exciting projects that have local meaning are encouraged as a way of meeting new audiences who would not necessary engage otherwise;
- Projects which will include elements that target young people, marginalised people, or newcomers to the communities, are particularly welcomed;
- Projects which will lead to a clearly defined, realistic and sustainable legacy are particularly encouraged;
- Projects which levers in additional contributions from other sources (as community match funding/cash, volunteer time, or other in-kind contributions) are welcomed;
- 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, are encouraged.
- Projects which provide an interesting "story" that can be used to promote the OWLP scheme as well as the particular project in question are particularly welcomed.



Geographical Area for the Fund

The OWLP's project area is shown in the below map. However it is not a strict requirement for projects to be delivered within this area, so long as they help the strategic aims and objectives of the OWLP scheme.



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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 from within or outside the Ouse Washes Landscape Partnership area;
- Applicants need not necessarily come from, or be based in, the project area. However, projects must further the objectives of the Ouse Washes Landscape Partnership scheme;
- Whilst applications from individuals or commercial organisations are not precluded, there needs to be clear, wider public benefits and it is expected that in most cases applications will be submitted on behalf of organisations or groups of people.

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., creating, restoring or replacing something, for example 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 up people (e.g., providing skills training in heritage research or land-based management skills);
- Or carry out one or more community events, focusing for instance on the natural, historic or cultural heritage of the OWLP area.

This is certainly 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 OWLP Project Manager.

What we *cannot* fund

- Projects with little or no public benefit; projects which will be mainly for private gain;
- Projects of little clear heritage value (for example sports or leisure facilities, civil engineering work, new roads, bridges or traffic systems, new buildings);
- The OWLP's Community Heritage Fund cannot be used to support organisations' general running costs, existing staffing costs and the like; it should be a new project and not a request for funding for everyday work; overheads such as travelling expenses and photocopying can, however, be included in your budget;
- Whether or not the application stems from a VAT-registered organisation, as a grant-funded project we cannot fund any VAT elements (therefore use figures in the cost overview excluding any VAT).



The Fund and its Management

The central OWLP team based at Cambridgeshire ACRE will be available to potential applicants for advice on eligibility and for guidance through the application procedures. We recommend that you call us to discuss a project idea in advance of filling in an application form: we can often give advice to help you maximise your chances of success. On request, more detailed pre-application discussions can also be held, either at Cambridgeshire ACRE's office in Littleport or on the project delivery site(s) if deemed necessary.

If your application is successful we will send you a formal grant offer letter, together with a contract for you to sign and return to us. 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.

Grants to successful applicants will be administered by the central OWLP team based at Cambridgeshire ACRE. The staff based at Cambridgeshire ACRE will also agree a monitoring schedule with each successful project and encourage a use of a wide range of media to actively record progress. A guidance note will be made available for successful applicants on project monitoring and evaluation.

For some projects, a mentoring system may also be established, with the central OWLP team as well as individual Board members and other individuals from the OWLP partnership having a roll to play in giving support to groups across the area; where other partners can provide knowledge and expertise to smaller groups links will also be encouraged.

How we will assess applications

Applications will normally be acknowledged within five working days. The OWLP's central team will undertake an eligibility assessment and will normally come back to applicants if there is missing information or if they feel that the project is not eligible. However it is the responsibility of the applicants to see that they have supplied all the required information.

A Committee formed of members from the OWLP Board and other key partner organisations will be responsible for decisions on submitted applications, and for overseeing the distribution and monitoring of the grants. The Committee will meet to assess applications about two weeks after the deadline; in some cases this may be done remotely (i.e., each Committee member sending his or her assessments to the central OWLP team by email).

The Committee will assess applications taking the above essential and desirable criteria into account. The assessment will include a scoring system, allowing for direct comparison of project applications. It is, therefore, recommended that you provide as much information as possible to show you meet the criteria.

Applicants may in some instances be asked to provide further information to allow a decision to be taken. The Committee may decide to make an offer for less than the full amount requested. They may also give guidance to the Ouse Washes LP's central team to discuss certain aspects of the project with the applicant to clarify details before they give their final advice.



It is important for the Committee to see the financial details of a project, with quotes for work where appropriate. The application form - with your supporting financial data - should have a detailed breakdown of the expenditure and income of the project. It is important for the panel to see how the money is likely to be spent. It is appreciated that some elements may be hard to cost but it is important that expenditure is not lumped together under large general headings or that guesses, rather than informed estimates, are made about costs. If estimates have to be made, please indicate this and state how they were arrived at.

Applicants will normally be informed within five working days of the funding meeting whether their application has been successful, and if so the amount of grant they have been offered. This will be followed up by written confirmation and a formal offer of grant aid for successful applicants. There will be no grounds for appeal against the grant decision; however, if unsuccessful, applications can be resubmitted at a further round.

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 OWLP 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 OWLP for use in its own promotions and those of the Heritage Lottery Fund.

The offer will also specify the evidence required to prove the project has been completed that will need to accompany the claim for the grant. 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.

Payment of Grant

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

Grants are only paid in arrears, on successful completion of the project and adherence to the conditions. Confirmation of receipt of other funds is also required (where relevant). A case can be made with the application for the grant money to be paid in instalments, on completion of certain milestones of the project; you will also be able to claim on the basis of invoices alone, no proof of payment is required at the claiming stage, although this is encouraged.

Cambridgeshire ACRE will normally meet a grant claim within one calendar month following the end of the month in which you provide us with your claim and associated evidence, but this is subject to the Grant Recipient satisfactorily meeting all evidence requirements.



Monitoring

In your application you will be asked to identify project aims, activities, outputs and outcomes. Monitoring of your project will be based on the outputs and outcomes, so it is very important that they are realistic and achievable. Failure to achieve them may result in grant monies being withheld.

The OWLP's central staff will monitor the progress of projects and may, where deemed necessary, carry out site inspections. If this monitoring highlights difficulties with the project there may be a need for discussion and negotiation. It is the desired intention to help all projects reach a satisfactory conclusion, but the OWLP will wish to safeguard the wise and legitimate use of the Fund and ensure compliance with the Heritage Lottery Fund's requirements.

Meeting HLF requirements is essential as OWLP must in turn be able to reclaim the money awarded back from HLF.

Monitoring forms are to be filled in halfway through the agreed grant period and are a necessary part of the feedback to both the OWLP and the Heritage Lottery Fund.

In addition, the OWLP Programme Manager will request a short Final Report to be emailed to mark.nokkert@camsacre.org.uk, together with copies of all evidence of project delivery and associated documentation (e.g., photographs and videos). The grant will not be paid until the Final Report and all invoices and other evidence have been received. The Final Report, a pro-forma which will be sent on request, should be used to provide an overview of the project achievements, lessons learnt, difficulties encountered and the legacy left by the project.

Publicity

The Ouse Washes Landscape Partnership scheme reserves the right to use any material submitted for publicity purposes.

The Ouse Washes Landscape Partnership scheme and the Heritage Lottery Fund 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 Ouse Washes Landscape Partnership scheme and Heritage Lottery Fund contributions are recognised.



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 1998.

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 Forms

Completed applications – together with all supporting documents - should be sent, preferably electronically, to mark.nokkert@camsacre.org.uk

Alternatively send to:

Mark Nokkert
Ouse Washes Landscape Partnership
Cambridgeshire ACRE
32 Main Street
Littleport, Ely
Cambridgeshire
CB6 1PJ

If you have any questions please contact mark.nokkert@camsacre.org.uk or Tel: 01353 865030