



## Pendle Hill Fund



## Grant Guidelines

# Pendle Hill Fund

## Introduction

The Pendle Hill Landscape Partnership is a four year Heritage Lottery funded scheme, running from 2018 to 2022. This exciting programme of activity looks to re-connect people with their landscape and their past, to safeguard the area's wildlife and heritage, and to improve people's access to this popular countryside area. We will do this by providing opportunities for training and volunteering; by supporting research and devising digital interpretation to inspire a new generation about our heritage; by restoring important landscape features, and by working with communities to re-tell the stories of radical Pendle people.

Pendle Hill LP has a particular focus on creative community engagement and it is governed by a wide ranging Partnership Board including community representative and local organisations.

As part of the scheme we have a small grants fund totalling £80,000 over the four years. This 'Pendle Hill Fund' is intended to support organisations and communities seeking assistance with their own heritage and landscape projects which also meet the wider scheme objectives.

There will normally be up to two application windows each year when you can apply for funds, if there is still money remaining after the first application window. In year 3 the first application window will open on 3<sup>rd</sup> August and close on 14<sup>th</sup> September 2020.

We anticipate that funds will be allocated over each of the four years in roughly equal amounts, but this is not an absolute requirement and the grants panel will have some discretion to bring funding forward should there be excellent applications totalling more than the allocation in one year. 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 individual grants will normally be in the range of £2000 to £10000. We will usually look to award one large grant each year, plus three or four smaller grants.

## The Fund and its Management

There are currently two different types of Pendle Hill Fund Grants:

- Pendle Hill Fund Grant (£2000 - £10000)
- Pendle Hill Fund Small Grant (up to £500)

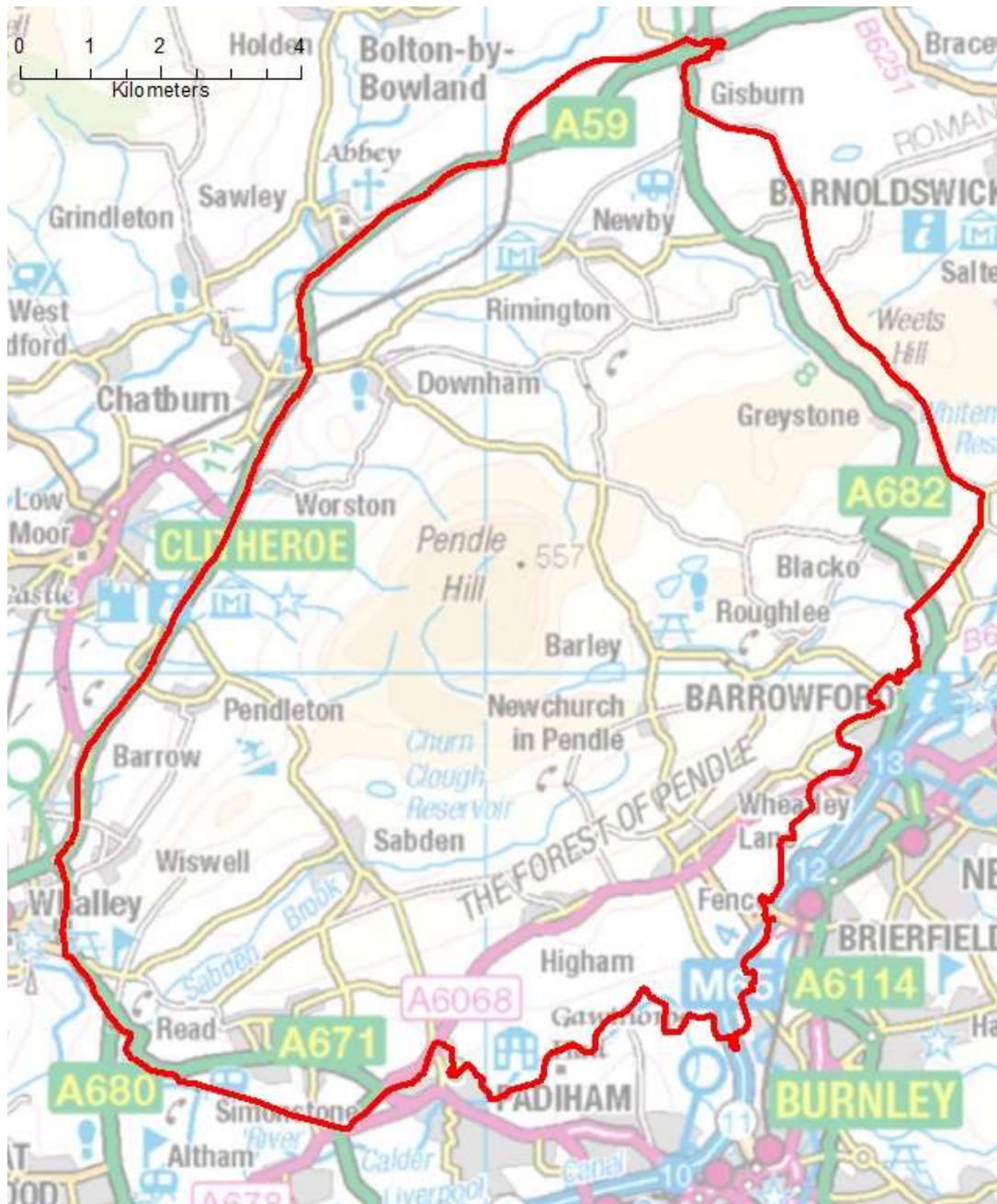
Pendle Hill Fund grants are administered by the Pendle Hill LP Community Engagement Officer, and are managed by a small panel composed of members of the Pendle Hill LP Boards and Partners who will make decisions on which applications will be awarded grant.

The Community Engagement Officer will be happy to advise potential applicants about eligibility – in fact we recommend that you call us to discuss a possible application. We can often give advice to help you maximise your chances of success, or, alternatively, save you wasted time if your proposal is clearly unlikely to get accepted.

If you would like to know more about the Small Grants available through the Pendle Hill Fund, please access those specific grant guidelines through our website.

## Geographical Area for the Fund

The project area for the Pendle Hill Landscape Partnership is found on [www.pendlehillproject.com/pendlemap](http://www.pendlehillproject.com/pendlemap). However it is not a requirement for applicants to be based within this area so long as the project activity is within the boundary and meets our criteria.





## Fund Criteria and Priorities

We will consider funding projects that meet at least 2 of the following criteria:

- A. Improve the condition of locally important heritage and landscape features
- B. Increase knowledge and understanding of distinctive people and places, and share this with a wide audience.
- C. Provide training, learning or volunteering opportunities linked to the area's heritage and landscape
- D. Enable more people to explore and enjoy the heritage and landscape of Pendle Hill, particularly our target audiences (see below).
- E. Improve the visitor and walking experience of the Pendle Hill LP area.

Applicants should also be able to demonstrate that they:

- Provide some form of match funding for the project themselves
- Have plans which are financially realistic and achievable in the time given (normally 12 months)
- Provide public benefits that outweigh any private gain

### Target Audiences

The Pendle Hill LP has identified that some sectors of our local community are under-represented as visitors to the Pendle Hill area. The programme is committed to engaging with more and a wider range of people, and in particular the following target audiences:

- Young people aged 15-25
- Family groups
- People from black, Asian and minority ethnic communities
- People experiencing mental health issues and/or social isolation.

We are keen to support projects that engage with and welcome these groups to the Pendle Hill LP area.

## Applicants and Rate of Grant

### Applicants

We welcome applications from registered charities, Community Interest Companies, and voluntary or community groups which are constituted and have a bank account. Parish councils, schools and colleges and businesses may also apply where the project is of public benefit. By 'public benefit' we mean accessible to the general public and freely available.

We will not consider more than one successful application from the same organisation in a project year (April to April).

We can fund both revenue costs and capital costs for projects that meet the criteria and which will normally be completed within one calendar year of the grant award, although two year projects will be considered. By a 'project' we mean work or activity that will be addition to the normal everyday work of the applicant organisation, which has specific aims and a schedule for completion.

### Different organisations are eligible for different rates of grant

The rates shown below are based on a percentage of the total project costs:

Applicant	Rate of grant
Charities and CICs, Community and Voluntary Groups	Up to 90%, the remainder can be in cash provided by the applicant, volunteer time or as gifts in kind.
Parish Councils	Up to 75%, at least 25% of the total costs must be provided in cash by the applicant
Schools and Colleges	Up to 75%, at least 25% of the total costs must be provided in cash by the applicant
Businesses	Up to 50%, at least 25% of the total costs must be provided in cash by the applicant

'Cash match' can be other grants, or money from your own reserves, or from fundraising.

Volunteer time is valued at £50/day for unskilled labour, £150/day skilled and £350/day professional. 'Gifts in kind' might be equipment, materials or services offered to your project for free. In both of these cases, please calculate the real cash value of the volunteer time or gift and include it as a project cost and as income on the application form.

Please note, your grant award can only cover cash items, NOT the value of gifts in kind or volunteer time.

## Financial Details and Grant Management

### Financial Details

It is important for the panel to see the financial details of a project, with quotes for any individual items over £1000. Your application must include a detailed breakdown of the expenditure of the project. It is important for the panel to see how the money is likely to be spent in order to assess it is feasible and achievable. 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 informal estimate are made about costs.

If the application is from a non VAT registered organisation/body we can fund the gross cost of the project (i.e. VAT cost can be included in the grant awarded, but this still refers to maximum of £10000). If the application is from a VAT registered organisation the grant cannot include any VAT costs (i.e. use the figure excluding VAT in your application and request for funds).

### Grant Management

Applications will normally be acknowledged within 5 working days. The grants panel will meet to assess the applications about two weeks after the deadline. Applicants may in some instances be asked to provide further information to allow a decision to be made.

Applicants will be informed within five working days of the grants panel 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, a formal offer of grant awarded, for successful applicants.

#### **All grants will come with certain standard 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 is completed and the grant claimed within a specified time period (usually within one year)
- That Pendle Hill LP and National Lottery Heritage 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 Pendle Hill LP for use in its own promotions and those of the National Lottery Heritage Fund.

### Payment of Grant

The formal offer letter will also specify the evidence required to prove the project has been completed in order for you to claim back the grant. This will normally include receipts for all project costs, a claim form plus a short written report, a template for which will be provided with your grant offer. Confirmation of receipt of other match funds, gifts in kind and volunteer time is also required.

Grants are usually paid in arrears, on successful completion of the project.

## Completing your Application

Please attach any supporting documents required. These might include:

- Any written quotes for items worth over £1000
- A small number of electronic images (jpeg or pdf) that help describe your project
- For site based projects you MUST include a letter of permission from the owner, PLUS a map or sketch scheme plan describing your project

Please send an electronic version of your application form to:

[pendlehill.lp@lancashire.gov.uk](mailto:pendlehill.lp@lancashire.gov.uk).

Please include Pendle Hill Fund in the subject line.

Please remember to print and sign the Declaration page of your application and post it to:

The Forest of Bowland AONB  
Kettledrum  
6 Root Hill Estate Yard  
Whitewell Road  
Dunsop Bridge  
BB7 3AY