



## Pendle Hill Fund



## Small Grants Guidelines



TOGETHER FOR OUR LANDMARK



# 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.

The Small Grants scheme will open in January 2020, this will be open all year for projects looking for a maximum of £500.

## 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)

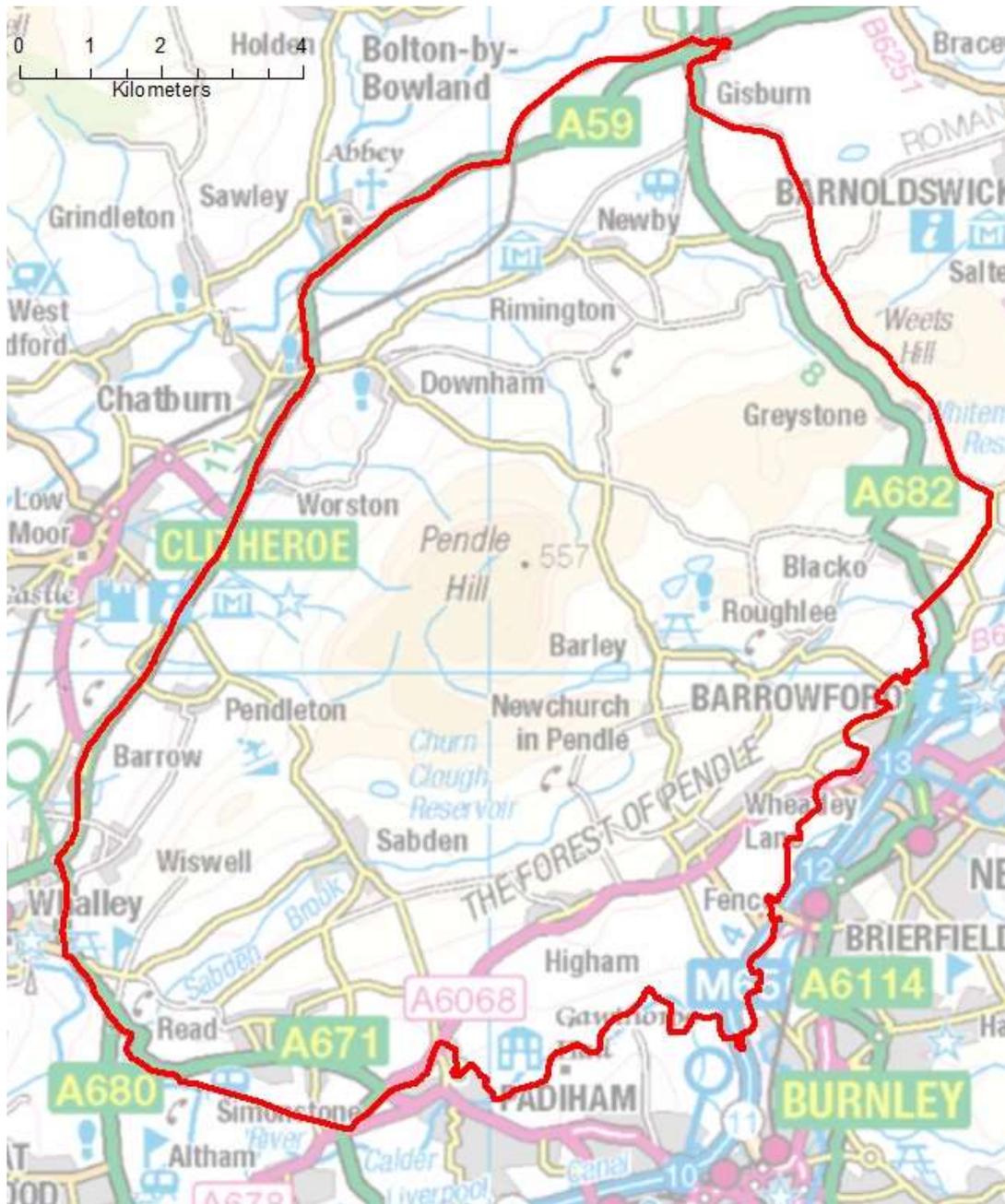
Pendle Hill Fund Small Grants are administered by the Pendle Hill LP Community Engagement Officer. The Community Engagement Officer is happy to answer enquiries and advise potential applicants about the eligibility for a Small Grant.

Applicants can apply for up to £500 from the Small Grants scheme at any point throughout the year, whilst there are still funds available. Once all the money allocated to this grants pot has been applied for, then this grants scheme may close.

For more information on the larger Pendle Hill Fund Grants please see the Pendle Hill Fund Grants Guidelines.

## 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:

- 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, 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.

### Funding Available

Up to 100% grant funding may be available for suitable projects, although where this is the case, the applicant will be expected to contribute to the project through 'in kind contributions'.

'In kind' may refer to 'gifts in kind' - equipment, materials or services offered to your project for free. Or 'in kind' may refer to volunteer time provided to your project.

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

Applicants can also include 'cash match' (from other grants, from own reserves or from fundraising) within a project application.

## Financial Details and Grant Management

### Financial Details

It is important for the Community Engagement Officer to see financial details of a project, and applications must include a detailed breakdown of expenditure.

It is appreciated that some elements may be hard to cost, but we need to see how the money is likely to be spent and whether that is feasible or achievable.

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 £500). 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

For Small Grants, the Community Engagement Officer will make the final decision regarding an application. Applications will normally be acknowledge within 5 working days, and the Community Engagement Officer will inform you of a decision within 3 weeks of receiving the application. For successful applicants this will be followed up by written confirmation and a formal offer of grant awarded.

The Community Engagement Officer will only contact the grants panel in regards to making a decision where they see necessary. Otherwise the grants panel will receive a review of all small grants awarded every 3 months.

#### **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:

- 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 – Small Grants 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