

One Knowsley: Knowsley Heritage Grants

Additional Information and Guidance

* Please get in touch if you would like this information and the application form in a different format.

Introduction

One Knowsley have received a **National Lottery Heritage Fund** (NLHF) award to facilitate a micro-grants scheme in the Borough of Knowsley. NLHF have awarded One Knowsley funding to facilitate a micro-grant scheme of £100,000 over the next two years, called **Knowsley Heritage Grants**.

The Knowsley Heritage Grants project will provide micro-grants of between £250-£3,000 to social sector organisations in Knowsley. The grants will be available for organisations to design and deliver heritage-themed activities, building capacity and confidence around heritage in the Borough, leading to organisations to make direct applications for funding to National Lottery Heritage Fund in the future.

One Knowsley is an independent body that provides the expertise and support to help voluntary, community, faith and not-for-profit (Social Sector) to start, grow, build resilience, establish enterprise, and have a visible and valued role within the borough.

With the Knowsley Heritage Grants project, One Knowsley will:

- Act as an intermediary between NHLF and the Social Sector in Knowsley by facilitating a project of community-led heritage activities
- Pilot a micro-grants programme totalling £100,000, which will support a diverse range of grass roots organisations operating in the borough of Knowsley to explore and engage with their heritage
- Support organisations and groups in Knowsley via smaller projects and activities, ensuring the grants can be accessed through a simplified application process

What is heritage?

‘Heritage’ should be defined by you and your community however, as a definition, **we consider heritage to be something of value that you want to explore, record, share and retain for the future**. This might include more traditional forms of heritage like natural heritage, places, buildings, photographs, and objects but it can also be memories, family traditions, local cultures, stories, graffiti, and acts of remembrance. **So, ‘heritage’ is something that is meaningful to you and your community.**

What do we want to achieve?

Through Knowsley Heritage Grants we would like to accomplish specific things and so are looking to work with organisations who can work with us to achieve the following outcomes:

- We have successfully engaged a diverse range of grassroots organisations, operating in the Borough of Knowsley, in exploring and engaging with their heritage
- The increased engagement with heritage has encouraged more community connections and has increased a sense of place attachment (to Knowsley) in those engaging and increased individual wellbeing
- We have removed barriers to participation in heritage
- Heritage has made increased contributions to the local economy and is recognised as a contributor in Knowsley
- The project has encouraged the appetite, and confidence, in groups to bid for larger NLHF grants (and has facilitated access to heritage for groups who have never applied to NHLF before)
- The grants have enabled relationships to develop between the social sector and heritage, facilitated collaborative working, and have helped to strengthen organisations (through providing opportunities to deliver heritage activities)

What will we fund?

Knowsley Heritage Grants are designed to be accessible, flexible and heritage themed. We welcome applications from groups looking to trial heritage activities for the first time, those looking to have some fun and see where their ideas take them, those who would like to engage their current community in heritage and those who are looking to attract new community members. We welcome conversations with groups prior to an application so we can talk through your ideas and identify ways we can support you with your heritage activity or project. Knowsley Heritage Grants will fund:

- Social sector groups who are based in, or work in, Knowsley and with Knowsley residents
- Constituted groups (we recognise some might need additional support to become constituted which One Knowsley can help with)
- Projects/activities that engage the community with heritage
- Staff time (either recovery or to pay an external facilitator), staff training, volunteer expenses
- Direct costs such as room rental, activity costs, materials, and equipment
- Photocopying, printing, postage, marketing materials

What won't we fund?

There are several things Knowsley Heritage Grants **will not** fund:

- Activities taking place outside of Knowsley
- Capital costs, contingency or part-funding for bigger projects, retrospective costs
- To help you raise funds or to support fundraising efforts, political campaigning
- Alcohol
- Single use / disposable

Things to consider

Before making an application for a Knowsley Heritage Grant you might want to consider the following:

- Your project should have a start, middle and end, and must be started and finished within 6 months of the funding award, or by end October 2022, whichever is the soonest.
- Your application should cover all the costs necessary to deliver your project. We cannot cover costs for any activity that has taken place before our grant was awarded.
- Who is your community? Who will be involved either as a participant or visitor and how will they benefit from being involved?
- How will you achieve the mandatory outcome 'A wider range of people will be involved in heritage'? i.e. WHO will you engage outside your regular group and cohort and HOW will you do this?
- How will your organisation develop by delivering a heritage activity or project (such as increased capacity, new skills, new offer)?
- Do you have the permissions and policies in place to access your heritage and engage with your community (such as access agreement, safeguarding policies, insurance)?
- Do you have appropriate measures in place to follow current Covid-19 rules?
- Successful applicants will need to have fully delivered their project and submitted their end of project self-evaluation, monitoring and evidence by **31st October 2022**.

How to apply

We want Knowsley Heritage Grants to be approachable and easily accessed, with barriers removed so that groups in Knowsley can start to engage people in heritage as soon as possible. That said, we will still need some information from you as the applicant.

- **Contact Liz Mann, our Heritage Engagement Officer** via phone or email and/or submit an **Expression of Interest Form** to outline your initial idea.
- **Arrange an on-site visit** to discuss your project or activity in detail and outline any help that you may need. Liz is happy to come out as many times as you may need.

You may also like to attend a Workshop – Information, dates and how to book will be advertised via our website and social media pages.

- **Application Form**– When you have a fully formed idea with a heritage focus, breakdown of costs and an outline of your heritage activity, you are ready to complete your application form.
 - * We advise that you book a final **1-2-1 meeting** with Liz to run through your application to ensure that you have all included all the necessary information, prior to submission.

The grants application process is not designed to trick you but to find out what you want to do, the impact you will make and the support you will need to achieve this.

Liz, as Heritage Engagement Officer, is a facilitator for the grants and can offer support in designing your project, networking, communications, delivery, and evaluation. She is available to talk through your ideas, help you fill in the application form, provide support and encouragement, link you to other grant recipients, but they won't tell you what to do or how to do it!

What we need from you.

We want to keep the grant application process quick and easy, but we will need some information from you.

What we will need from you with your application is:

- A lead contact, someone who is legally responsible for receiving the grant.
- A completed application form (available on our website)
- Your governing document
- Policies regarding Safeguarding, Health & Safety and Covid-19 safety measures
- A bank statement dated within the last 3 months or a letter from your bank confirming that you have opened an account.
 - ***Note:** Your bank account must have at least **two signatories**.
- Public Liability Insurance document if applicable
- Copies of deeds, leases, mortgage, or other proof of ownership if your activity involves work to land, buildings, or heritage items.
- The name of your project/activity

We would like to find out from you:

- What does your organisation do?
- What is your heritage project/activity and why is it significant?
- How much funding are you applying for, and what will you spend it on (please provide a breakdown of costs)?
- Where are you working/where will the project be delivered (in Knowsley)
- Who will it benefit/expected impact (and numbers)?
- Can you commit to a small amount of monitoring and evaluation (participant questions, logging numbers, group conversation, receipts of spending)
- What dates will you run your project/activity?
- Your policies, safeguarding, Covid-19 safeguarding (will you be working with children or vulnerable adults?)
- How will you/what ideas do you have to thank NLHF and National Lottery players (e.g. where will you display the logo) and where will you share information about the heritage project/activity.

What happens next:

After you submit your application, we will notify you of the decision.

Rejected applications:

- We will send a rejection letter by email and phone you to explain the reason for the decision.
 - * Please book a 1-2-1 meeting with Liz our Heritage Engagement Officer to discuss your proposed activity or project in detail before submitting your application to avoid this outcome.

Resubmission

- We will phone you and explain reason for the decision made and what needs to be addressed. Liz will be available to give you support with this.
 - We will invite you to resubmit.
 - We will confirm decision by email.

Approved

- We will phone you to give you the good news.
 - We will talk about conditions if any.
 - Discuss payment details and schedule milestones (if applicable).
 - Discuss and progress reporting and claiming.

- We will send via e-mail.
 - A 'Congratulations' letter.
 - A Grant Award contract [if separate to letter] with details of any monitoring and evaluation requirements if applicable.
 - A bank details form.
- When bank details and any due diligence required have been received:
 - We will make payment if in advance.
 - Update you on any monitoring or evaluation required.

To find out more

To find out more about Knowsley Heritage Grants please visit:

[Knowsley Heritage Grants](#)

<https://www.facebook.co/OneKnowsleyHeritage>

Sign up to our **mailing list here**

Follow **#KnowsleyHeritage** on social platforms

Attend a workshop * **dates to be confirmed shortly**

For any queries, please contact **Liz Mann**, One Knowsley Heritage Engagement Officer

liz.mann@oneknowsley.org

Submitting Completed Forms

Please submit completed **Expression of Interest** and **Application Forms** to:

heritage@oneknowsley.org