



Application for Financial Support Guidelines and Terms & Conditions

Who can apply?

- Cornish community groups, charities and not for profit organisations working on projects with outcomes which preserve and strengthen Cornwall's unique heritage and meet our organisational objectives
- Applications must be made with the express permission of the organisation and be signed by an authorised officer of that organisation

What can be funded?

- In line with its stated objectives CHT supports others to:
 - acquire land of particular beauty, historical, cultural or religious significance
 - preserve and restore buildings of historic importance in Cornwall and the Isles of Scilly
 - preserve and restore artefacts and other items connected with Cornwall and the Isles of Scilly
 - promote the education of the general public, especially the people of Cornwall, in Cornwall's heritage and the importance of its preservation for future generations
- Projects with a strong community engagement and/or heritage promotion emphasis will be welcomed
- CHT prefers to support small projects that rely on its contribution to complete the undertaking
- CHT may occasionally request projects based on a certain theme or anniversary e.g. World War 1
- Grants will be provided for costs incurred when undertaking a specific project, this may include event costs, purchase of essential equipment and salaries for project staff
- Projects with a lasting legacy or tangible outcomes are viewed favorably

What cannot be funded?

- Administration costs – We cannot fund the ongoing costs of running your organisation
- Projects managed by profit-making organisations or individuals
- Retrospective grants
- Projects not matching CHT's objectives
- Grant making organisations or bodies who fundraise or distribute grants on behalf of other organisations
- Self-publishing projects are unlikely to receive funding
- Organisations who have received funding from CHT previously and not complied with the terms and conditions of the grant scheme

- Churches or Places of Worship - We do not support individual churches or other places of worship because we give an annual grant to the Cornwall Historic Churches Trust. Applicants representing places of worship are referred on to CHCT

How to apply

- A grant application form can be downloaded from our website: we only consider applications made using this form
- The application form should be completed in full and emailed to info@cornwallheritagetrust.org along with any supporting documents. Make your request concise. Include further details as necessary as an addendum
- If the application relates to a site or building, please include at least 2 detailed photographs and relevant site maps or plans so that the project is absolutely clear
- Complete all sections
- The deadlines for applications to our main grants scheme are published on the website: if a late application is received it will be held over for consideration during the next round
- An application for a small grant of less than £500 may be submitted at any time during the year and will be considered subject to available funds

What happens next

Main Grants scheme:

- You will receive an email acknowledgement of receipt of your application and be advised of the date of the Trustee meeting at which the application will be considered
- Grant applications are then sent to our Grants Preview Committee who may have questions about the application or request additional information
- A decision is made at the Trustee meeting and notification of the outcome sent to you as soon as possible following that meeting (usually within one week)

Small Grants scheme:

- You will receive an email acknowledgement of receipt of your application
- The Grants Preview Committee (GPC) consider your application and may request supplementary information if appropriate
- The GPC will then either agree the grant or refer the application to the Trustee meeting which takes place quarterly
- We will endeavour to provide you with a decision on your application for a small grant within 2 working weeks
- If agreed you will receive a letter confirming the grant, otherwise you will be informed of the date of the next Trustee Meeting, after which you will receive notification of the decision

Draw down of funds

- Once all conditions of the grant have been met you can request draw down of the grant funds
 - For grants up to £5K 90% of the grant funding is available on request, the remaining 10% payable when the evaluation form has been received

- For grants of £5K and over, 50% of the grant funding is available on request, 40% at an agreed point during the project and the final 10% payable when the evaluation form has been received
- The request for funds should be emailed to CHT by the person named on the grant application form; a draw-down request form can be downloaded from our website
- Payment is usually made by BACS transfer within 5 working days using the bank details provided on the grant application form
- The final payment will not be made until the evaluation form and photographs etc. have been received

Acknowledgement of the grant

In return for a grant, Cornwall Heritage Trust expects the following:

- CHT must receive a completed evaluation form (available on our website) which includes a case study and pictures for our newsletter, social media and website. Photographs are also required. (You are responsible for providing photographs with the correct permissions for use)
- The name and logo of CHT must appear on all project-related publications. (Electronic versions of our logo can be found on our website)
- Public acknowledgement of the support CHT has given, e.g. your website, social media, newspaper articles and events programmes or in the acknowledgements of any written work
- CHT membership leaflets are made available and a small display about the work of the Trust is mounted at any public events.
- A CHT banner will be provided for use at events, please ensure this is requested with at least 2 weeks' notice
- All relevant dates such as performances, workshops etc should be advised to CHT along with regular updates on progress and images where possible
- Links to social media and our website can be provided: we are keen to ensure that profile and engagement with the project remains high
- Tickets, invitations to events etc. should be made available to CHT

Additional information

- Please note that we may not be able to fund the whole amount requested and may offer a proportion instead. Funds awarded must be spent for the approved purpose; failure to do this will result in repayment of the grant in full to CHT
- Amendments to a project must be submitted to CHT in writing and work may not begin until authorisation is given
- Grants received are discussed in the context of other applications, effectively making them in competition
- We have set our grants budget for this year at £10,000 per calendar quarter and have limited each application to a limit of £5,000.
 - We will only consider grants that exceed this amount in exceptional circumstances, but if that is the case, please contact the Trust to outline your particular needs before applying
 - We award grants as widely as possible, so there is a greater chance that we will award several small grants than one large one in any quarter
- We keep a record of grant applications over the year and we report to Trustees those which have and have not been successful to provide a broad picture

- Grant offers are valid for one year from the date of approval. If the money has not been spent after one year we may consider an extension or we may ask the organisation to re-apply when the project is ready; there are no guarantees that the application will be successful a second time
- Grants will be terminated or need to be refunded if:
 - you fail to perform the activities approved.
 - the information you supplied in your application is incorrect, misleading or fraudulent.
 - you change legal status, close down, are declared bankrupt or go into receivership or liquidation
- We do not currently award grants on a quota basis. We do not, for example, have an amount for the arts as opposed to buildings
- CHT's ability to give support depends on the funds that it has at its disposal at any one time and the extent to which the application meets its charitable objectives. If the grants budget has been spent no further applications will be accepted until more funding is made available
- The decision of the Trustees is final