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| **Torbay Local Heritage Small Grant Scheme****Grant Application Form** |
| **Applicant Name:** |
|  |

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# Guidance

* 1. **What is the Torbay local heritage small grant scheme?**

We want to strengthen and support Torbay’s grassroots heritage sector and increase public access and participation. It will complement our ambition to celebrate and increase engagement with the area’s UNESCO Global Geopark designation for residents and visitors. Thanks to investment from **The National Lottery Heritage Fund** we have at least £170,000 to distribute in small grants during 2023-2025.

* 1. **Torbay local heritage small grants**

Grants of up to **£5,000 for activity** (e.g. events, temporary displays, lecture series etc) or **£7,500 for capital** (e.g. purchasing of permanent equipment, physical improvements to places, digital output) will be available. The **minimum** grant application amount is **£500** in either case.

Organisations and groups will need to explain how their idea will ***increase access and participation in heritage - and raise awareness of and celebrate - our UNESCO Global Geopark designation.***

We welcome proposals which demonstrate an understanding of environmental and social responsibility. This may mean a proposal is environmentally responsible in itself (subject or theme), or simply reflects a sustainable and socially responsible approach to delivering the outcomes.

We don't define heritage. We ask you to tell us what you think is important and should be preserved. From historic buildings, our industrial legacy and the natural environment, to collections, traditions, stories and more – heritage can be anything from the past that you value and want to pass on to future generations.

* 1. **What can the grants be used for?**

We want to support individuals, not-for-profit organisations, groups and societies, that want to undertake projects which improve the quality of life in Torbay. The funding is to support projects which meet both the following outcomes within the funded period:

* [**A wider range of people will be involved in heritage**](https://www.heritagefund.org.uk/funding/outcomes/wider-range-people-will-be-involved-heritage) (this is a mandatory outcome for The National Lottery Heritage Fund)
* [**The local area will be a better place to live, work or visit**](https://www.heritagefund.org.uk/funding/outcomes/local-area-will-be-better-place-live-work-or-visit)(this aligns with our local strategies for culture and heritage)
	1. **Who can apply to this Scheme?**

Applications are encouraged from groups and organisations, whether or not they are constituted; for not-for-profit Voluntary, Community and Social Enterprise (VCSE) sector groups and organisations within Torbay; or a combination of groups working together. They should be representative of their local area.

Applications may be considered by organisations that are based outside the area if the sole benefit of the project is for communities within Torbay.

Eligible bodies may be but not limited to:

1. Youth groups
2. Local heritage organisations, museums, and heritage societies
3. Constituted Neighbourhood Committees, Residents Associations, Community Groups and Voluntary Organisations;
4. Social Enterprises;
5. Community Interest Companies;
6. Community Benefit Societies; and
7. Charities and trusts.

Consideration will also be given to applicants who are sole traders and small businesses provided the project is entirely for the benefit of the local community.

Grant funding cannot be used to subsidise a business's income or pay towards salary costs.

Grant recipients will be expected to participate in evaluation of the grant scheme, which may involve responding to surveys or collecting information about their project to help us report to the National Lottery Heritage Fund.

* 1. **Data Protection and access to information**

Torbay Council will only use the information for the purpose of determining whether a grant will be made by Torbay Council. Applications and any other related information such as correspondence and details of payments made will be kept for eight years after the support has ended. Further information about how we process personal data and individual’s rights can be found on Torbay Council’s website [**www.torbay.gov.uk/dataprotection**](http://www.torbay.gov.uk/dataprotection)

Applicants must also be aware that any application received by Torbay Council is subject to the provisions of the Freedom of Information Act and therefore information submitted to Torbay Council along with any decision may be made public.

* 1. **Invoicing**

Torbay Council will make payment to successful Applicants in advance, in full.

Payment will be made automatically, following confirmation of a successful application, and on receipt of your signed Grant Fund Agreement Terms and Conditions.

Payment will be by BACS and remittance advices will be transmitted to the grant recipient by email (the recipient’s appropriate email address must be supplied).

* 1. **Use of Council and Partner Branding**

Torbay Council owns its identity, branding devices and logos, these are protected by law.

The grant recipient must agree only to use Torbay Council’s visual identity in accordance with the terms set out in the Agreement.

The grant recipient will be issued a licence number to use Torbay Council’s visual identity and use must be only in relation to this Agreement, further usage will be subject to separate request and approval.

Permission to use Torbay Council’s visual identity does not prevent Torbay Council from revoking that permission at a later point. Any revocation is at the sole and complete discretion of Torbay Council.

Torbay Council’s identity is provided ‘as is’ and must not be altered in any way.

As a condition of funding, partner logos should be used to acknowledge the funding. These include the branding of The National Lottery Heritage Fund, Torbay Culture, and the English Riviera UNESCO Global Geopark.

Logos will be provided to successful grant recipients. Use of these logos is for the purposes of acknowledging the funding, and is not endorsement of any applicant organisations by any of the partners indicated.

# Application Form

Applicants are required to complete in full the Application set out in this section B.

Please make sure you provide enough information to demonstrate you meet the grant requirements and that you do not exceed the word limit for question B6.

Before completing your application, please refer to section C Application Process and Completion.

| Q. No. | Question | Answer |
| --- | --- | --- |
|  | **Applicant Information** |
| 1. Full name of the organisation / group / project applying for the grant
 |  |
| 1. Address of the organisation / group / project applying for the grant
 |  |
| 1. Telephone number
 |  |
| 1. Email address
 |  |
| 1. CIC or charity registration number (if applicable)
 |  |
|  |  Type of Business [e.g. charity, CIC sole trander] |  |

|  |  |  |
| --- | --- | --- |
|  | You may only apply for this grant if it will be used to benefit people in Torbay. Please indicate which town your project will focus on?  | All wards Torbay |
|  | Have you applied for funding from any public grant organisation in the last 5 years?  |  |
|  | a) If you answered yes to B4 please tell us who you applied for funding to, what the project was called and were you successful in your application (max 50 words). b) Please tell us if you sought advice from us before you made this application |  |
| * 1.
 | Please give the **name of your project**, and describe the project, item, or activity for which the funding will be used and why it is needed. Assessment Criteria Your answer will be evaluated against your ability to demonstrate and evidence **how your proposed project, item or activity will involve people in heritage**, and how it will meet the **outcomes** for this funding as set out in the guidance at section A. Please tell us any social media handles or tags if you use these.**Remember to answer the Outcomes:****‘A wider range of people will be involved in heritage’** *(Tell us how your project will involve more people with heritage than before you did your project)***‘The local area will be a better place to live, work or visit’** *(Tell us how your area will be a better place as a result of your project)*Points you can answer which will help us assess your application -* *Tell us about the people* ***who will be involved*** *in delivering your project*
* *Can you provide an estimate of* ***how many people*** *may enjoy your project or activity?*
* *Describe how your activity**will help* ***raise awareness*** *of our UNESCO Global Geopark status*
* *What will you do to ensure your project is delivered in an* ***environmentally*** *friendly way?*

Word Limit: Please try to keep your answer brief – approximately 800 words |
| **Answer** |
|  | 1. Project / activity planned **start** date – this must be at least 8 weeks from the date of your application?
 |  |
|  | 1. Planned **end** date?
 |  |
|  | Total cost of the project / item / activityInclude a simple breakdown of your budget (for example - £X to be spent on materials; £Y volunteer expenses; £Z hire of venue)  | £ |
|  | Amount of funding you are seeking through this application to support the project / item / activity | £ |
|  | Please provide the names of any other groups or organisations you will be working with on the project for which you are applying for funding |  |
|  | **Declaration**Applicants are required to read this section thoroughly and confirm their acceptance of and compliance with the requirements of the Application process and this section B12 by providing their signature at the end of this section. |
| * 1.
 | I / we confirm that:* I / we have read, understand and will abide by the Guidance and Torbay Council’s Terms and Conditions of funding.
* The information supplied is accurate
* Any funds will be spent only on work, items and activities eligible for a Local Heritage Grant as set out in section A. Guidance and in accordance with the information provided within the Application
* I / we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Application or award or proposed award of the Agreement and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act

I/ we have the full power and authority to enter into the Agreement and will, if requested, produce evidence of such to the Authority |
| I / we understand that:* Applications not properly completed will be rejected as non-compliant.
* Torbay Council may check any of the information provided with other Council Services or organisations responsible for auditing or administering public funds and for the prevention and detection of fraud
* I / we may face prosecution if we have falsified information to obtain the grant
* The grant must be repaid if I / we:
	+ have falsified my / our records to gain grant money
* received a grant in error
 |
| **Signature** |
| Organisation name |  |
| Full postal address |  |
| Telephone number |  |
| Signed[[1]](#footnote-2) |  |
| Name (*in block capitals*) |  |
| In the capacity of *(state official position e.g. director, manager etc.)* |  |
| Date |  |

# Application Process and Completion

* 1. **Notes for Completion**

“You” / “Your” refers to the Applicant completing this Response document i.e. the legal entity responsible for the information provided and who Torbay Council will award to. The Applicant could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please do so in the spaces provided.

* 1. **Applicant Information**

Your answers are a self-declaration, made by you (the Applicant), that you are eligible to apply for consideration of a local heritage grant.

* 1. **Application Submission, Acceptance and Rejection**

Applicants should submit their application electronically by email to:

**heritage.grants@torbay.gov.uk**

Torbay Council will accept fully completed Applications which have been submitted in accordance with the requirements of the application process. Torbay Council may at its absolute discretion may reject any Application where:

1. submission was not made through **heritage.grants@torbay.gov.uk**
2. the Applicant’s total cost exceeds the maximum Grant limit of £5,000 or £7,500 for capital costs, or is below the minimum of £500
3. the Applicant has not accepted Torbay Council’s Terms and Conditions.
4. the Applicant acts in any way improperly, including but not limited to canvassing, price fixing or inducements (which relate to offences under the Bribery Act 2010, Section 117 of the Local Government Act 1972 or any future legislation); or
5. Torbay Council has become aware at any point that the Applicant has been afforded a competitive advantage or has a conflict of interest that cannot be rectified.
6. it is considered by Torbay Council to be incomplete or vague;
7. any of the information provided by an Applicant is found to be inaccurate or misleading;
8. the Applicant has qualified the Application in any way; or
9. the Application is in breach of any condition contained within it.
	1. **Assessment and Award**

Applications received will be considered and assessed taking into account how the project will deliver the following outcomes:

* [**A wider range of people will be involved in heritage**](https://www.heritagefund.org.uk/funding/outcomes/wider-range-people-will-be-involved-heritage) (this is a mandatory outcome for The National Lottery Heritage Fund)
* [**the local area will be a better place to live, work or visit**](https://www.heritagefund.org.uk/funding/outcomes/local-area-will-be-better-place-live-work-or-visit)(this aligns with our local strategies for culture and heritage)

Torbay Council will complete an assessment of Applications which meet all the mandatory requirements as set out within the documents. Torbay Council is not bound to make any award of Grant.

On completion of the assessment process all Applicants will be notified of the Application outcome, whether this is to award or not to award the Grant. We will provide feedback for applications that are not recommended for funding, and where possible those applicants will be able to apply in a subsequent round.

* 1. **Legal and Agreement Arrangements**

Information supplied by Torbay Council as part of the Application process is supplied in good faith and Applicants must satisfy themselves as to the accuracy of such information. Torbay Council accepts no responsibility for any loss or damage arising from the use by Applicants of such information. All information issued to Applicants must be treated as confidential.

Torbay Council may, at its sole discretion, terminate the Application procedure at any time. If such action is taken, Applicants will be notified by email.

A completed declaration at section B12 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds.

* 1. **Consequences of Misrepresentation**

If you seriously misrepresent any factual information, there may be significant consequences. You may be excluded from this Grant Application. If an Agreement has been entered into you may be sued for damages and the Agreement may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

# Grant Agreement Terms and Conditions

D1. You are authorised to apply for the grant on behalf of the organisation or collective of organisations.

D2. The grant is awarded to enable the Recipient to undertake the project described within the application form.

D3. Any changes to the use of the grant set out at D2 above must be with the prior written agreement of the Authority.

D4. Any additional costs over and above the approved funding shall be met by the Recipient.

D5. The Recipient shall provide the Authority with evidence of how the funding has been spent by no later than 9 months following payment of the grant to the Recipient.

D6. Any grant funds unspent or uncommitted by within 9 months of the award being made shall be returned to Torbay Council promptly upon request by Torbay Council.

D7. The grant shall become repayable immediately in full:

* + 1. where the Recipient uses the grant for purposes other than those set out in this Agreement, unless with the prior agreement of the Authority;
		2. the Recipient is unable to provide evidence in accordance with clause D5 of this Agreement.

D8. No amendment or variation to the terms of this Agreement shall be valid unless previously agreed in writing between the Authority and the Recipient.

D9. The Authority may, at its sole discretion:

* + 1. extend this Agreement beyond the agreed term by a further period or periods, as deemed necessary by the Authority;
		2. provide additional funding to the Recipient under the terms of this Agreement.

D10. The Recipient acknowledges and understand that approval of any grant relating to this application does not commit Torbay Council to on-going funding.

D11. Any Value Added Tax (VAT) payable by the Recipient is your responsibility and Torbay Council shall not be liable to pay any additional amount.

D12. Torbay Council will not offer funding for:

* + 1. projects working with vulnerable people where there is no Safeguarding Policy and / or appropriately trained staff / volunteers;
		2. reimbursement of previously incurred expenses;
		3. activities the Authority deems to promote religious or political ideologies or beliefs. This does not preclude applications from religious or political groups, only the overt promotion of an ideology;
		4. projects that are deemed by Torbay Council to be unethical;
		5. individuals, groups or organisations who are a debtor to Torbay Council;
		6. supplementing a business’s income or salary costs.

D13. Repayment of the fund can be required at the sole discretion of Torbay Council if you supply false information, fail to spend the money in the allotted time period, your organisation becomes insolvent or there are any other breaches of the conditions or eligibility criteria.

D14. The Torbay Local Heritage Small Grant Scheme will be decided in separate rounds which will be advertised on the Torbay Council website.

1. All funding applications will be reviewed and assessed after the closing date for applications of each round.
2. Applicants will be informed by email, with the option of receiving feedback.
3. We anticipate three rounds (summer 2023, followed by subsequent rounds awarded in March/April 2024 and early 2025)

***Torbay’s Local Heritage Grant Scheme*** *is a collaboration between Torbay Council, Torbay Culture, and the English Riviera UNESCO Global Geopark, and made possible thanks to investment from* ***The National Lottery Heritage Fund***



1. Electronic signatures are permitted [↑](#footnote-ref-2)