

Worcestershire World War 100 Hundred Small Grants Fund

The Worcestershire World War 100 Hundred Heritage Lottery Funded (HLF) project aims to commemorate the centenary of the First World War by bringing together organisations and communities across Worcestershire to highlight and share public collections and to remember the contribution of local families through stories, events and by bringing previously unseen private collections to public attention.

The project has a Small Grants Fund to support community groups to engage in commemoration. Individual grants of up to £500 are available.

The project is keen to support communities to look at the local effect of the war on Worcestershire throughout the 5 years. Every year, there will be a general pot available, but we will be supporting different themes each year.

Year 1: Soldiers and families

Year 2: Contribution of local people to the war

Year 3: Improvements in healthcare

Year 4: Effect on women: education and employment

Year 5: Legacy of the war in the 20th century

Please read all of the following pages to ensure you are eligible, provide us with the right information and are prepared to comply with the conditions.

If you wish to discuss further the details of the fund or your application, please contact the Project Officer **well in advance of the closing date.**

Who can apply?

This fund is for community groups in the Worcestershire undertaking commemoration of the First World War.

Applications can be from individual community groups **or** for projects involving more than one group.

Size of award

Bids for grants up to **£500** are welcomed.

There is no need for matched funding. Grants may cover 100% of the project costs.

It is also possible to use the grant to match other funds you may have. Please note there are restrictions on when the grant is to be spent by.

The following totals have been set aside for this fund over 5 years

Round	Deadlines for applications		
1	2014-15:	£1,000	30/06/14
2	2015-16:	£1,000	30/06/15
3	2016-17:	£1,000	30/06/16
4	2017-18	£1,000	30/06/17
5	2018-19	£1,000	30/06/18

What you can apply for

1. Project applications should be clear about how the work contributes to the overall project aims, and should address at least two of the following criteria:

Goal 1: Opportunities for current generations to understand the impact of the Great War.

Goal 2: Engage the community.

Goal 3: Link the resources of museums, archives and cultural organisations with local areas.

Goal 4: Volunteers undertaking sustained activity.

Goal 5: Developing heritage and educational skills.

2. The fund will support activities carried out over a set period. In general this is assumed to be six months from the date of the grant award. We will need a brief report at the end of the period and this will appear on the project website.

Please see below for how we will assess your application.

What you *cannot* apply for

1. Activities, including buying goods or services, which take place, or start, **before** we have awarded you the grant.
2. Bursaries or grants to individuals for travel or subsistence to conferences or training unless these are directly linked to the furtherance of the rest of the project.

Ineligible costs

- Costs that are already covered by other funding.
- On-going overheads relating to equipment or buildings, such as insurance, rent or maintenance costs.
- The grant will not cover any costs of your own labour (whether employed or voluntary).
- If you are VAT registered, the VAT figure should be deducted from the application budget, or invoices before claiming.

How and when to apply

- **Deadlines for application submission are noted above.**
- Before you fill in the attached form it is **wise to contact the Project Officer to discuss your application**
- Complete the attached application form and attach any necessary further documentation to strengthen your bid.

- Ensure your budget is clear.

Assessment criteria and process

- This is a competitive fund.
- It is expected that there will be bids for more funds than are available in each year.
- Applications for smaller amounts of money, or small projects, will be treated as of equal worth to larger bids/projects.
- The Grant Panel may offer applicants grants of less than is applied for. In these cases you will be asked how this affects your timetable, activities or outcomes.
- This is a county fund, there will not be apportionments or ring-fencing for geographical areas; however, the Grant Panel *will* consider a number of balancing criteria including geographical spread.

NB Applications will be assessed against the following criteria:

1. **How well the activity contributes to the ambitions of the Worcestershire World War One Hundred project aims.**
2. **Clear and appropriate budget.**

The Grant Panel will consist of:

- Project Manager/Officer.
- Museum Development Officer
- A project partner (may change from year to year)

Decisions

The decision of the Grant Panel will be communicated to the applicants by email by **within a calendar month**.

A formal offer of the grant will be given.

The applicant must formally accept the offer and grant conditions by post within **two weeks** of the offer date.

Every successful applicant will be required to complete an end of project report form to be returned by an agreed date. This form will be forwarded with the grant offer.