



Grants Scheme Guidance Notes

What is the Dearne Valley Landscape Partnership?

The Dearne Valley Landscape Partnership (DVLP) is a five year (2014-19) programme of projects which will focus on the historic buildings and landscapes of the Dearne Valley. It aims to work with local communities to protect, preserve and enhance the area, covering parts of Barnsley, Doncaster and Rotherham. It is funded by the Heritage Lottery Fund.

The DVLP is led by the Arts and Heritage Service at Barnsley Council, representing a broad partnership of the RSPB, Rotherham Council, Doncaster Council, the Environment Agency, Natural England, the Garganey Trust and Groundwork South Yorkshire, amongst others. In June 2014 it was confirmed that the partnership had been successful in securing £1.8m of funding from the Heritage Lottery Fund (HLF).

What is the Grants Scheme?

The DVLP will offer grants of between £500 and £2,000 to individuals and organisations within the Dearne Valley for projects which meet the aims and objectives of the DVLP.

The Application Process

These guidance notes aim to set out the process for applying for a DVLP grant - what we will fund, what we won't fund and how to apply. It is recommended that applicants read these guidance notes and discuss your application with the DVLP project management team before you submit it. After these discussions, if it is thought that your project has the potential to meet the grants scheme objectives then an application should be submitted. We're aiming to keep the process as straightforward as possible, providing support and advice at every stage.

DVLP Aims and Objectives

Applications to the DVLP grants scheme will be assessed against how they contribute towards the aims and objectives of the Dearne Valley Landscape Partnership, which are to:

1. Conserve, protect and enhance the built, natural and cultural heritage that makes up the unique landscape of the Dearne Valley.
2. Enable the community to celebrate the immense value of the Dearne's heritage, by working with them and other organisations.
3. Increase the community's understanding, use and enjoyment of the existing natural and built heritage by increasing access opportunities and interpretation.
4. Boost the economic prosperity of the Dearne by making it a place where people want to live, work and visit, building on the sense of place as a positive, forward looking and innovative community.

5. Support the local community through providing a range of training, skills and volunteering opportunities.

You can find out more about the Dearne Valley Landscape Partnership at www.discoverdearne.org.uk

Who Can Apply?

You can apply for a grant through the DVLP grants scheme if:

- You can clearly demonstrate you contribute towards the aims and objectives of the DVLP
- You are seeking a grant of between £500 and £2,000
- Projects have public benefit rather than private gain
- Will benefit the Dearne Valley – a detailed map can be downloaded at www.discoverdearne.org.uk

Applications can be submitted by:

- Individuals and organisations, including public bodies, community groups and charities
- Single organisations and partnerships
- Commercial organisations, including farmers and landowners, only if the applicant is classed as a Small/Medium Enterprise (SME)

Our Contribution

We will offer grants of up to up to a maximum of £2,000. Whilst we can potentially fund all the costs of a project, applications are more likely to be successful if they can provide a contribution (match funding) of their own. We would ideally expect the match funding to be provided in the form of a cash contribution, but there may be occasions where in kind funding (volunteer time, use of a building, etc) is eligible. Please discuss this with us as part of the pre-application process. If using volunteer time, the following are guidance on how to place a value on that:

- Unskilled: £50 per day
- Skilled: £150 per day
- Professional: £350 per day

What We Will Fund

We will fund projects that:

- Take place within the DVLP area
- Deliver the aims and objectives of the DVLP
- Meet the conditions set out in the grant guidance

We will support:

- Capital Projects – physical works such as the conservation of buildings or the creation of new habitats
- Revenue Projects – activities such as events, workshops, publications or research

Projects must not be the day to day activity of the individual or organisation, in that the grant must support something above and beyond normal activity. The project must have clear aims, with a clear and identified completion date. The following are provided for guidance only as the types of projects we could support:

- Restoration of a habitat of special interest
- Activities that connect people with their landscape
- Preservation, restoration and enhancement of archaeological remains
- Educational initiatives on historic or ecological themes
- Interpretation of landscape features
- Oral histories
- Initiatives to train and develop people's heritage skills

What We Won't Fund

We will not give grants for any of the following (this list is not exhaustive):

- Feasibility studies
- Schemes in which a significant proportion of costs could be met by other grant schemes
- Costs relating to the conversion of buildings for use as dwellings or tourist accommodation
- Projects with little or no public benefit (for example conserving buildings in active use for domestic, agricultural or commercial purposes; vehicles, machinery or transport for private use or benefit)
- Projects solely involving the purchase of land or buildings
- Acquisition of assets in excess of £5,000 value per item, including legal or other transfer costs
- The main organisational staffing and running costs of an organisation
- The purchase of land or buildings
- Projects of little clear heritage or environmental value
- Academic research
- Planning application conditions
- Statutory obligations
- Costs relating to the preparation of grant applications for this or other schemes
- Projects where the matched funding is state aid based (such as Environmental Stewardship monies)

Ownership Requirements

You should normally own the property (land, building or heritage item) for which the grant is requested. You will need to provide proof of ownership as part of the application process. If you don't own the property then please tell us who does.

Heritage Items

For projects involving buying or carrying out work to a heritage item we expect you to buy or own the item outright.

Intellectual Property

For projects involving creating or using intellectual property (for example, creating a database, digital images, a publication, audio or other multimedia applications) you will

need to get all permissions, waivers and licences from any other person or organisation who may be entitled to any intellectual property rights, which either exist or will be created to allow you to carry out and complete the project in line with your application. We would then reserve the right to request copies of any such permissions, waivers or licences.

Permissions

You will need to make sure that all permissions you require are in place before your project starts. You don't need to have permissions in place when you submit the application, but we won't release the funding to you until all permissions are secured. Examples of permissions that may be required include:

- Planning permission
- Listed building consent
- Scheduled Ancient Monument consent
- Site of Special Scientific Interest consent

What to Read

These guidance notes will give you a clear idea of the process, what we will fund and how to make an application. It's also recommended that you read the DVLP website and the Landscape Conservation Action Plan to give you a clearer idea of what the DVLP is aiming to achieve. If you are unclear of anything then please don't hesitate to contact the DVLP Programme Management Team on 01226 772139 or DVLP@barnsley.gov.uk.

Application Form

We strongly recommend you contact the DVLP team before you submit your final application form so we can discuss your plans and offer advice. We prefer applications and evidence submitted digitally (PDF, Word documents, image files, etc) via email but will also accept handwritten and posted applications to the address below.

Deadlines and Decisions

Grant applications will be received throughout the year, with the Grants Panel meeting every two months. Therefore we will aim to make a decision on your application within 8 weeks of it being submitted. The Grants Panel will be managed by the DVLP Programme Management Team, but is made up of representatives of the partner organisations of the DVLP.

How We Assess the Application

Each application will be considered on its own merits, assessing how it contributes to the DVLP aims and objectives, its value for money, the likely impact and the size of the grant required. We will look at how and whether your project:

- Supports the aims and objectives of the DVLP
- Is an appropriate response to a need or opportunity
- Meets our priorities for either conservation or learning (or both)
- Is well planned and your proposals for managing it are sound
- Can be delivered by your organisation
- Is financially realistic and there is a clear need for funding
- Promotes far greater levels of public benefit than private gain

Supporting Documents

You will be required to submit supporting documents as part of your application. These will include:

- Copy of your organisation's constitution (formal rules), unless you are a public organisation, private individual or commercial business
- Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items
- A small selection of photos or drawings that will help illustrate your project (optional)
- Letters of support (no more than six) from other organisations. They should be specific to the project rather than general letters of support (optional)

Managing Your Grant

If your application is successful we will send you a formal grant offer letter, together with a contract for you to sign and return to us. Once we have received your signed contract we will send you a written permission to start letter and you can then begin work on your project.

Paying Grants

We will normally pay your grant once the project is completed but we can look at providing payment in two instalments:

1. When you have our written permission to start the project, we could pay up to 50% of your grant upfront.
2. We will pay the final 50% of your grant when your project is complete and you have sent us a project completion report, along with evidence that the money has been spent.

To receive payment of your grant you will need to submit a payment request form, (copies of which you will receive with your permission to start letter) which can be emailed to DVLP@barnsley.gov.uk. You will also need to ensure that you retain copies of all invoices and receipts relevant to the delivery of your project, to submit with your payment request.

Monitoring

In your application you will be asked to identify project aims and outputs. We will use these to measure and show progress and success. Monitoring of your project will be based on these aims and outcomes, so it is very important that they are realistic and achievable. Failure to achieve them may result in grant monies being withheld.

Acknowledging Support

As part of the funding of the DVLP we must acknowledge the financial support of the Heritage Lottery Fund and other funders. Equally if you receive a grant you must acknowledge the support of the DVLP and its funders. This helps us show the impact the DVLP is having on the area and the success of the funding. A separate document will be provided setting out how to acknowledge the support of the DVLP. In summary acknowledgement of your grant must be clear to all visitors using your site, on publications or displays, or to people taking part in activities.

Buying Goods, Works and Services

If you receive a grant you will be expected to adhere to the following procurement thresholds for buying any goods, works and services relating to the project.

- For sums estimated below £2,500 value for money will be demonstrated by seeking at least two quotations
- For sums estimated to be between £2,500 and £100,000 a minimum of three quotations to be obtained

If you do not accept the lowest quote you will need to tell us why.

Freedom of Information

We have a duty to adhere to the Freedom of Information Act 2000. When you sign the declaration at the end of the application form, you are confirming that you have no objection to us releasing details from the application form to anyone who asks to see them. If there is any information in the form that you do not want made publicly available, please say in the space provided and explain your reasons. We will take these into account when we respond to any request for information. However, we will always consult you first and will take account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998.

Data Protection Act

Under the Data Protection Act 1998, we will process personal information relating to your organisation, its officers and staff or any other people you refer to in your application, for:

- Assessing your grant application and how we handle it
- Handling the terms of our grant
- Sharing information with our specialists and monitors
- Keeping you informed of our work
- Publicising information about your application
- Research related to your application
- Other legal or regulatory purposes, or other purposes reasonably related to making grants

Complaints

If you are not happy with the service you have received then in the first instance please contact the DVLP Programme Management Team on 01226 772139 or DVLP@barnsley.gov.uk.

Contact Details

The Dearne Valley Landscape Partnership can be contacted by telephone on 01226 772139, by email on DVLP@barnsley.gov.uk or by post to DVLP, Visitor Centre, Elsecar Heritage Centre, Wath Road, Elsecar, Barnsley, S74 8HJ.