Dundee Historic Environment Trust

Community Heritage Grants Scheme - Programme Criteria & Guidance Notes

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Purpose of the Scheme

The Community Heritage Grants Scheme helps local groups and organisations bring Dundee's history to life. Grants support projects that encourage people to learn about, enjoy, and care for the city's historic environment.

What We Fund

Grants may cover costs linked to community heritage projects, including:

- Events/engagement: the costs of any events and/or engagement sessions to be delivered as part of your project. This may include costs for venue hire, catering, equipment hires or speaker fees.
- Formal learning: These are any costs associated with delivering any formal and certified learning as part of your project (e.g., training providers) workshops, skills development and digital access projects.
- Informal learning: These are the costs associated with delivering any informal and uncertificated learning activities as part of your project i.e. Storytelling, interpretation.
- Consultant or professional fees: The cost associated with procuring any external consultants or professionals to support the delivery of your project.
- Materials and equipment: *Costs for any materials and/or equipment that need to be purchased to deliver your project. This should not include any materials or equipment purchased for more general and not project specific use. You can retain and use the materials and equipment after the completion of the project if they are to be used for similar activities which will be of benefit to the historic environment. You should explain this in your application. If we agree to fund materials and equipment, we may require you to repay a proportion of the grant if you dispose of it within a specified period.*
- Other: This will cover any other direct costs relating to the delivery of your project which are not covered by the other direct cost headings. For example, travel and subsistence or appropriate contingencies for any non-physical work included in your project.

- Staff: Some third-sector organisations may be able to apply for funding towards the costs of other staff who are not directly involved with delivering the project but will be providing support. For example, this could be an administration or finance assistant who helps to put together and submit the grant claim information.
- Overheads: If you are a third-sector organisation, you may be able to apply for funding towards overheads which are applicable and proportionate to the delivery of your project. For example, this could be a contribution to the running costs of your office (e.g., rent, electricity, telephone). You will need to explain in your application and/or supporting documentation how this has been calculated.

What we cannot fund

- Acquisitions
- Work resulting from an event that should be insurable.
- Recoverable VAT or VAT grant-aided by other funders
- Projects without public benefit and clear links to HES Grants Priorities.
- Any work that has already started before you apply for grant (except for work undertaken by your professional adviser to design the agreed scheme of work prior to grant being awarded or, as otherwise discussed and agree with DHET Grants Team).
- General operational/core running costs (other than approved Overheads which are linked to your project and approved by us).
- Organisations who are insolvent or in financial difficulty (as set out in the Subsidy Control Act 2022), or any other activities prohibited by that Act.

Funding Available

- Grants of up to **75% of eligible project costs.**
- Applicants should demonstrate match-funding (cash or in-kind) where possible
- Typical awards will range from **£500 – £5,000** (larger awards of over to **£5,000** may again be considered in exceptional cases)

When **assessing any application**, the Trustees will consider the extent to which the project is in line with the Historic Environment Scotland's Grants Priorities:

- Increase understanding of and engagement with Scotland's historic environment
- Enhance communities' use of the historic environment in place making
- Strengthen the resilience of Scotland's historic environment
- Use the historic environment as a catalyst for climate action

- Increase the quality and availability of historic environment skills
- Increase economic benefits from the historic environment in a sustainable and inclusive way

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Who Can Apply

- Community groups, voluntary organisations, and charities
- Not-for-profit organisations and social enterprises
- Schools, colleges, and education providers
- Heritage organisations based in Dundee

Applicants must be formally constituted and have a bank account in the organisation's name.

How to Apply

- Contact our **Community Engagement Advisor** to discuss your project idea before applying.
- Community Engagement Advisor will let you know if your project fits our eligibility criteria and provide a link to the online application form.
- Submit your completed online application form and supporting documents.
- Applications will be assessed against published criteria, and decisions will be made by Dundee Historic Environment Trust Trustees.

Included below is a description of the **income headings** that you will be asked for when completing the application form. The income must cover the full project cost including any costs not eligible for DHET grant.

DHET Grant Request: This is the amount you are requesting from DHET to support the grant-eligible costs of your project.

Applicant contribution: This is the amount that you will be directly contributing to the project cost.

Match Funding: This refers to all other external funding sources to support the delivery of the project. You will need to include the details of this match funding in your application.

Non-cash contributions/volunteer time: You may wish to include non-cash contributions and/or volunteer time as income if applicable to your project. The income amount to be included for this should be the same as the amount included under the cost heading for non-cash contributions/volunteer time.

If You Are Successful

- You will receive a **Grant Offer Letter** and **Acceptance Form** setting out the terms of the award – see Grant Conditions below.
- Grants will normally be paid in one or two instalments.
- You must keep clear records of project expenditure and activities.
- A short final report and evidence of outcomes will be required.

Grant Conditions

1. The grant may only be used for the eligible costs and activities agreed in your application.
2. Work cannot have started before the award of the grant.
3. Any changes to the project must be approved in writing by DHET.
4. Evidence of expenditure and outcomes must be submitted as part of the monitoring process.
5. A final report must be provided within two months of project completion.
6. DHET reserves the right to withhold, reduce, or recover the grant if conditions are not met.
7. If the project has not started within three months of the date stated in the application form DHET reserve the right to withdraw the offer.
8. All funded organisations will have all necessary insurances in place and must comply with all legislation applicable to their project.
9. Any capital item purchased with the Grant must be retained by you for the purposes set out in your application until [TBC]. You must (i) maintain any capital item in good repair; (ii) store it safely and securely; (iii) have adequate insurance cover in place; and (iv) have the benefit of all necessary permissions, consents and licences required for its use. If you Dispose of your interest in any capital item funded by the Grant within [TBC] that will constitute an additional Recovery Event and we may seek to recover all or part of the Grant.]'

Please note all relevant insurances, consents and safeguards must be in place before the project starts.

Contact Us

For advice or to request an application form, please contact: info@dhet.org or Mylene Herd - Community Engagement Advisor mylene@dhet.org Tel: 07498 536 660