National Sporting Heritage Day

Community Project Grants

2018

Guidance notes

We are delighted to offer organisations and community groups access to this stream of funding specially aimed at engaging community access to sporting heritage collections as part of National Sporting Heritage Day 2018. Funded by the Art Fund, this programme will support increased engagement to local collections which tell the story and stories of sporting activity, heroes, and endeavour.

We would like to see a range of different projects supported through this programme of funding and as such, we are not prescriptive about what the funding may be used to support. Instead, we provide guidance on what we can fund, and what we can’t, and ideas about the type of project you may wish to develop. Informal advice on eligibility may be sought from the Director of Sporting Heritage at any time by email justine@sportingheritage.org.uk.

## About National Sporting Heritage Day – 30th September 2018

In 2014, as a direct result of our research and evaluation conducted on the heritage response to the 2012 Olympic Games, we established the National Sporting Heritage Day. Held on the 30th September every year, the day is our flagship campaign and provides a focus point for sporting heritage in the UK. It aims to raise awareness of the relevance of sporting heritage, encourage new and different audiences to have access to these collections, and encourage heritage and sporting organisations to recognise sporting heritage as an ongoing, significant element of their work, not just something of importance during major sporting events. For more information about the day and related activities, please visit:

<https://www.sportingheritage.org.uk/content/category/news/national-sporting-heritage-day>.

## **How much can you apply for?**

We are inviting organisations and groups to apply for funding of between £200 and £400 to support National Sporting Heritage Day community activity.

You do not need to have match funding for your project – this funding aims to engage new and different audiences with sporting heritage and we wish to support as many organisations and groups to take part as possible.

Please, however, do share any additional funding you have received or will use in your application. There is no weighting on match funding in our assessment process – we ask purely for information purposes.

## **What can we fund?**

National Sporting Heritage Day Community Grants are open to any groups and organisations with a formal constitution. This includes, but is not limited to, museums, archives, libraries, sports clubs and governing bodies, schools, uniformed groups, youth clubs, and community history groups.

The primary aims of this funding strand are to:

1: Celebrate National Sporting Heritage Day - increasing the awareness and understanding of sporting heritage

2: Inspire and engage communities to better understand and share their sporting heritage

Therefore, we support projects which:

* celebrate National Sporting Heritage Day
* are focussed on communities and community engagement
* engage new and different audiences with sporting heritage
* aim to provide greater access to sporting heritage stories, collections, or archives
* give thought to how sporting heritage activity is relevant to them and their communities, aside from National Sporting Heritage Day

Projects should aim to begin no sooner than 1st August 2018, have a focus on the 30th September, and run for no longer than 12 months.

Funding can focus specifically on a one-off activity on or around the 30th September 2018 or be a series of activities.

Funding can be used to support many different types of activity, including (but not limited to):

* Creating resources
* Delivering events (including room hire and catering)
* Arranging transport
* Marketing and publicity
* Volunteer expenses
* Purchasing equipment
* Engaging consultants / experts
* Delivering temporary exhibitions
* Developing new ways of working
* Training and development opportunities
* Backfilling posts

Funding cannot be used to support on-going organisation costs.

## **Applying for funding**

Your application should be completed on the official National Sporting Heritage Day Community Grants application form which can be found on our website.

## **Grant process timeline**

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| --- | --- |
| Applications for funding open | 16th May 2018  |
| Application deadline  | 5pm on the 29th June 2018  |
| Applicants notified  | By 20th July 2018 |
| Activity begins  | From 1st August – project dependant  |

**HOW WE ASSESS YOUR APPLICATION**

Our grants panel will meet in the week after applications are received to assess and score the applications received. We assess and score applications alongside the key criteria outlined above. You should ensure that your grant application demonstrates how your project will meet our objectives as closely as possible.

**ACCEPTING A GRANT**

If you grant application is successful, we will send you a grant acceptance letter. This letter will ask you to confirm your bank details and sign an agreement which states you aim to deliver the project in accordance with your grant submission, to time and to budget.

Usual process is to provide 50% of funding in advance of your activity and within four weeks of receiving you grant acceptance form. The final 50% of funding will be awarded on completion of your project and return of a completed project reporting form. Should this cause any cash flow issues for your organisation, please note this on your application form.

# **Reporting**

By undertaking Sporting Heritage grant, the successful applicant agrees to provide simple reporting documentation to us on completion of the project. A sample reporting form can be found on our website under the grants section. Completing the reporting forms are a condition of funding.

## **Acknowledging funding**

Successful applicants are expected to acknowledge their award in the following ways:

* By using the Sporting Heritage and Art Fund logos on all promotional material and literature, whether in print or online
* By attributing all associated project work made possible through this grant fund as in support of National Sporting Heritage Day and linking to our website at [www.sportingheritage.org.uk](http://www.sportingheritage.org.uk)
* By using the hashtag *#NSHD2018* at all times on any Twitter related activity and including the hashtag on any print or promotional literature online
* By sharing information about your project and key events with us and local press which may allow us to raise the profile of National Sporting Heritage Day and increase access to collections more widely
* By providing us with a selection of images to use to advocate for sporting heritage activity