

Hadrian's Wall 1900 Grants Guidance Notes

This document is about
Hadrian's Wall 1900 Festival.



We have some money (**grants**)
to give away



If you have any access requirements and need support with the application process, please contact communitygrants@hadrianswall1900.co.uk

Hadrian's Wall is a low wall between
England and Scotland.



It started being built in the **year 122**,
1900 years ago.



It is a **UNESCO** World Heritage Site.



The Festival **celebrates** 1900
years of Hadrian's Wall.



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There are different amounts of **money** available.

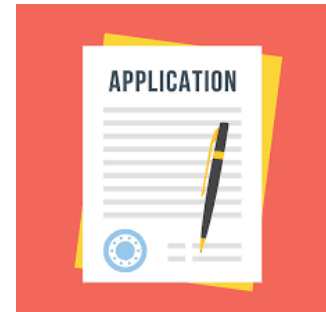


£250 - £5000.

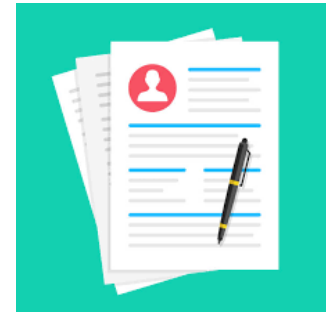


There are 2 **different application forms**

One for the **smaller** grants of **£250-£999**



and one for the **larger** grants of **£1000-£5000**



There are three different **deadlines** for when you can apply.



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The **dates** are:

Round	Open from	Deadline for applications
Round 1	15 May 2022	15 June 2022
Round 2	1 July 2022	31 July 2022
Round 3	1 September 2022	30 September 2022

The project must happen between the

22nd of January and the **23rd of December 2022.**

2022



Eligibility

Your **application** must be **managed** by a **constituted organisation**.



This means an organisation that has **rules** about how it is run.



They must also have a **bank account**.



You could **partner** with a constituted

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organisation. They will help you apply and look after the money.

Some examples of a constituted organisation are:

your local community or voluntary **council**;

your parish or town **council**;

any other group or organisation that has a **constitution**.

You can look at our [fundraising toolkit](#) for more information.

Application Criteria (rules)

You must:

Show how you meet the [Hadrian's Wall 1900 Festival criteria](#).

Show how you meet [National Lottery Heritage Fund outcomes](#), 'A wider range of people will be involved in [Heritage](#)'

Agree to the Hadrian's Wall 1900 Festival [Activity Organiser Terms and Conditions](#).



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If the project is an **in person, face to face event**



it **should** happen within **10 miles** of



The line of **Hadrian's Wall**.



or

Arbeia Roman Fort in South Shields.



or

The **Cumbrian Coastline**,
from **Bowness-on-Solway to Ravenglass**.



The project should talk about what
Hadrian's Wall **means to you**.



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Here are some **ideas** for what the project could be about:



The **people** of the Wall.



The **environment**.



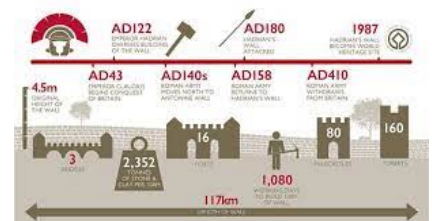
Hadrian's Wall as a **World Heritage Site**.



The **Roman Army**.



1900 years of **history**.



Life on the wall.



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The project must be **suitable for families**.



The project should be as **accessible** as possible.



The project should promote **diversity**.



The project should be **sustainable**; you should think about the **environment**.



The project should think about:
National Lottery Heritage Fund's
Outcomes for Heritage (**goals**).



Heritage is a word for "**cultural history**".



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The project should make **more people** interested in heritage.



Find out more about the projects National Lottery Heritage Fund support [here](#).

How to Apply

If you are applying for **£250** to **£999**, click this link:

[Application £250-£999](#)

If you are applying for **£1000** - **£5000**, click this link:

[Application £1000-£5000](#)

Guidance - step by step

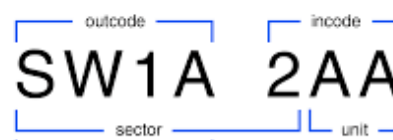
Lead Applicant Organisation
Name



Lead Applicant Organisation
Full Address



Give your official or registered address including **postcode**.



The name should be the same as on the **constitution**.



Lead Applicant **short description**
of your organisation. 100 words max.



Type of organisation
Please **tick** one of the following:



Local authority



Registered **Charity**



CHARITY COMMISSION
FOR ENGLAND AND WALES

Limited Company



Companies
House

Voluntary or Community Group



Community Interest Company (**CIC**)



COMMUNITY
INTEREST
COMPANIES

Parish or Town **Council**



Other



Company or Charity **Number**



If your Company is registered at Companies House then you will have a **Company Number**.



Charities also have a registered number.



You can search for a charity number here: <https://www.gov.uk/find-charity-information>

You can search for a company number here: <https://www.gov.uk/get-information-about-a-company>

Main Contact **Name**

This should be the person in charge of the project.



(This person might be working in **partnership** with the Lead Applicant.)



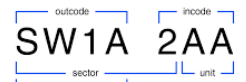
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Main Contact Position/Role

Tell us **what you will do** on the project.



Main Contact **Address** including **postcode**



If different from the Lead Applicant:

Main contact **email address**



Main Contact **Telephone Number**



Biography - **more about you.** **200 words max**



Your Project

This is your chance to tell us what you want to do.



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If you are asking for £250-£999, you need to tell us about the project in no more than **300 words**. That's about **half a page**.

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If you are asking for £1000-£5000, you need to tell us about the project in no more than **500 words**. That's about **a page**.

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Tell us **where** the project will take place.



Tell us how the project will meet the criteria and the outcomes. They are in links on **page 4 of this document**.



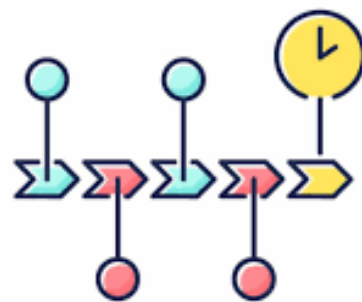
Tell us **when** the project will take place.



Tell us **how** you will **manage** the project.



Use this [template](#) to tell us about the **timeline** of your project. (What will happen and when).



If your project will **make something**, tell us what will you will do with what you make. **200 words max**



How many people do you think will see/experience your project?



How will you tell people about your project? This is called your **marketing plan**. 200 words max.



How much will the project **cost**? Use this [template](#) to tell us more.



Tell us about your budget. 300 words max.

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Use this [link](#) to tell us about you.
This helps us make sure our opportunities are fair and **equal**.



Supporting documents - things you need to send us.

Your lead applicant organisation's rules (called its **constitution**).



Your lead applicant organisations **accounts** or **bank statements**.



Supporting documents - things you can send us, if you want to.

More to tell us about your **project**, like photos or drawings.



Letters of support. These could be from other organisations, or people who know your work.



For grants of £250 - £999, no more than **two letters**



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For grants of **£1000-£5000**, no more than **three letters**



When we receive your application, we will give it a **score**.



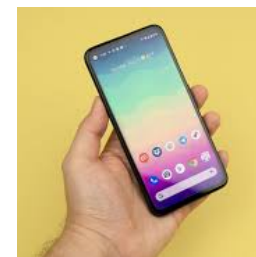
The **highest scoring** applications will get the grants.



We will send you an **email**



or **call** you



to let you know if you will get a **grant**.



If you receive **£250-£999**, we will pay it **all** into your bank account.



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If you receive **£1000-£5000**, we will pay **most** of it into your bank account.



The last **10%** will be paid after the project, when you **send us:**

All the **invoices and receipts** for your project.
This shows us what you have spent.



A short **report** about your project.
We will give you a **template** for this.



You need to **acknowledge** that you had this money. This means you must **tell people** about it



and mention **Hadrian's Wall 1900** and



The **National Lottery Heritage Fund**



If you have any **questions** about the application,
Email communitygrants@hadrianswall1900.co.uk



We will get back to you in **7 days**.



Useful links

Before completing your application, we strongly recommend you read and download:

[Hadrian's Wall 1900 Community Grants Brief document](#)

[Festival Criteria](#)

[National Lottery Heritage fund Outcomes for Heritage](#)

[Festival Overview](#)

[Terms and Conditions for HW1900 Festival Activity Organisers](#)

[National Lottery Heritage Fund's Introduction and Guidance around Community Grants](#)

[Timeline Template](#)

[Budget Template](#)

[National Lottery Heritage Fund Evaluation Guidance](#)

