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ANTARCTIC HERITAGE TRUST

United Kingdom Antarctic Heritage Trust Grants Scheme Guidance for Applicants

Thank you for your interest in a grant from the UK Antarctic Heritage Trust (UKAHT). We support a range of projects and activities which further our organisational aims:

- Preserving and enhancing the unique physical heritage of human endeavour in Antarctica to the highest standards, in the UK, in Antarctica and beyond.
- Inspiring people to pursue a lifelong engagement with the legacy of the pioneers of British Antarctic science and exploration.

All our grants are funded through income generated from donations, legacies, the support of visitors to Port Lockroy and the *'Friends of Antarctica'*.

The purpose of this document is to provide potential applicants with information on the UKAHT funding criteria, our priority areas and the sorts of projects we would consider supporting. It also outlines the conditions of a grant from UKAHT.

We advise reading this document thoroughly before making your initial approach or submitting an application.

Points to Note

The Trustees of UKAHT will consider all *bona fide* applications which meet our aims. In all cases the Trustees are interested in projects which will make a significant impact in one or more of our priorities, so all applications must make specific reference to these.

As with many grant funds, demand always exceeds the available resources so not all applications will be successful, or may be offered a lesser sum. The Trustees' decision is final in all cases.

We welcome an initial informal approach to the Chief Executive to express interest, discuss your project, or receive advice on eligibility, application deadlines or any specific application requirements. Please note however, our willingness to offer advice or consider an application is no guarantee of a grant. All final decisions on grant awards are at the discretion of the Trustees.

Applications are accepted at any time during the year. Decisions on grants are made by Trustees twice each year at our April and October board meetings, so expect to wait up to six months before an outcome. Upon receipt of your application we will advise you when the decision is likely to be made.

Please note the following:

- We would not normally consider more than one application from a single organisation at one time.
- We will not fund projects where the work has already been completed.
- We regret that we will not fund polar expeditions.
- All projects must be explicit in their public benefit.

Who may apply?

Any organisation wishing to undertake projects or activity concerned with our Antarctic heritage for public benefit. Such organisations may include:

Public museums, galleries, charitable organisations, community organisations, libraries, archives, institutes with an interest in UK Antarctic Heritage.

We are unlikely to consider applications for grants from private companies, commercial organisations, individuals, hospitals, places of worship, schools, private members clubs or other organisations with exclusive or closed membership a persuasive case for public benefit can be made. Early conversations with the Chief Executive are encouraged if in doubt.

How much is available?

Our funding ranges from a few hundred pounds to tens of thousands of pounds and we usually fund part of the cost of a project. There is no fixed percentage for which you can apply to us, but we expect you to explore the possibility of applying to other appropriate sources of public funding for which your project may be eligible and be able to provide evidence of this upon request.

We can give advice on what level of funding to apply for if you are in doubt.

Your application must include a funding breakdown, which gives details of all the funding you are seeking or have secured, and the amount you would like from us.

As part of the decision-making process Trustees will consider whether or not the project is fairly priced or offers value for money and we may ask you to corroborate this if there is uncertainty.

Please bear in mind that our resources are finite, and competition for grants can be stiff. The Trustees will balance the needs of the applicants as well as the spread of grants against Trust priorities.

Trustees may choose to award a smaller grant than requested, or provide match funding.

In exceptional cases we may be willing to meet the total cost of your project.

What we will fund

- Preservation of and repairs to historic buildings and architectural features of Antarctic heritage significance.
- Conservation of Antarctic monuments, structures or memorials which have a strong link to the UK.
- Acquisition of artefacts, significant ephemera, museum objects or records associated with the UK's involvement in Antarctica, into public collections.
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- Promotion of knowledge through academic research and its dissemination, including cataloguing within museums, libraries and institutions where historic, scientific or archival records are preserved. *Note:* Funding is restricted to projects for which public funds are proven to be not available.
- Activities which promote public engagement with UK Antarctic Heritage: museum galleries, exhibitions and displays, online resources, publications, educational activities and events, public programmes, commemorative plaques and public interpretation.

What we will not fund

- Activities not associated with UK Antarctic heritage.
- Activities for which the applicant organisation already has core funding or existing facilities.
- Organisations seeking educational funding, e.g. assistance to individuals for degree or post-degree work or school, university or college development programmes.
- Activities exclusively for private members.
- Polar expeditions.

Making an application

In order to apply for a grant from UKAHT you will need to complete an application form and supply certain pieces of information. The application form is online in both MS Word and pdf format. We ask that applications are submitted in electronic format.

What happens next?

When we receive your application we will acknowledge it straight away by email. We will also advise when the next Trustee meeting will be held at which your proposal will be discussed.

If we require any further information in support of your application we will be in touch.

We will inform all applicants on the outcome of the Trustee meeting within one week of the meeting.

We will then work with you to agree the payment schedule, project milestones and reporting obligations. Our minimum requirement is that you produce a written report on the project within three months of completion of the project. For longer term initiatives we are likely to seek interim reports to update on progress. This will all be agreed with you when we award you the grant.

Conditions of a grant from UKAHT

UKAHT is an independent charity. We don't receive any state funding; instead all our funds come through our membership, our operations at Port Lockroy plus donations and gifts. To sustain this income it is important that we work to promote UKAHT and the work we do, especially through our grants programme.

For us, giving a grant helps us secure the future of UKAHT and our ongoing ability to support other organisations. Therefore an important part of the grant agreement is your commitment to help promote UKAHT and the project we have supported.

We recognise that growing our supporter base will enable us to generate more income so opportunities to promote the '*Friends of Antarctica*' and the work of UKAHT through our work with you will help us to grow.

Reporting

Once we have agreed to support your project we will ask you to submit to us an outline project plan or timetable against which we can may set a payment schedule and milestones. We will agree with you how then you will provide us with reports on the progress of the project and the completion of it. For small grants we would expect to pay you the total amount at the beginning and would require a report on the project upon completion. For larger, more complex projects it may be desirable to have interim reports to monitor progress and these may be associated with grant instalments, especially if activity crosses over more than one financial year. It is helpful if the reports are able to articulate the activity undertaken, the impact it has had against our priorities, any metrics and the legacy of the project. We also look for a small number of high resolution images with permission to use in our own publications and online.

At the very minimum, we ask for a final report on the project with images which we will then use to evaluate the success of the project and to publicise the project through our various media channels. We would expect to receive the final report within three months of completion of the project.

Crediting UKAHT

Grants made by UKAHT should be acknowledged in all forms of publicity, display and documentation, as follows:

UKAHT name and logo should be prominently displayed in any print or online media

Credit line: **supported with a grant from the UK Antarctic Heritage Trust**

We will provide guidelines for the use of our brand and copies of our logos in various formats.

Please send any print material that features our logo to info@ukaht.org for approval and sign off before you go to print.

Display of UKAHT literature

We would be grateful if your organisation could help us raise awareness of the work of UKAHT by providing leaflets in your visitor areas. These will be supplied from the Trust office.

For further information regarding our logo, marketing materials or how we can work together on PR and marketing campaigns please contact Lisa Avis info@ukaht.org

Communications

In planning press announcements of UKAHT supported projects, please be sure to liaise with our office regarding timings and publicity materials. We can, where appropriate, provide quotes for press releases, and can also use our own channels and publications.

Members' event

If your grant offer exceeds £50,000, we ask that your organisation grants us the opportunity to organise an event for our membership, where appropriate. UKAHT will meet the additional costs arising from such an event (i.e. catering, production, overtime etc.) but would expect the hire fee to be waived. The details of this are to be mutually agreed between our organisations in advance.

Through such events UKAHT can help promote your organisation to our members and other sector stakeholders.

Images

We ask that you provide us with a small number of high resolution images illustrating the project, with full permission for our use wherever we elect, which we will use to promote the project through our digital channels and printed media – newsletter etc.

If we have helped you acquire an object for your collection

One way in which we support organisations is to assist with the acquisition of Antarctic heritage objects for museum collections. We might provide a grant in support or we may purchase an item outright and gift it to an organisation. In such cases we expect normal conditions for the permanent accessioning of museum objects to apply.

- Any item we have enabled the acquisition of is to be permanently accessioned into your collection – we will ask for the accession number and for a high quality image of the item – with permission for our use wherever we elect.
- We would hope the item would go on public display. Our name and logo must be prominently acknowledged in full on the accompanying exhibit label and any supporting literature. This also applies if the item is on loan to another museum or exhibition.
- The credit line should read **'Acquired with support from the United Kingdom Antarctic Heritage Trust'**
- By agreeing to our grant conditions you agree not to dispose of or deaccession the item we helped support you to acquire, except in extreme circumstances. Should your circumstances change then we ask you to consult us as soon as possible.