

INTERNATIONAL NATIONAL TRUSTS ORGANISATION

SMALL GRANTS PROGRAM

Guidelines

November 2017





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Guidelines

Our Small Grants Program (SGP) is designed to provide small scale but **catalytic support** for the international family of INTO member organizations, working on heritage management and related community-led cultural programs.

Eligibility: For all INTO Members in good standing. Membership fees for the year concerned should be fully paid and received by INTO.

Priorities and Eligible projects and programs: The primary purpose of the SGP is to build capacity and strengthen governance, membership recruitment and sustainability of INTO members. On this basis, the grants would support the following

- Activities and programs to provide improved performance in obtaining the necessary resources in carrying out and sustain on-going programs;
- Transfer of knowledge from experienced members to the less experienced members by supporting travel costs and out of pocket expenses for specialists or volunteers to provide advice;
- Provide support for internships arranged with experienced INTO members;
- Support fundraising and membership recruitment projects, and preparation of business plans and conservation plans; and
- Activities to strengthen financial management and member outreach.

Candidate project priorities should be consistent with these criteria, and should be integral with the member organization's work program, and be intended for completion within 2 years of approval.

Amounts: INTO SGP funds would finance up to 50% of candidate project costs. The grant must be matched with other resources, on at least one-to-one basis, either on available cash basis or in kind (based on a fair valuation of the proposed inputs in kind). Target applications should be for project proposals costing £3,000-£6,000 (UK Pounds) implying an SGP grant of up to £1,500 and £3,000 (£3,000 is the maximum amount we can award). One of the goals

of the SGP is to enable organisations to use their Small Grant as leverage to obtain funding from other sources for their project.

Process: Applications should be received by November 30, 2017. The successful candidate will be informed by the INTO Secretariate, and the winner will be announced on the INTO Website, generally one month after receipt and evaluation of Proposals.

Project Reporting: Written progress reporting is requested from a winner, and a pro forma for this highlighting project details, goals and achievements, is linked to the ApplicationForm. Recipient organisations would agree to credit INTO for the funding also showing the INTO logo, and permit incorporation of Project Report information in INTO membership and outreach materials.

Application form: This will concentrate on the project description. Application Form must be completed online.

Funding and Operational Policy: INTO is seeking funding on a continuous basis, and also specifically for funds designated for the SGP. We have searched for potential sources, and have obtained a small amount of foundation funding as a basis of commencement of operations. We will continue to fundraise for the SGP, supported by the demand.

The Operational Policy of the INTO Small Grants Program is also attached for information.

How to Apply

1. Applicants should complete and submit the Online Small Grants Program Application Form.
2. A signed copy of your latest audited or independently examined annual accounts should also be submitted. (via the online application form – we accept PDF and other file formats).
3. All applications will be acknowledged, by email. Unsuccessful applicants will also be informed by indirectly by noting the winning trust being noted on our INTO Website. We will not send declination letters. INTO will bear no responsibility for any costs incurred in preparing an application for SGP support, and we regret we will be unable to return any documentation sent to us as part of a submission.



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Grant Conditions

Applicants must be capable of matching the grant amount by at least 50% (in cash or in kind), from private or public sources, or from income earned from registration fees or fundraising activities. Donated materials and services, staff salaries and organizational overhead costs are not eligible sources of a match.

Other conditions comprise:

- Grants or matching funds cannot be used directly or indirectly to influence or oppose any legislation or appropriation;
- Board members or trustees of the applicant organization may serve as consultants or grant recipients in any way;
- Grant recipients will be required to sign a contract agreeing to the conditions of the SGP;
- Grant projects must begin within six months of the award date. Failure to begin the project in this timeframe may result in the cancellation of the grant and one would need to reapply for funding;
- Grant recipients must include appropriate acknowledgement of INTO financial support in all printed materials generated for the project.
- A final report and financial accounting of the expenditure of the grant is to be submitted within 6 months of the agreed project completion date. If the project is not completed in accordance with the contract, the grant funds must be returned.

Applicants must agree not to discriminate against any employee or applicant for employment because of actual or perceived race, colour, national origin, creed, age, gender, marital status, sexual orientation, religion, mental and physical disabilities, sex (including pregnancy), personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation or veteran status.

An applicant that has been awarded an SGP Grant previously would be eligible to reapply only after 2 years from the previous award.

Eligible Activities

The primary purpose of the INTO Small Grants Program is to build capacity and strengthen governance, membership recruitment and sustainability of INTO members. The following types of programs and activities would be eligible candidates for SGP financing:

- Transferring knowledge from experienced members to the less experienced members by supporting travel costs and out of pocket expenses for specialists or volunteers to provide advice;
- Providing support for internships arranged with experienced INTO members;
- Supporting fundraising and membership recruitment projects, and preparation of business plans and conservation plans;
- Strengthening financial management, web-based member outreach and promotion, and information dissemination; and
- Implementing youth heritage education and outreach of conservation programs.

Ineligible Activities

- Building or other construction activities;
- Academic research;
- Acquisition of real property or objects;
- Historic resource surveys to create inventories or to list resources in the National Register;
- General support for conferences;
- Taxes, duties and VAT (Value-added Tax) charges.

Eligible Expenses

- Fees for consultant services;
- Speaker fees/faculty costs for educational programs and conference sessions that focus on the topics listed above;
- Mailing costs for distribution of materials;
- Travel and subsistence costs;
- The development of materials for education and outreach campaigns, including web site development
- Materials and services such as printing, photographs, telephone, and supplies. With the exception of publications projects, these costs may not exceed 10 percent of the project budget.

Ineligible Expenses

- Staff or faculty salaries
- Organizational overhead costs
- Catering, food and beverage, entertainment
- Construction or other capital improvement costs
- Expenses incurred prior to award date

Criteria

Grant proposals will be assessed considering the following criteria:

- The degree to which the project meets the primary purpose of the Small Grants Program as set out above;
- The significance of the project;
- The realism of the project budget and the applicant's proven ability to secure matching resources;
- The project's timeline;
- The long-term objectives and likely project impact;
- The qualifications of the key project personnel; and
- The potential demonstration impact of the project.

Brief 6 Monthly Progress reporting should be based on the above criteria, briefly stating progress and outcome with respect to these criteria.



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Progress Report Format November 2017

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**INTO SMALL GRANTS PROGRAM RECIPIENT PROGRESS
REPORT FORMAT**

PERIOD XXX to YYY

INTO Member-

Date of Small Grants Program Award-

Currency of Award _____ Currency of Expenditure if
different _____

Comments and Evaluation prepared

by: _____ Date _____

No.		Comment
1	Amount of Award	
2.	Expenditure to date	
3.	Expenditure from award	
4.	Expected final Expenditure	

5.	Program Commencement date	
6.	Expected Completion date	
7.	Person days to implement program (volunteers and Trust staff)	
8.	How many people have directly benefited so far?	
9.	How many people do you expect will have benefitted once complete? Aduts? School children?	
10.	Please describe the benefits the program has brought so far. Will these be sustained over the long term	
11.	What difficulties have you encountered to date	
12.	Did the project achieve the intended objectives? Please describe strengths and weaknesses	
13.	In what way would you improve the design and purpose of the SGP	
14.	Have you been able to extend cultural heritage appreciation to the local communities ? please describe possible impacts	
15.	What do you propose next to enhance the efforts already made through the SGP	

Many thanks from the INTO Secretariate