



TAP-INTO small grants programme

Guidance for applicants

Version 2

10 September 2019

Guidance

The primary purpose of the TAP-INTO programme is to facilitate the sharing of knowledge and expertise amongst INTO member organisations

Eligibility

Who can apply?

INTO members, as described on [the INTO website](#).

All applicants must be up to date with membership fees to be considered.

What activities can be supported?

- Knowledge or best practice exchange between at least two INTO members.
- For collaborations between an INTO member and a potential future member, please contact us to discuss this.

What costs can be supported?

- International travel costs (flights, trains etc.)
- Visas

Accommodation, per diems, salaries and local travel may **not** be included in the scope of the grant. We ask INTO members to cover these costs as their in-kind contribution to the project.

Multiple flights are permitted, but will be considered on a value for money basis.

The maximum grant request is £2,000. If you think that you will exceed this, please contact us for guidance.

Criteria

Applications will be assessed according to the following criteria:

- Project need: how important will the project be to the applicant organisation(s)?

- Relevance to INTO's four strategies. Does the proposed work align with INTO's strategic aims?
- Risk: Is the project deliverable?
- Value for money: Is the project a sensible investment?

Project reporting

Success criteria (3-5 bullet points) must be established at the project's start.

A short report (2 page maximum) must be completed at the project's conclusion.

Terms

- Grant recipients must sign a contract agreeing to the grant conditions.
- Each member of INTO may receive a maximum of one TAP-INTO grant in each round of funding.
- Grant monies will be transferred only on the basis of actual costs.
- Grant projects must be concluded by 9 months from the date of application, as advertised on the INTO webpage.
- Failure to complete the project before 30 March 2020 may result in the cancellation of the grant. Cancelled grants must be repaid in full.
- Grant recipients must include appropriate acknowledgement of INTO and HHT financial support in any materials generated by the project.

Further information and questions

- info@intoorg.org

Guidance by question

Name of applying organisation

Please write the name of your organisation, e.g. National Trust of Jupiter

Address

Please record the address where your organisation is headquartered.

Website

Please record your organisation's website.

Contact person

Please record the name of the person who we should contact with questions about the application. This is normally you – the person completing the form.

Position in Organisation

Please record the job title of the contact person.

Telephone

Please provide a working telephone number. Mobile phone numbers are fine. Please also include your Skype contact information if applicable.

Email

Please provide your email address so that we can contact you with questions or notifications about the grant.

Name of second organisation

Please provide the name of the organisation that you will work with on delivery of your grant. TAP-INTO grants aim to facilitate knowledge and expertise sharing between INTO members, and eligible applications should include a collaboration between two member organisations.

Contact person at second organisation

Please provide the name of the person at your partner organisation who we should contact with questions about the application

Second organisation email address

Please provide an email address in case we need to contact the person at the partner organisation.

NB – If there is a third or fourth organisation, please record this in the 'Project Activity' field.

Project Title

Please describe what your project will achieve in a few words

Project Activity

Please describe here what needs to happen. What is the purpose of your grant? When the representative(s) of your partner organisation travel to visit your organisation, what will they do?

Project Need

Please describe the motivation for applying for this grant. Why is the project needed? Why is the funding needed from INTO? What positive effect do you think that the project will have?

Project Budget

Please provide an estimate for costs. This estimate should be based on your knowledge of how much these costs are typically, taking into account the time of year when the travel will take place. Costs here may include travel and visa costs only, as other costs are not normally eligible. You should provide the costs in your local currency and in British Pounds Sterling, using xe.com as a convertor.

Timescale

Please tell us when the project will take place. If there are multiple trips, please indicate when you would plan these. NB -All activity for this round of funding must be complete by March 2020.

Banking

If your project is supported, you will need to have a bank account set up in the name of your organisation. Please tell us the name of the bank where this account is held.

Support Documentation

If there are materials that you would like to submit in support of your application, please include these here. There is no requirement to submit further documentation. This might be the old version of a plan that you need updating, or a map that shows the sites that will be visited, or a brochure that you will update with expertise from your partners. The following file extensions are permitted: pdf, jpeg, gif, docx, xlsx, jpeg.

Certification

Please provide the name of the person who has authorised this application within your organisation. This may be you if you hold the relevant level of authority.

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