

# Stories in Stone

## Heritage Grants Guidance

### June 2017

#### 1. Introduction

*Stories in Stone* is a four-year scheme that will deliver a wide range of conservation and community projects in the Ingleborough area. The scheme, which started in early 2016, has been developed by the Ingleborough Dales Landscape Partnership and the lead partner is Yorkshire Dales Millennium Trust (YDMT). It is funded by the Heritage Lottery Fund, as well as other public and private sources.

The scheme has four programmes:

1. Historical Ingleborough: the built and cultural heritage of the Ingleborough Dales is conserved, restored and celebrated.
2. Natural Ingleborough: the natural heritage of the Ingleborough Dales is conserved, restored and celebrated.
3. Discover Ingleborough: people can access, understand and participate in the heritage of the Ingleborough Dales more easily.
4. Skills for Ingleborough: people have the knowledge and training to maintain, restore, manage and celebrate the heritage of the Ingleborough Dales.

Heritage Grants are for projects that will conserve, enhance, celebrate or increase understanding of the historical and natural landscape of the Ingleborough Dales area. Projects must help deliver at least one of the four programmes and be located within the scheme area (see map below).

#### 2. What are Heritage Grants?

You can apply for a grant of between £200 and £5,000 for projects with a total value of no more than £10,000.

The grant scheme has limited funding and we will not be able to support all applications, so we will apply the following rules:

- During an application round we will only consider one application from you, so please prioritise your project ideas
- If an application is successful you can't apply for another grant until your live project has been practically and financially completed and signed off by YDMT
- You can receive up to three grants during the four years of the *Stories in Stone* scheme but the aggregate will be capped at £10,000
- For exceptional project proposals the maximum grant value, the number of grants received by an applicant, and/or the total grant value received by an applicant may be increased.

#### 3. Who can apply?

We welcome applications from individuals and organisations, including public bodies, community groups, private landowners, farmers, and partnerships, for example a partnership between a heritage organisation and a community group.

#### 4. Completing and submitting your application

Before completing your application please carefully read this Guidance. Application forms and guidance can be downloaded from [www.ydmt.org/resources](http://www.ydmt.org/resources) or can be emailed or posted to you - contact Chris Lodge, Project Officer, on 015242 51002 or [chris.lodge@ydmt.org](mailto:chris.lodge@ydmt.org). Chris will be able to tell you if your project is eligible and give you advice on completing your application.

If you are a tenant you will need to get your landowner's permission, preferably before submitting your application but certainly before a grant offer is made to you - please contact Chris for a consent form.

Please return your completed application form and any supporting information to Chris Lodge, Stories in Stone, Yorkshire Dales Millennium Trust, Old Post Office, Main Street, Clapham, LA2 8DP.

Applications can also be emailed to [chris.lodge@ydmtd.org](mailto:chris.lodge@ydmtd.org)

**Please keep a copy of the completed application for your records.**

#### **5. Heritage Grants will fund:**

- capital work, activities, or a mix of the two, but projects must have a strong heritage focus. Projects should be accessible to the general public (unless there is a good reason why access is undesirable) or be clearly visible from a public right of way, and be supported by the local community
- restoration, creation and/or sustainable management of habitats
- protection, restoration and enhancement of historical features and archaeological remains
- educational and recreational initiatives on historical or ecological themes
- increased public access, where appropriate, including bridleways, cycling and walking tracks
- interpretation of natural, built and cultural heritage
- surveying, recording and monitoring of historical or ecological features
- investigating and recording the cultural history of the area, including oral histories
- initiatives to improve people's heritage skills.

#### **6. Heritage Grants will not fund:**

- dry stone wall restoration (there is a separate grant scheme for this - contact Chris for further details)
- projects of little clear heritage value
- projects with little or no public benefit
- projects that don't have the landowner's consent (if you don't own the land)
- projects in which a significant proportion of costs could be met by other grant schemes
- costs relating to the conversion of buildings for use as dwellings or tourist accommodation
- projects solely involving the purchase of land or buildings
- acquisition of assets in excess of £5,000 value per item
- running costs of your organisation or projects that are part of your everyday work
- statutory obligations
- religious activities that are accessible only to people of a particular faith
- projects that have started before the grant award date
- feasibility studies or costs for preparing grant applications for this or other projects
- projects where the match funding is state aid based (such as agri-environment monies).

#### **7. Your project costs**

You need to tell us what the project costs are and what the total project cost is. We can only contribute to the costs if you have included them in your project budget and provide invoices etc. Eligible costs include labour, professional fees, materials, transport and accommodation.

Mileage costs can be reclaimed at a rate of 45p/mile. Accommodation and subsistence can be reclaimed at a rate of £30/day.

Only include VAT if you are unable to reclaim VAT.

Procurement of all goods and services will be in accordance with the following procedures:

- items of expenditure up to £5,000 require a single written quote
- items of expenditure between £5,000 and £10,000 (this being the maximum project value permissible for the grant scheme) require at least two written quotes.

The thresholds apply to all individual goods and services or to the aggregate fee as a single purchase or appointment. Procurements should not be divided in order to circumvent these procedures. Where appropriate, quotes will be sought for i) each annual phase of projects running over two or more years, and ii) where an individual provider could potentially receive more than £5,000.

Please submit quotes with your application form.

## **8. Your project income**

Heritage Grants can cover between 50% and 90% of project costs (up to a maximum grant of £5,000), depending on the type of applicant:

- up to 50% for local authorities, private individuals and profit-making organisations
- up to 70% for registered charities and companies limited by guarantee
- up to 90% for non-registered charities, voluntary and community groups, and local councils.

The remainder is your match funding contribution. This can consist of cash (either yours or from other grants), donations of goods or services, or volunteer time. Volunteer time can be claimed at the following rates:

- Unskilled: £50 per day
- Skilled: £150 per day
- Professional: £350 per day.

**Your volunteers will need to complete a YDMT timesheet to record their contribution.**

## **9. Intellectual property**

For projects that create or use intellectual property you need to get all permissions, waivers and licences from any other person or organisation that may be entitled to any intellectual property rights which exist or will be created to allow you to carry out and complete the project in line with your application. We reserve the right to request copies of any such permissions, waivers or licences.

## **10. What we will assess**

The assessment of your project will be based on the information you provide on the application form and any supporting information so please ensure that you answer each question as fully as possible. We will take into account the value for money your project offers, the overall benefits of the project in relation to the costs, the amount of grant you want from us, and whether your organisation is capable of carrying out the project.

We will also assess how your proposal:

- helps deliver the aims and objectives of *Stories in Stone*
- is financially realistic and there is a clear need for funding
- promotes far greater levels of public benefit than private gain
- provides a lasting legacy.

## **11. Successful applications**

Applicants will be informed of the outcome of the application within six weeks of the closing date. If your application is successful we will send you our formal Grant Offer. You will be able to start your project as soon as you have met any conditions, have secured any match funding needed, and you have our written permission (you will not be able to claim back any monies spent before this date).

## **12. Reporting on progress and monitoring your project**

You will be expected to report progress on a regular basis to us which will be agreed with you before you start the project and as the project progresses. As a minimum we would expect reports every three months. We may choose to alter the frequency of reports depending on how well the project is progressing.

So that progress and impact of your project can be monitored we ask that you identify three project milestones and two outputs. A milestone marks the achievement of a recordable event or the end of a particular phase of the project. An output is a clear end result of the project. Please carefully select milestones and outputs that are appropriate and achievable.

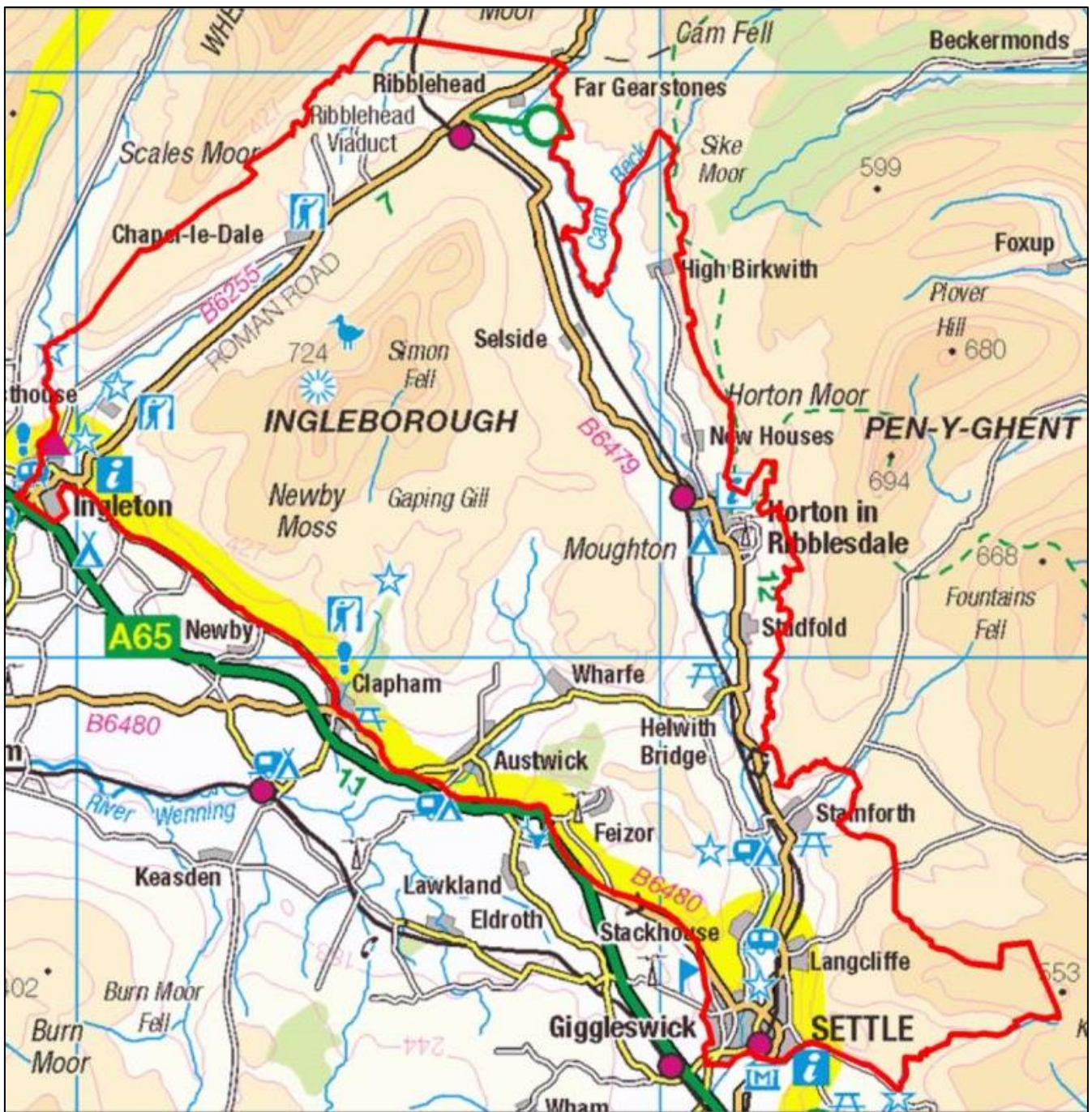
## **13. Project publicity and acknowledgement**

Public support, understanding and appreciation are vital to the success of *Stories in Stone* and its Heritage Grants. If we give you a grant you must acknowledge it and publicise and promote your project as widely as possible.

## **14. You must:**



- adhere to the terms and conditions set out in the *Stories in Stone* Standard Agreement
- if appropriate, maintain the completed project in good repair and condition until at least 31 December 2029 (this being ten years from the completion date of the *Stories in Stone* scheme).

## The scheme area



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Additional information © Yorkshire Dales National Park Authority

-  Scheme boundary
-  Yorkshire Dales National Park boundary



## Stories in Stone Standard Agreement

### I. Definitions and interpretation:

- I.1. The following definitions apply to expressions used in this Agreement:
- a) **'we', 'us', 'our'** – Yorkshire Dales Millennium Trust (YDMT), the lead partner of the Ingleborough Dales Landscape Partnership.
  - b) **'you', 'your'** – the individual or organisation awarded the Grant as set out in the Grant Offer.
  - c) **Agreement** – your Application, these terms entitled "Stories in Stone Standard Agreement", the Landscape Conservation Action Plan (if your Project was included in it), the Heritage Grants Guidance (if applicable), the Grant Offer and any documents ancillary thereto.
  - d) **Application** – any information you send us to support your request for a Grant.
  - e) **Approved Purposes** – the purposes for which you have applied for the Grant and how you intend to carry out those purposes as set out in your Application (allowing for any changes that we may have agreed in writing up to the release of any of the Grant).
  - f) **Approved Usage** – the use as set out in the Grant Offer to which the Project is to be put following Completion (allowing for any changes that we may have agreed in writing up to the release of any of the Grant).
  - g) **Digital Outputs** – all material with heritage content created in or copied into a digital format by or for you in connection with the Project.
  - h) **Evaluation Report** – the brief report you must send us before we pay the final instalment of the Grant, telling the story of the Project, its achievements and lessons learned.
  - i) **Grant** – the amount to be provided by us as set out in the Grant Offer.
  - j) **Grant Expiry Date** – the date by which you must achieve the Approved Purposes as set out in the Grant Offer and by which you will make the final Grant drawdown.
  - k) **Grant Offer** – the document confirming our Grant award to you.
  - l) **Ingleborough Dales Landscape Partnership** – the partnership of local, regional and national organisations that has developed the *Stories in Stone* scheme.
  - m) **Heritage Grants Guidance** (HGS Guidance) – the document setting out the scope of the Heritage Grants and how to apply.
  - n) **Landscape Conservation Action Plan** (LCAP) – the document developed by the Ingleborough Dales Landscape Partnership to support its funding bid to the Heritage Lottery Fund.
  - o) **Project** – the project referred to in your Application that consists of or includes the Approved Purposes.
  - p) **Project Completion Date** – the date that we make our final payment and are satisfied that the Approved Purposes of the Grant including all physical works which comprise the Project are complete to our satisfaction as confirmed in writing by us.
  - q) **Property** – any assets such as built or natural heritage features, equipment, documents or other assets such as digital properties and intellectual property rights that you buy, create, restore, conserve or otherwise fund with the Grant.
  - r) **Stories in Stone** – the Ingleborough Dales Landscape Partnership scheme.
  - s) **Third Party** – anybody (other than you) who owns or controls Property listed in the Application.
  - t) **Third Party Property** – any Property listed in the Application that belongs to or is controlled by a Third Party.

### 2. The Grant

- 2.1. You must use the Grant only for the Approved Purposes, unless you get our written approval beforehand.
- 2.2. You must not publicise your Grant award or start work to achieve the Approved Purposes until we acknowledge receipt of the Grant Offer signed by you.
- 2.3. If the Approved Purposes involve buying goods or services or getting work done, you must satisfy us that you have met the procurement requirements set out in the LCAP or HGS Guidance (whichever is applicable).
- 2.4. If the Grant does not cover the full cash cost of the Approved Purposes then before work starts and before any expenditure is incurred you must ensure either you or someone else has agreed to cover the costs of the Approved Purposes that are not covered by the Grant.

- 2.5. You may receive your Grant in more than one payment. The Grant is payable against the outputs and milestones set out in your Application. Before we release the final grant you must send us your Evaluation Plan if we have asked you to produce one.
- 2.6. The amount of the Grant shall not be increased in the event of you overspending or for any other reason, unless you get our written approval beforehand.

### **3. Achieving the Approved Purposes**

- 3.1. You must achieve the Approved Purposes and make your final Grant drawdown by the Grant Expiry Date. The Grant may not be used to fund any works undertaken after the Grant Expiry Date without our written approval beforehand.
- 3.2. You must use your Property, or allow it to be used, only for the Approved Usage.
- 3.3. As well as these terms of grant, you must follow the conditions (if any) set out in the Grant Offer, and address any issues we identify in the course of monitoring.
- 3.4. Any contractors or staff will be employed by yourselves and any monies should be paid to them direct by you.
- 3.5. You must ensure that you and all sub-contractors and organisations and individuals involved in the delivery of the Approved Purposes comply with all relevant health and safety requirements, practices, procedures and guidance.
- 3.6. You must ensure that all works are carried out in accordance with any approved specifications and that all necessary licences and consents are obtained and maintained.

### **4. Monitoring and evaluating the Project**

- 4.1. You must give us any financial or other information and records we may need from time to time on the Grant, your Property, Third Party Property, the Approved Purposes (and achieving them) and the Approved Usage. We will need to see all evidence of spending you have made as part of your Project costs.
- 4.2. You must monitor your Project and, within three months of completing your Project, give us a short Evaluation Report using the *Stories in Stone* template form. The report must satisfy us that the Approved Purposes have been achieved successfully and in accordance with the terms of this Agreement.
- 4.3. You must allow us (or anyone we authorise) to have any access we may need to:
  - a) inspect your Property, Third Party Property and any work to your Property or Third Party Property;
  - b) monitor the conduct and progress of the Approved Purposes; and
  - c) monitor the Approved Usage.
- 4.4. You must keep accurate accounts and records in connection with the Approved Purposes for at least ten years after the end of the completion of the *Stories in Stone* scheme (scheduled for 31 January 2020). You will provide access to these records at the request of us or anyone authorised by us at any time during this period. You will be notified in writing of the completion of the *Stories in Stone* scheme.

### **5. Your Property**

- 5.1. If you use any of the Grant yourself to buy, receive, create, restore, conserve or otherwise fund your Property, you must continue to own it and keep exclusive control over what happens to it. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our written approval beforehand. If we give you our approval, it may depend on any of the following requirements:
  - a) that you pay us a share of the net proceeds of selling or letting your Property within one month of parting with the assets or other goods;
  - b) that you sell or let your Property at its full market value; or
  - c) any other conditions we think fit.
- 5.2. If the Approved Purposes include creating, repairing or restoring your Property, you must maintain the completed Project in good repair and condition and ensure it is used only for the Approved Usage for the period as specified in the Grant Offer.
- 5.3. You must insure or procure the insurance of any works undertaken as part of the Project on your Property under a contractors' all risks insurance policy.
- 5.4. You must keep any objects or fixtures that form part of your Property in a physically secure and appropriate environment.

- 5.5. You must tell us, in writing, within five working days about any significant damage to your Property.
- 5.6. You must arrange for the general public to have appropriate access to your Property as described in the Grant Offer. You must make sure that no person is unreasonably denied access to your Property.

## **6. Publicity and Acknowledgement**

- 6.1. We and the Heritage Lottery Fund (HLF, the principal funder of *Stories in Stone*) reserve the right to promote our association with the Project and make the purpose and amount of the Grant public in whatever way we think appropriate.
- 6.2. We reserve the right to install and maintain at each location where the Project is based or operates such signs, commemorative material and other promotional material indicating the involvement of us or HLF with the Project as we or HLF may require.
- 6.3. You must publicise and promote your Project as widely as possible, but you must get our approval of the content before any materials are produced or distributed.
- 6.4. You must acknowledge the support you have received from *Stories in Stone* and HLF. Acknowledgement must be clear to all visitors using your site, to people taking part in activities, on publicity materials such as job advertisements, press releases, leaflets, invitations and posters, on permanent outcomes such as websites, interpretation panels, educational materials, maps and reports, and in written or spoken presentations.
- 6.5. You must ensure that the following reference is made: "This project is being funded through *Stories in Stone*, an ambitious four-year programme of conservation and community projects concentrated on the Ingleborough area. The scheme has been developed by the Ingleborough Dales Landscape Partnership and is supported by the National Lottery through the Heritage Lottery Fund". Any variations of this must be approved in writing by us.
- 6.6. You must ensure that the *Stories in Stone* and HLF logos are included. The logos must only be used in the exact form provided by us.
- 6.7. You must provide us with digital images (or hard-copy photographs or transparencies) of the Approved Purposes, ideally taken before, during and after completion. You give us the right to use those you provide us with at any time, including putting them into a digital format and altering them. We must be able to use any photos in our promotion of *Stories in Stone* without infringing the rights of any third party. You must get any necessary permission for us or you to use any photograph, transparencies or digital images we ask you for before you send them to us or before you use them.
- 6.8. You should also promote *Stories in Stone* in general, the *Stories in Stone* website and *Stories in Stone* social media channels.

## **7. Digital outputs**

- 7.1. You agree to:
  - a) hereby grant to us an irrevocable, perpetual and royalty-free licence to use, copy, keep and disseminate the Digital Outputs as we see fit and to grant sub-licences of the same kind;
  - b) obtain and maintain in force all authorisations of any kind required for you to use, copy, keep and disseminate the Digital Outputs and to grant such licence to us;
  - c) contract to the effect that any creation by you or on your behalf of material which forms Digital Outputs is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner may not commercially exploit it;
  - d) ensure that the Digital Outputs are kept up-to-date, function as intended and do not become obsolescent before the fifth anniversary of the Project Completion Date;
  - e) comply with these terms of grant in relation to the digital files that make up the Digital Outputs for the period agreed in the Grant Offer. For the avoidance of doubt, this includes ensuring that the digital files are held securely and are available on request to the public and to us;
  - f) grant licences in respect of the Digital Outputs under the Creative Commons model licence Attribution Non-Commercial but not on other terms without our prior written consent; and
  - g) not otherwise exploit the Digital Outputs commercially without our prior written consent.

## **8. Grant payment and repayment**

- 8.1. We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with these terms of grant as long as:
  - a) the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from

time to time), and enough funds are made available to us under the Act; and  
b) we are satisfied that you or a Third Party are achieving (and will continue to achieve) or have achieved the Approved Purposes in line with these terms of grant and that you are spending the Grant in proportion to any other funds you receive from other sources for the Approved Purposes.

- 8.2. No payment of Grant shall be made until we receive and approve evidence of all spending you have made as part of your project costs (ie copies of receipted invoices, time sheets, Evaluation Report and any other documents requested by us).
- 8.3. We may stop funding in line with these terms of grant if, within six months of the date of the Grant Offer, you have not spent at least 20% of the Grant.
- 8.4. The Grant will be regarded as withdrawn if the Approved Purposes are not completed before the Grant Expiry Date, unless an extension of time has been agreed in writing by us.
- 8.5. If we stop funding in line with paragraphs 8.3 and 8.4, you may still claim amounts you have offered to Third Parties but have not yet paid them at the date we stop funding. You may also claim any amounts we agree should still be available for you to carry out work to the Property.
- 8.6. If we stop funding in line with paragraphs 8.3 and 8.4, you must (if we ask you to) transfer any Third Party contracts to us or to someone we choose.
- 8.7. You shall repay to us any Grant paid to you as a result of an administrative error (by us, you, or any other person).

## **9. Sanctions and Termination**

- 9.1. If you fail to keep to any of the terms of this Agreement, or you change your status, close down or are declared bankrupt or go into receivership or liquidation, we may, by giving notice to you, do any or all of the following:
  - a) suspend payment of the Grant;
  - b) withdraw the Grant;
  - c) require the Grant to be repaid (partially or in full);
  - d) require any Property whose purchase or acquisition has been funded using the Grant to be transferred to us;
  - e) allow HLF to take over and carry forward for its own benefit any proceedings against you and transfer to HLF any rights that we may have as a result of any of the terms of this Agreement being broken; or
  - f) terminate this Agreement.
- 9.2. We may terminate this Agreement at any time on the expiry of not less than 30 days' notice to you.

## **10. General terms**

- 10.1. You may not, and must not claim to, transfer the Grant or any rights under these terms of grant.
- 10.2. You must take all steps and sign and date any documents as may be necessary to carry out your obligations under these terms of grant and to give us the rights granted to us under them.
- 10.3. If there is more than one of you, any liability under these terms of grant will apply to you all together and separately.
- 10.4. We may rely on any of our rights under these terms of grant at any time, even if we do not always choose to do so immediately. If we decide not to rely on one right, we may still rely on any of our other rights under these terms of grant.
- 10.5. If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under these terms of grant if we (or anyone we authorise) give it to you in writing.
- 10.6. Any notice, request or other document we or you send to each other under these terms of grant can be delivered or sent by any effective means.
- 10.7. Any documents you need to send us under these terms of grant are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.
- 10.8. These terms of grant will last until 31 December 2029 (this being ten years from the completion date of the *Stories in Stone* scheme).
- 10.9. These terms of grant cannot be enforced by anybody other than you or us.