



Comhairle nan Eilean Siar

Museum & Tasglann nan Eilean

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Museum &
Tasglann
nan Eilean

Museum & Archive

Guidance notes for Heritage Grants 2024-25

Comann Eachdraidh Membership Grant,
Accredited Museum Grant,
and Comann Eachdraidh Equipment Grants

1. Introduction

Comhairle nan Eilean Siar gives heritage grants to approved voluntary heritage organisations, Comann Eachdraidh, for heritage purposes. Demand for heritage grants is high and no money will be reserved for your organisation until the correct documentation is received, so please read these guidelines carefully.

2. The application form

The application form should be fully completed and returned by email to;
MuseumU&B@cne-siar.gov.uk

Please ensure that you use the correct application form:

- Use **Form A** to apply for the following grants:
 - Comann Eachdraidh Membership Grant
 - Accredited Museum Grant

You can apply for both grants, at the same time, on one form.

- Use **Form B** to apply for a Comann Eachdraidh Equipment Grant
- If your application for a Comann Eachdraidh Equipment Grant is successful, you should subsequently use **Form C**, a Comann Eachdraidh Equipment Grant Claim Form, for reimbursement.

Consult the appropriate section of these guidance notes according to which form you are using.

3. Conditions of grant

By accepting a heritage grant from Comhairle nan Eilean Siar you must agree that it will only be used by the approved organisation for heritage purposes. By accepting a grant you must also agree to supply the following data on an annual basis. This is for audit and national statistic reporting purposes. Data required comprise:

- Number of enquiries
- Total number of physical visitors
- Online / virtual visits (website / social media)
- Number of events (in your venue)
- Number of outreach events / activities (in other places)
- Number of education participants (both in your venue and outreach activities)
- Number of community participants (via both your venue and outreach activities)
- Number of full-time equivalent staff
- Number of volunteers
- Annual total of volunteer hours

4. The process

All heritage applications and claims are passed to Museum nan Eilean for assessment.

Evidence as requested must be submitted with the application.

There will be **two** separate rounds of funding for 2024-2025:

- Round One: Only **Form A** will be accepted (applications for Heritage Grants).

This is to allow all groups the opportunity of applying for funding that will help them with running costs.

The deadline for Round One is **31 October 2024**.

- Round Two: Only **Form B** will be accepted (applications for Comann Eachdraidh Equipment Grants).

This round will only be opened if there is an under-spend after Round One.

Round Two will not open till 7 November 2024, with a deadline of 21 November 2024

Please note the following with regard to all applications:

- Applications will only be processed if correctly completed.
- Applications will only be processed **if the declaration is signed and dated**.
- All evidential documentation must be attached as no monies will be reserved until this is received.
- We are unable to approve applications for Heritage Equipment Grants retrospectively, please do not order any goods or equipment until your grant has been approved.

- Decisions on grants are generally made as soon as possible, please be patient as we are currently still dealing with the effects of the cyber attack.
- Any grant application that is regarded as contentious, or may appear to set a precedent, will be referred to the Sustainable Development Committee for consideration.
- Application and claim forms are available from the Heritage Service Website www.outerhebridesheritage.org.uk/service/heritage-grants/

5. Eligibility criteria

- A heritage group is defined as being a Comann Eachdraidh (historical society) whose main purpose is to care for and preserve the history of the Outer Hebrides through artefacts and/or archives. Only properly constituted, voluntary, and locally-based Comainn Eachdraidh organisations can apply for a grant.
- If a grant is awarded, the organisation must acknowledge the support of Comhairle nan Eilean Siar Heritage Service in any promotional literature and publicity.
- If an organisation which has received a grant for the purchase of assets, equipment etc ceases to exist then those assets or equipment must be returned to Comhairle nan Eilean Siar. Comhairle nan Eilean Siar will then decide upon a reallocation of these assets or equipment.
- Requests for evidence that monies were spent in accordance with grant applications will be made in certain circumstances.
- It is the responsibility of the organisation to organise adequate insurance cover for equipment purchased with grant aid from Comhairle nan Eilean Siar.
- Payment is made by bank credit transfer directly into the bank account of the organisation making the application.
- Grants will not normally be awarded to:
 - o Organisations not properly constituted.
 - o Political or religious organisations where the purpose is to promote a particular political or religious viewpoint or party.
 - o Organisations receiving or refused grant aid from another Comhairle nan Eilean Siar department for the same purpose.
 - o Commercial organisations.

Please refer to the following guidelines depending on which form you are completing:

- **Page 4:** Form A for Heritage Grant applications
 - o Comann Eachdraidh Membership Grant
 - o Accredited Museum Grant
- **Page 7:** Form B for Comann Eachdraidh Equipment Grant applications.

- **Page 10:** Form C for Comann Eachdraidh Equipment Grant claims (subsequent to approval of Form B).

Form A: for Heritage Grant applications

Use Form A for the following type(s) of grant:

- Comann Eachdraidh Membership Grant
- Accredited Museum Grant

The deadline for submission of Form A is **31 October 2024**

Section A1: Applicant details

Accurate and detailed information will assist with the processing of applications.

Please fill in all questions.

- You must use the organisation's registered address – not your personal address.
- You must use the generic organisational email address – not your personal email address. If there is no generic organisational email address, please set one up for invoicing purposes, and in the interim quote your treasurer's email address.
- We ask for your own home and mobile phone numbers in case we can't get hold of you by emails and have any questions.
- Please ensure you fill in your Charity / Company / Scottish Charitable Incorporated Organisation number, along with your VAT number if registered.

Section A2: Present membership

This must be completed with the number of current members of your organisation.

Section A3: Support documentation

All documentation listed, apart from those marked with asterisks (*), is required to be submitted with all applications. Even if you have previously submitted another application you must still submit the requested documentation again with each new application.

Your application will not be processed until all documentation is received.

Include with all applications:

- Constitution.
- Latest audited accounts.
- Latest bank statement.
- Minutes of last Annual General Meeting.

- Names and addresses of current committee members.

Additional documentation dependant on type of grant applied for:

***Membership Grant**

An up-to-date membership list for your organisation must accompany your application. We cannot accept previous years' lists. **Please number the list.**

****Accredited Museum**

Your museum's up-to-date Accreditation Certificate showing that you are a fully Accredited Museum. The certificate must show the date of the last accreditation. If you are at present putting in a return please send us proof of submission.

Section A4: Grant details

- Grant type: please tick which grant(s) you are applying for:
 - o Membership Heritage Grants
 - o Accredited Museum

(Please note that you should use Form B for applications for Heritage Equipment Grants).

- Amounts: please fill in the amount relevant to the grant(s) you are applying for according the following table, and also provide a total:

Type of Grant	Amount Available
Membership (of 20-299)	£350
Membership (of 300 or over)	£500
Accredited Museum	£1000

- Description: please provide details regarding what you would do with your grant as this helps us to evidence the need for and benefits of these awards.
- Other Comhairle nan Eilean Siar grants: if you have applied for or are in the process of applying for other Comhairle nan Eilean Siar grants, please complete this section.

Section A5: Organisation's bank details

Comhairle nan Eilean Siar is now required to pay all grants by bank credit transfer, directly into an organisation's bank account.

Please provide full details in order for payments to be made electronically.

No applicant will receive a cheque at their home address.

If you have received a grant payment from CnES in the past, please let us know if your bank account details have changed in the interim.

Section A6: Declaration

It is vital that all applications are signed.

Please print off the declaration page and then sign it. Please then scan the signed declaration page and email it to us along with your application and backup documentation. Unless you have a digital signature.

Form B: for Comann Eachdraidh Equipment Grants

We can only support up to 50% of the amount you spend and there will be a ceiling of £500 grant awarded.

You must not purchase items until we have awarded you the grant. We cannot pay for goods purchased prior to the approval of the grant.

This form can only be used for Round Two which does not open until 7 November 2024.

The deadline for submission of Form B is 21 November 2024

If your application for a Heritage Equipment Grant is approved, you should subsequently submit Form C Heritage Equipment Grant Claim for reimbursement by the 16 February 2025 deadline (refer to page 7).

Section B1: Applicant details

Accurate and detailed information will assist with the processing of applications.

Please fill in all questions.

- You must use the organisation's registered address – not your personal address.
- You must use the generic organisational email address – not your personal email address. If there is no generic organisational email address please set one up for remittance purposes, and in the interim quote your treasurer's email address.
- We ask for your own home and mobile phone numbers in case we can't get hold of you by email and have any questions.
- Please ensure you fill in your Charity / Company / Scottish Charitable Incorporated Organisation number, along with your VAT number if registered.

Section B2: Present membership

This must be completed with the number of current members of your organisation.

Section B3: Support documentation

All documentation listed is required to be submitted with all applications. Even if you have previously submitted another application you must still submit the requested documentation again with each new application.

Your application will not be processed, and no money will be ring fenced, until all correct/accurate documentation is received.

Include with all applications:

- Constitution.
- Latest audited accounts.
- Latest bank statement.
- Minutes of last Annual General Meeting.
- Names and addresses of current committee members.
- Relevant quotations – these must be for the total value of the project rather than for the amount being applied for.

Section B4: Grant details

- Description: please provide project details regarding what you would do with your grant as this helps us to evidence the need for and benefits of these awards.
- Itemisation of intended purchases: written quotations must also be attached.

If you need more space, please attach a separate table.

Please provide a total cost for your project.

Please note these particular stipulations relating to amounts, types of equipment and VAT:

- We can only support up to 50% of the amount you spend and there will be a ceiling of £500 grant awarded.
- Grants are for the provision of permanent equipment for voluntary heritage organisations.
- Grants are subject to evidence of expenditure.
- No assistance is available towards the costs of consumable items or reclaimable VAT.
- If your organisation is VAT-registered and you can reclaim the VAT, then the total cost of the project (and the required evidence) will be the cost minus VAT.
- Organisation's financial contribution: as well as the amount you must provide an explanation of how the contribution will be raised, or confirmation that you already have the amount.
- Amount of grant requested from Comhairle nan Eilean Siar: all applicants must complete this section. We can only support up to 50% of the amount you spend and there will be a ceiling of £500 grant awarded.

Section B5: Other support

- Applications to bodies other than Comhairle nan Eilean Siar: you must indicate yes or no to this question. Please provide details of bodies and type of support sought.
- Other applications to Comhairle nan Eilean Siar: if you have applied for or are in the process of applying for other Comhairle nan Eilean Siar grants, please complete this section. This includes applications (for Membership Grant, Accredited Museum Grant) using Form A.

Section B6: Organisation's bank details

Comhairle nan Eilean Siar is now required to pay all grants by bank credit transfer, directly into an organisation's bank account.

Please provide full details in order for payments to be made electronically. No applicant will receive a cheque at their home address.

If you have received a grant payment from CnES in the past, please let us know if your bank account details have changed in the interim.

Section B7: Declaration

It is vital that **all** applications are signed.

Please use a digital signature. Alternatively print off the declaration page and then sign it. Please then scan the signed declaration page and email it to us along with your application and backup documentation.

Form C: for claims for Comann Eachdraidh Equipment Grants

Form C should only be submitted subsequent to submission and approval of Form B (Application for Comann Eachdraidh Equipment Grants).

Form C should be used for claiming reimbursement of approved equipment, plus submission of evidence.

The deadline for submission of Form C is 15 February 2025.

Section C1: Applicant details

Accurate and detailed information will assist with the processing of applications.

Please fill in all questions.

- You must use the organisation's registered address – not your personal address.
- You must use the generic organisational email address – not your personal email address. If there is no generic organisational email address please set one up for remittance purposes, and in the interim quote your treasurer's email address.
- We ask for your mobile phone number in case we can't get hold of you by email and have any questions.

Section C2: Details of grant and reimbursement claim

Information provided in this section should be informed by the results of your prior application using Form B (Application for a Heritage Equipment Grant) and must be completed in full.

Section C3: Evidence checklist

This section acts as a reminder to include all mandatory evidence:

- Grant report as per section C5
- Copies of all receipted invoices for the full cost of the project

Section C4: Declaration

It is vital that all applications are signed.

Please print off the declaration page and then sign it. Please then scan the signed declaration page and email it to us along with your claim form.

Section C5: Grant report

Please provide project details regarding what you have done with your grant as this helps us to evidence the need for and benefits of these awards