

# Idlewild Trust

## Funding Guidance

How to apply for a grant  
2024/2025



Valeriia Kravchenko and Ahneta Shashkova examine the portraits in the Huguenot Museum store August 2022 ©Katya Belaia

Arts: Supporting Early-Stage Professionals

and

Conservation: Cultural heritage collections/cultural  
heritage

# 1. About Us

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## **The Idlewild Trust**

Thank you for your interest in applying for funding from The Idlewild Trust.

The Trust was founded in 1974 by Peter Minet and is an independent grant-making trust that supports the arts and conservation across the UK.

You can find out more about Peter Minet, the Trust, its history and work, on our website: [www.idlewildtrust.org.uk](http://www.idlewildtrust.org.uk)

## **Funding guidance**

This guidance sets out the eligibility criteria for an Idlewild grant and provides an outline of the application process. If you require this information in an alternative format, please let us know.

Alongside this guidance you may want to review our Frequently Asked Questions available on our website: <https://www.idlewildtrust.org.uk/apply-grant/faqs>

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## 2. Overview

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### Grants

We support two grant programmes, awarding one-off annual grants to a maximum of £7,000 for:

#### 1. Arts - Nurturing Early-Stage Professionals

**Aim:** To support opportunities for professionals (working creatively) within the performing and visual arts, at an early stage in their careers. Our priority is to support organisations which offer high-level training to early career participants in the performing, fine and applied arts – for example, musicians, dancers, writers, artists, composers, and theatre-makers. We also support backstage training schemes for stage managers, lighting, sound and costume designers.

**Eligibility:** the programme should benefit participants aged 18 or over who have already completed their education to the highest available level in their chosen discipline. Organisations applying should be arts sector UK Registered Charities with a proven track record for excellence in their field.

Idlewild Trust does not fund private or state higher, secondary, or primary education institutions, including universities, schools, colleges and conservatoires.

#### 2. Conservation of Cultural Heritage

**Aim:** To support the conservation of cultural heritage of recognized national or international importance, such as objects and works of art in museums, libraries, galleries, historic buildings or landscapes accessible to the public.

**Please note that Idlewild Trust no longer funds conservation projects submitted by places of worship.**

**Eligibility:** We're interested in projects that aim to conserve historic or artistically important objects and works of art including artefacts, textiles, furniture, metalwork, manuscripts, and wall paintings. Works must be in museums, galleries, and historic buildings or their grounds, and be accessible to the public. Priority will be given to applications that include a knowledge sharing element as an outcome of the project. We are committed to sharing the knowledge and experience of conservators to a wider audience, so depending on the size and resources available within the project we will be looking for knowledge sharing with professional colleagues, for example a webinar, lecture, or published article. A public engagement activity that helps to improve the public understanding of conservation practice is encouraged.

A Conservation Report by an independent and accredited conservator needs to be completed before you apply to us. The report should include independent authentication, information on condition, proposed treatment and cost. If your organisation has an in-house, qualified conservator, we'll accept an internal Conservation Report if the conservator is

accredited with Icon, unless there are mitigating circumstances that make this impossible. Organisations applying must be UK Registered Charities or national museums that are UK Exempt Charities.

Icon – the Icon Conservation Register provides a listing of professional conservator-restorers who have been accredited by the Institute of Conservation (Icon). Icon Accreditation is aligned to Icon's Professional Standards and demonstrates that a professional has been assessed at working to the very highest standards of conservation-restoration practice. The register allows users to search for an Accredited member by material, object, and collection type as well as those who can undertake preventive care and provide advice around safe storage and display.

For help in identifying an accredited conservator, see link to register:

<https://www.conservationregister.com/>

**NEW**

## **Multi-year Awards**

Idlewild Trust offers three multi-year awards per annum in support of early career professional development programmes in the Arts.

These awards will be available to charitable organisations whose programmes Idlewild has supported previously.

Only three will be awarded each year and the Trustees will select charities they wish to consider for these awards.

Application for these awards is by invitation only and the amount available for each award under this scheme will be £21,000 over 3 years.

### 3. Application deadlines

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Each year the Trust has two annual funding rounds with meetings usually held in May and November. Application deadlines for 2024 are:

#### **Round One 2024:**

<b>Applications open</b>	Monday 10 June 2024
<b>Deadline for applications</b>	Thursday 5 September 2024 at midday
<b>Decision outcome</b>	By the end of November 2024

#### **Round Two 2024:**

<b>Applications open</b>	Monday 2 December 2024
<b>Deadline for applications</b>	Friday 14 February 2025 at midday
<b>Decision outcome</b>	By the end of May 2025

Please note that this guidance may be amended during the year. Please check our website closer to the round opening dates.

## 4. Eligibility

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The following information is applicable to both our grant programmes.

### **Organisational status:**

#### **Organisations applying must be one of the following:**

**UK Registered Charity** with two or more annual returns submitted on time to the Charity Commission

**UK Publicly Exempt Charity:** most museums/galleries are Registered Charities, but not all. UK Publicly Exempt Charities include 14 named national museums and galleries listed in Annex 1, p.13 of this document: (<https://www.gov.uk/government/publications/exempt-charities-cc23>)

#### **Please note we will not fund:**

- primary, secondary or higher education institutions, including university courses (specifically schools, colleges and conservatoires, whether state or private).

Note, under the Conservation programme, we do NOT exclude collections held by Universities (see Section 6.1. Ownership).

- charities with the sole or main purpose of making grants
- organisations that have an income of £5,000 per annum or below
- places of worship

## **Additional requirements:**

### **Safeguarding:**

We ask applicants to include a copy of the organisation's current Safeguarding Policy:

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

### **Location of project activity:**

Applications from England, Scotland, Wales, and Northern Ireland will be considered. We do not fund charities or projects based outside the UK, in the Channel Islands, Isle of Man, or involving travel outside the UK.

### **The timing of your project:**

Grants will not be awarded retrospectively or to projects in the final stages of completion.

Priority is given to applications for projects that have yet to commence at the time of application.

There must be a gap of 24 months before applying for another Idlewild Trust award (measured between decision dates). If you received a grant in May 2024, you would not be eligible to receive another grant until May 2026.

## 5. Specific guidance - Arts

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### What we do not fund: exclusions for Arts grants

The following exclusions apply:

<p><b>Charities with the arts as a secondary or partial purpose</b></p>	<p>The Trust is unable to consider applications from charities with a different primary focus e.g. charities helping young people into employment.</p> <p>To be eligible for support, charities must work within the arts sector and be constituted with the purpose of delivering high quality, professional performing arts or visual arts programmes. Anticipated eligible charities include theatres, galleries, orchestras, opera, ballet, and theatre companies.</p>
<p><b>Ineligible participant age and career stage</b></p>	<p>The Trust does not fund:</p> <ul style="list-style-type: none"> <li>• programmes for young people under 18 years of age or gap year students;</li> <li>• programmes with the purpose of introducing people to the arts;</li> <li>• programmes helping people prepare for entry to graduate-level training or similar</li> </ul>
<p><b>Ineligible projects or programmes</b></p>	<p>The Trust does not fund:</p> <ul style="list-style-type: none"> <li>• management training, outreach and administrative career development</li> <li>• programmes that benefit just one person;</li> <li>• commissioning of new works, touring programmes, performances, productions, festivals and exhibitions, unless this is as part of a programme to develop the skills of early-stage professionals;</li> <li>• programmes providing training to facilitate creative workshops</li> </ul>

Your application will be assessed according to the following criteria:

- **Quality of the application:** the application is well presented, it meets all our criteria for consideration, e.g. Charity Commission financial reporting - and makes a compelling case for support.
- **Leadership and Vision:** the application makes clear that the organisation has a well-defined vision for delivering excellence, provided through strong leadership with a demonstrable track record.
- **Budget:** the proposed budget is appropriate for the project and is targeted to delivering excellent programming for emerging professionals, with numbers of participants, outputs and impact for the participants explained.
- **Impact:** while sometimes difficult to ascertain, we prioritise projects that aspire to deliver impact beyond the life of the project to enable emerging talent to become fully professional.
- **Performance:** we will give priority to applications that offer performance experience for emerging professionals.

## 6. Specific guidance – Conservation

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### Additional requirements for Conservation grants:

In addition to the eligibility requirements detailed under section 4, two additional requirements apply for projects funded under our Conservation grants programme:

- 1. Ownership:** Applicants must own the object/work of art to be conserved. Applications from museums/libraries with charitable status, where the object/work of art may still be owned by the local authority or university, can be considered. If this applies to your organisation, please provide details of the agreement in place between the local authority or university which owns the collections and the museum/ body which manages and cares for the collection.
- 2. Conservation report:** Applicants must provide a completed conservation report by an accredited conservator, including independent authentication, information on condition, proposed treatment and cost. If your organisation has an in-house qualified conservator, we will accept an internal conservation report if the conservator is Icon accredited.

#### Finding an Icon accredited conservator

The Conservation Register provides a listing of professional conservator-restorers who have been accredited by the Institute of Conservation (Icon). Icon Accreditation is aligned to Icon's Professional Standards and demonstrates that a professional has been assessed at working to the very highest standards of conservation-restoration practice. The register allows users to search for an Accredited member by material, object, and collection type as well as those who can undertake preventive care and provide advice around safe storage and display.

For help in identifying an accredited conservator, see following link to register:

<https://www.conservationregister.com/>

### What we do not fund: exclusions for Conservation grants:

The following exclusions apply:

<b>Fabric/Maintenance</b>	We will not fund structural repairs to buildings or routine maintenance, cleaning and preventative work to objects or works of art
<b>Capital/new work</b>	the Trust does not fund capital projects and new facilities, ie extensions, redevelopments, heating and lighting
<b>Environmental/Land conservation</b>	the Trust is unable to fund environmental projects including conservation of land
<b>Large projects</b>	the Trust does not support large projects or those that are, at the time of application, dependent on securing a major grant

Your application will be assessed according to the following criteria:

- **Importance of the object:** we seek to fund conservation projects of national and international importance.
- **Access:** priority will be given to objects that are easily accessible to the public
- **Treatment:** the proposed treatment is carried out by an accredited conservator and is appropriate for the project.
- **Budget:** the budget is proportional for the proposed project.
- **Knowledge Transfer:** priority will be given to projects that demonstrate a commitment to sharing the historical, technical, knowledge and experience gained through this project. This could be the offer of a seminar to other professionals, journal article, public engagement exercise, or other interdisciplinary engagement.

## 7. How to apply

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To apply please register on the grant portal on Idlewild Trust's website:

<https://www.idlewildtrust.org.uk/apply-grant>

There are two separate forms, one for Arts and one for Conservation. Please select the correct form.

You may only apply for one type of grant at a time.

The application form includes guidance text throughout. To help you make your application, we provide a copy of the Eligibility Quiz, together with the application form questions for each form - see links below:

- Arts: Nurturing Early-Stage Professionals application questions for reference  
[https://www.idlewildtrust.org.uk/sites/default/files/uploads/arts\\_grants\\_application\\_form\\_questions\\_for\\_reference.docx](https://www.idlewildtrust.org.uk/sites/default/files/uploads/arts_grants_application_form_questions_for_reference.docx)
- Conservation: Objects and Works of Art application questions for reference  
[https://www.idlewildtrust.org.uk/sites/default/files/uploads/conservation\\_grants\\_application\\_form\\_questions\\_for\\_reference.docx](https://www.idlewildtrust.org.uk/sites/default/files/uploads/conservation_grants_application_form_questions_for_reference.docx)

**Please note that we can only accept applications submitted through our grant portal on the website.**

If you are unable to do this or have any accessibility requirements, please contact us and we'll try to help.

If you have any queries about the application process, please contact the grants administrator/secretary on [info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk)

## 8. What happens next?

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### **Application Confirmation**

All applicants receive email confirmation as soon as the on-line application is submitted. If you don't receive the email straight away, check your spam or junk email inboxes.

### **Procedure**

All applications are initially assessed by our Director. Funding decisions are made by our Board of Trustees. Trustee and Staff information: <https://www.idlewildtrust.org.uk/about-us/trustees-and-staff>

We aim to inform you of the result of your application within two weeks following the Board meeting.

### **Unsuccessful applications**

Idlewild Trust receives significantly more applications than it can fund. It is a small Trust and unable to offer detailed feedback on unsuccessful applications. Where possible we will try to give a picture of the level of competition for a particular funding round and any context which could be useful to all unsuccessful applicants.

### **Successful applications**

After your organisation has been notified that your application has been successful, we will issue an offer letter, including terms and conditions, which details next steps.

### **Post Award**

Organisations awarded a grant undertake to e-mail a one-page A4 report (including an image or images where relevant) to [info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk) when the project is completed, or 12 months after the date of the offer letter, whichever is sooner. This is a condition of the grant.

If information and images provided about your project are selected to appear on the Trust's website and social media channels - as a case study or content to share our work and promote your organisation's activity - your permission will be sought.

## 9. Any questions?

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As a smaller funder we are limited in our ability to offer advice before you apply, but we have put together some Frequently Asked Questions to help in the first instance:

<https://www.idlewildtrust.org.uk/apply-grant/faqs>

If you have any other queries, not addressed by our FAQs, let us know by emailing

[info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk)

## 10. Contact us

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### **The Idlewild Trust, Director**

The Director, Gail Devlin-Jones, works part-time, and will endeavour to reply to emails as promptly as possible.

Email: [info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk)

Telephone: 0203 909 0406

# Appendix 1: Terms and Conditions

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If offered a grant Idlewild Trust will issue a contract with the following terms and conditions. Please review and ensure your organisation is happy with these terms before applying for a grant.

## Definitions:

- 'you' or 'grantee' mean the organisation to which we propose to make a Grant
- 'we' or 'us' mean The Idlewild Trust (registered charity no. 268124))
- 'Grant' means any financial assistance we offer to you
- 'project' means the work/activities described in the Offer Letter

## The Idlewild Trust: Grant Terms and Conditions:

1. The Grant must be used for the purpose of the project referred to in the Offer Letter. If there are any changes to your project or you wish to use the Grant, in whole or part, for some other purpose, please contact me immediately. We will consider your changed circumstances and whether or not to allow you to retain the Grant as we reserve the right to require you to repay some or all of the Grant to us if it is not to be used for the purpose/s of the project referred to in the Offer Letter.
2. We require you to email us a “monitoring report”, that is to say, a report emailed to [info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk) on one side of A4 , telling us what happened as a result of our Grant, what difference it made, who benefited, any particular challenges or lessons learnt, the total costs of the project and, where relevant, photographs, within twelve months of the date of this letter, or on completion of the project if it finishes earlier. We review monitoring reports carefully and we may request additional information from you, which you undertake to provide.
3. You will agree to any reasonable request by our Trustees or staff to visit your organisation or project.
4. We request acknowledgement of The Idlewild Trust’s Grant in any relevant material of yours (e.g. leaflet, donor board, website) and inclusion of our logo where appropriate. You acknowledge that we will list your organisation as a recipient of a Grant in our annual report and we may also refer to it on our website.
5. We will make the Grant via online payment as soon as we can following the return by you of a duplicate of the Offer Letter duly completed and signed and returned by email, accompanied by a copy of your organisation’s recent bank statement. If you do not provide these within 30 working days of the date of the contract being issued, our offer will be deemed to have been withdrawn.
6. The person/s in your organisation who sign/s your acceptance of our Grant warrants that he/she/they is/are authorized by your organisation to accept the Grant on the terms and condition set out above and undertakes that your organisation will comply with them. If the Main Contact given in your application, or the Authorised Person, leaves the organisation, or if the organisation’s contact details change, you undertake to email new details to the Trust within 30 working days.

## Appendix 2: Privacy Notice

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Idlewild Trust is committed to protecting your data and respecting your privacy and personal data. We ask your consent to store personal data, and you can withdraw this consent at any time. We store it securely. We process it fairly and lawfully. We do not pass it on or sell lists of email or postal addresses to any third party. We will not contact you if you ask us not to.

The Privacy Policy sets out how Idlewild Trust collects, uses and processes your personal data when you use this website. This policy is compliant with the General Data Protection Regulation. We may update this Privacy Policy from time to time, so please check our website for these changes.

The Privacy Policy is available at:

<http://www.idlewildtrust.org.uk/idlewild-trust-privacy-policy>