

# Idlewild Trust Funding Guidelines: Revised: 2019/2020

We hope you find these guidelines helpful. It's also good to read the *Frequently Asked Questions* on <https://idewildtrust.org.uk/apply-grant/faqs>

## Introduction:

Idlewild Trust is an independent grant-making trust that runs two programmes supporting specific areas within conservation and the arts. We make grants of up to £5,000 and awarded 41 grants totalling £148,680 in 2018.

## 1. Our two funds: Arts and Conservation:

### 1.1 Arts: Nurturing Early Stage Professionals:

**Aim:** We want to improve opportunities for professionals working creatively in the arts at an early stage in their careers.

**How:** We're interested in programmes that encourage and nurture the talent of professional musicians, dancers, actors, writers and artists in the performing, fine and applied arts at an early stage of their careers. Participants should be 18 years or over. Organisations applying should be UK Registered Charities in the arts sector, delivering high quality and professional work with a strong track-record. Programmes should be for talented early stage professionals with existing training or very relevant experience.

Idlewild Trust also funds programmes for other early stage professionals working creatively within the arts including composers, curators and theatre-makers (eg: directors and choreographers).

Idlewild Trust doesn't fund private or state higher, secondary or primary education institutions including universities, schools, colleges and conservatoires.

### 1. 2 Conservation: Objects and Works of Art:

**Aim:** We support the conservation of important works of art and objects that are being lost through the lack of funds to look after these works.

**How:** We're interested in projects that aim to conserve historic or artistically significant objects and works of art including artefacts, textiles, furniture, metalwork, manuscripts, wall paintings, tombs and stained glass of high quality. Works must be in museums, galleries, places of worship and historic buildings or their grounds, and be accessible to the public.

## 2. Our main requirements: Arts and Conservation Funds:

<b>Charitable Status/ Organisation Type</b>	<p><b>Organisations applying must be one of the following:</b></p> <p><b>1. UK Registered Charity that is more than 2 years' old:</b> with two or more annual returns submitted on time to the Charity Commission</p> <p><b>2. UK Publicly Exempt Charity:</b> 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: (<a href="https://www.gov.uk/government/publications/exempt-charities-cc23">https://www.gov.uk/government/publications/exempt-charities-cc23</a>)</p> <p><b>3. Church that is an Excepted Charity:</b> 'excepted' because their income is £100,000pa or less <u>and</u> because it's part of an organisation in listed Section 5 in the document here. <a href="https://www.gov.uk/government/publications/excepted-charities/excepted-charities-2">https://www.gov.uk/government/publications/excepted-charities/excepted-charities-2</a>. Other churches are required to register as a UK Registered Charity</p> <p><b>We can't fund higher, secondary or primary education institutions including universities, schools, colleges and conservatoires, whether state or private</b></p> <p><b>We can't fund charities with the sole or main purpose of making grants</b></p> <p><b>We can't fund organisations that have an income of £5,000pa or under</b></p>
<b>Safeguarding</b>	<p>We ask applicants to attach a copy of the organisation's current Safeguarding Policy: <a href="https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees">https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees</a></p>
<b>UK-based</b>	<p>Idlewild supports projects in England, Scotland, Wales and Northern Ireland. We don't fund charities or projects based outside the UK or involving travel outside the UK, nor projects in the Channel Islands or the Isle of Man</p>
<b>Timing</b>	<p>We give priority to applications that have not started by the time the Trustees meet, but we'll look at applications for year-long projects that have only just started. We exclude projects that have been completed.</p> <p>We can't give grants to organisations that received a grant from Idlewild Trust within 24 months of the last award (measured between decision dates)</p>
<h3>Our main requirements: Conservation Fund only:</h3>	
<b>Ownership</b>	<p>Applicants must own the object/work of art. Sometimes local authorities own works of art/objects with long-term loan agreements with museums previously run by local authorities and now UK Registered Charities. If this is the case, we'll consider these applications but include information on the loan agreement in the application.</p>
<b>Conservation Report</b>	<p>Applicants must have a completed Conservation Report by an independent and accredited conservator, including 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. Organisations applying should be UK Registered Charities, national museums that are UK Publicly Exempt Charities or churches that are Excepted Charities (see helpful links below for funding reports)</p>

### 3. Helpful links:

**Funding for Conservation reports:** If you're a Church of England church, funding for reports is available from ChurchCare. Please contact [john.webster@churchofengland.org](mailto:john.webster@churchofengland.org):

<http://www.churchcare.co.uk/churches/funding-and-grants/our-grants/grant-conservation-report>

Charity Commission (England and Wales)	<a href="http://www.gov.uk/government/organisations/charity-commission">http://www.gov.uk/government/organisations/charity-commission</a>
Office of Scottish Charity Regulator	<a href="http://www.oscr.org.uk/">http://www.oscr.org.uk/</a>
The Charity Commission Northern Ireland	<a href="https://www.charitycommissionni.org.uk">https://www.charitycommissionni.org.uk</a>

### 4. What we cannot fund: our exclusions:

#### 4.1 Arts Fund exclusions:

<b>Focus of the charity</b>	Charities must be in the arts sector with the purpose of delivering high quality, professional arts or visual arts programmes including theatres, arts centres, galleries, orchestras, opera and theatre companies. <b>We can't consider applications from charities with a different primary focus eg: charities helping young people into a wide range of employment.</b>
<b>Age and stage</b>	We can't fund: <ul style="list-style-type: none"> <li>• programmes for under 18 year olds 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. We consider programmes at the next stage of their development.</li> </ul>
<b>Focus of project or programme</b>	We can't fund: <ul style="list-style-type: none"> <li>• management, outreach and administrative career development</li> <li>• programmes for 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 nurture early stage professionals.</li> <li>• programmes involving amateurs, even if soloists are professionals</li> </ul>

## 4.2 Conservation Fund: exclusions

<b>Fabric/ Maintenance</b>	We can't fund structural repair of buildings or routine maintenance, cleaning and preventative work on objects or works of art
<b>Organs and Bells</b>	We can't fund the conservation of organs and bells
<b>Capital/new work</b>	We can't fund capital projects and new facilities including extensions, redevelopments, heating and lighting
<b>Environmental/Land Conservation</b>	We can't fund environmental projects or conservation of lands
<b>Conservation reports</b>	We can't fund conservation reports. We ask that conservation reports are already complete before you apply to us. See (3) above for information on grants for conservation reports if you're a Church of England church.
<b>Timing</b>	We can't fund large projects that are dependent on a major grant if that major grant hasn't yet been secured. Idlewild Trust gives small grants and so we don't consider projects relying on a large grant until that major grant is secured.

**We know how valuable these organisations and programmes are but we're a small funder and have to focus our resources.**

## 5. How to Apply:

We ask all applicants to use our on-line application process. Please go to the **Apply for a Grant** section of our website and follow the instructions. There are two separate forms: one for Arts Grants (**Arts Form**) and one for Conservation Grants (**Conservation Form**).

Please note you can only apply for one type of grant at a time.

If you have any queries about the application process, please contact the office on 020 8037 0300 or [info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk).

## 6. Deadlines for applications: 2019/2020:

13 February 2020 (midnight) for a decision in May 2020

10 September 2020 (midnight) for a decision in November 2020

## 7. Decisions:

You'll receive a confirmation of receipt as soon as your on-line application is submitted. If you don't receive it straight away, please check the Spam or Junk email boxes on your computer. We will let you know the outcome of your application within a fortnight of the Trustees' meeting. If an application has been unsuccessful, you can re-apply at any time, including straightaway.

## 8. Terms and Conditions:

If your application is successful, you'll receive an Offer Letter with our Terms and Conditions (Appendix 1 below). We'll send a cheque on receipt of the signed Terms and Conditions.

## 9. Monitoring:

We ask organisations that receive a grant to e-mail a 1 page A4 report (including an image 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 and is outlined in our Offer Letter.

## 10. Privacy and Consent:

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 up-date this Privacy Policy from time to time, so please check our website for these changes. The Privacy Policy is available on <http://www.idlewildtrust.org.uk/idlewild-trust-privacy-policy>

## 11. Contact Details:

Rachel Oglethorpe (Director)  
Idlewild Trust  
Marshalls House  
66 Newcomen Street  
London SE1 1YT

E-mail: [info@idlewildtrust.org.uk](mailto:info@idlewildtrust.org.uk)  
Telephone: 020 8037 0300  
Website: [www.idlewildtrust.org.uk](http://www.idlewildtrust.org.uk)

## Office hours:

Mondays-Thursdays: 9am-5pm Please email if you can't reach the office by phone.

## Appendix 1: The Idlewild Trust: Terms and Conditions:

These are the terms and conditions included in the Offer Letter that The Idlewild Trust issues to successful applicants.

We use the following definitions:

### Definitions:

- 'you' or 'grantee' mean the organisation to whom 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 your Offer Letter

**This letter, the duplicate of which you will need to sign and return to us if you wish to accept the Grant, sets out the terms and conditions of our offer, which are:**

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 have no objection to your acknowledging The Idlewild Trust's Grant in any relevant material of yours (e.g. leaflet, donor board, website). 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 send you a cheque for the Grant when you have returned the duplicate of this letter duly completed and signed. If you do not return it to us within 30 working days of the date of this letter our offer will be deemed to have been withdrawn.
6. The person/s in your organisation who sign/s your acceptance of our offer at the foot of this letter warrants that he/she/they is/have been authorised by your organisation to accept the Grant on the

terms and conditions set out above and undertakes that your organisation will comply with them. If the Main Contact given in your application, or the Authorised Person below, leaves the organisation, or if the organisation's contact details change, you undertake to email new details to Trust within 30 working days.

**To The Idlewild Trust:**

I/we, being duly authorised on behalf of .....

.....

.....(Organisation Name and Organisation Address)

accept your offer of a Grant of £..... upon the terms and conditions set out above.

Authorised Person Signature:.....

Authorised Person Name (in capitals):.....

Authorised Person Job Title/Role within the Organisation:.....

Date:.....

**Please return this duplicate letter (not just the last page) by post to Idlewild Trust, Marshalls House, 66 Newcomen Street, London, SE1 1YT**

***NB: Do not use recorded/registered delivery as the office is not open 5 days a week and letters cannot always be signed for; using recorded/registered delivery can result in post not being received.***