

Idlewild Trust

Funding Guidance

How to apply for a grant
2023



Edinburgh Arts Festival (Idlewild Trust Arts Grant recipient): Rae-Yen Song, Song Dynasty II, Platform: 2018; photo: Sally Jubb Photography

Funding Guidance for:
Arts: Nurturing Early-Stage Professionals
and
Conservation: Works of Art and Objects

1. Welcome

About The Idlewild Trust

Thank you for your interest in applying for funding from The Idlewild Trust. We are an independent grant-making trust that supports conservation and the arts across the UK.

The Trust was founded in 1974 using proceeds of the sale of property owned by Peter Minet in Camberwell and Lambeth in the 1960s. Since then, we have been managing an endowment to enable us to distribute grants each year.

You can find out more about the Trust, our history and our work on our website: www.idlewildtrust.org.uk

Funding guidance

This purpose of this guidance is to help you consider if a grant from The Idlewild Trust fits your project idea and allows you to check you are eligible to apply. The guidance also provides some detail on 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 on our website: <https://www.idlewildtrust.org.uk/apply-grant/faqs>

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2. Overview

Grant programmes

We run two grant programmes:

1. Arts: Nurturing Early-Stage Professionals

Grants to improve opportunities for professionals working creatively within the arts at an early stage in their career.

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.

2. Conservation: Objects and Works of Art

Grants to support the conservation of historic or artistically important objects and works of art in museums, galleries, places of worship, historic buildings, or their grounds.

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.

Available funding

We give grants of up to £5,000. The amount available varies year on year, but to give you an idea in 2022 we awarded 40 grants totalling £174,264 (22 grants totalling £108,035 in 2020).

You can apply for 100% of the project costs or apply for funding towards a project where there might be multiple funding sources.

3. Application deadlines

Each year the Trust has two funding rounds (see below):

Round two 2023:

Applications open	Thursday 8 June 2023
Deadline for applications	Tuesday 5 September 2023 at midday
Decision outcome	By the end of November 2023

Round one 2024:

Applications open	Friday 1 December 2023
Deadline for applications	Tuesday 13 February 2024 at midday
Decision outcome	By the end of May 2024

Please note that this guidance may be republished ahead of the December 2023 round opening if there are any amendments required. Please check our website closer to the time if considering applying to round two.

4. Eligibility

The following information is applicable to both our grant programmes (1. Arts and 2. Conservation).

Organisational status:

Organisations applying must be one of the following:

1. UK Registered Charity that is more than 2 years' old: with two or more annual returns submitted on time to the Charity Commission

2. 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>)

3. Church that is an Excepted Charity: 'excepted' because their income is £100,000pa or less and because it's part of an organisation in listed Section 5 in the document here: <https://www.gov.uk/government/publications/excepted-charities>

Other churches are required to register as a UK Registered Charity

Please note that we can't fund the following organisations:

- higher, secondary or primary education institutions including universities, schools, colleges and conservatoires, whether state or private
- charities with the sole or main purpose of making grants
- organisations that have an income of £5,000pa or under

Additional requirements:

Safeguarding:

We ask applicants to attach a copy of the organisation's current Safeguarding Policy: <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

Location of project activity:

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.

The timing of your project:

We give priority to applications that have not started by the time the Trustees meet. In some circumstances we can consider looking at applications for year-long projects that have only just started, however due to oversubscription these are often lower priority for our support.

Projects which have been completed, or where the majority of the project has been delivered are excluded.

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).

So if you received a grant in May 2023 you would not be eligible to receive another grant until May 2025.

5. Specific guidance - Arts

What we can't fund: exclusions for Arts grants

We are a small organisation and our available funding is limited to our priorities for funding. The following exclusions apply to our funding:

Charities with the arts as a secondary or partial purpose	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. We can't consider applications from charities with a different primary focus e.g. charities helping young people into a wide range of employment.
Age and career stage	We can't fund: <ul style="list-style-type: none">• programmes for under 18-year-olds or gap year students

	<ul style="list-style-type: none"> • programmes with the purpose of introducing people to the arts • programmes helping people prepare for entry to graduate-level training or similar. We consider programmes at the next stage of their development.
Projects or programmes we can't fund	<p>We can't fund:</p> <ul style="list-style-type: none"> • management, outreach and administrative career development • programmes for just one person • commissioning of new works, touring programmes, performances, productions, festivals and exhibitions unless this is as part of a programme to nurture early-stage professionals. • programmes involving amateurs, even if soloists are professionals

6. Specific guidance – Conservation

Additional requirements for Conservation grants:

In addition to our eligibility requirements detailed under section 4, there are two additional requirements for projects funded under our Conservation grants programme.

1. Ownership: Applicants must own the object/work of art to be conserved.

We can consider applications from museums with charitable status, where the object/work of art may still be owned by the local authority. If this applies to your organisation we need details of the agreement in place between the local authority which owns the collections and the museum/body which is managing and caring for the collection.

2. Conservation report: Applicants must provide 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 inhouse qualified conservator, we'll accept an internal conservation report if the conservator is Icon accredited.

Finding an Icon accredited conservator

Icon (The Institute of Conservation) is the UK's leading voice for the conservation of cultural heritage. Icon can help you identify a suitably qualified conservator using the Conservation Register www.conservationregister.com Further details about Icon can be found on their website www.icon.org.uk

Funding for conservation reports

If you're a Church of England church, funding for conservation reports is available from ChurchCare. Please see:

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

What we can't fund: exclusions for Conservation grants:

We are a small organisation and our available funding is limited to our priorities for funding. The following exclusions apply to our funding:

Fabric/ Maintenance	We can't fund structural repair of buildings or routine maintenance, cleaning and preventative work on objects or works of art
Organs and Bells	We can't fund the conservation of organs and bells
Capital/new work	We can't fund capital projects and new facilities including extensions, redevelopments, heating and lighting
Environmental/Land Conservation	We can't fund environmental projects or conservation of lands
Conservation reports	We can't fund conservation reports. We ask that conservation reports are already complete before you apply to us. See above for information on grants for conservation reports if you're a Church of England church.
Timing	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.

7. How to apply

To apply for a grant please register for an account and log-on to the grant portal on our 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 can only apply for one type of grant at a time.

The online form includes guidance text throughout the form, however we have also created a reference set of questions as a word document so you can see clearly what we ask and to help you collaborate with any other colleagues who might be working with you on your application. Please 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
- 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

The questions are for reference only. **Please note that we can only accept applications which are submitted through our grant application portal on our website.** If you have any accessibility requirements, please email us and we will do what we can to modify or assist.

If you have any queries about the application process, please email us on info@idlewildtrust.org.uk

8. What happens next?

After you apply

You'll receive email confirmation that we've received your application as soon as your on-line application is submitted. If you don't receive the email straight away, check your spam or junk email inboxes first.

We may be in touch ahead of the decision meeting with any key queries on your application. If you do not hear from us it is likely that we have no queries.

Decisions

All applications are assessed initially by our Director. 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 update you within two weeks following the decision meeting. For the current funding round we anticipate contacting applicants with the outcome of their applications by the end of November 2023.

For unsuccessful applicants

The Idlewild Trust receives significantly more applications than we have funding available. As a small organisation we are unable to offer detailed personalised feedback if your application is unsuccessful, but where possible we do 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.

For successful applicants

We take a light approach to our grant-giving which we hope is proportionate to the level of our grants.

After we have notified you that your application has been successful, we will issue our offer letter and terms and conditions which details next steps.

Evaluation and monitoring

We ask organisations that receive a grant to e-mail a 1 page A4 report (including an image or images where relevant) to 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.

We may ask to use information and images provided on our website and social media channels as a case study or content to share our work and promote your organisation's activity. We will be in touch with you to request use of information shared if applicable.

9. Any questions?

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

10. Contact us

Key contact at The Idlewild Trust

Our Director is Gail Devlin-Jones. Gail works two-days per week for The Idlewild Trust alongside other commitments.

Email: info@idlewildtrust.org.uk

Telephone: 0203 909 0406

The Idlewild Trust works fully remotely. We request that wherever possible communications and submission of information needed is via email or digitally as we are less able to receive communications by post.

Social media

Follow us on Twitter and share with us any of your activity which you'd like us to promote, particularly if it is activity we have funded.

<https://twitter.com/IdlewildTrust>

11. Terms and Conditions

If offered a grant we 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 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

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 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 a 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 offer 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, leaves the organisation, or if the organisation's contact details change, you undertake to email new details to Trust within 30 working days.

12. Privacy Notice

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>