

Idlewild Trust Funding Guidelines 2018/2019

It is important that you read the information in this document, particularly Section 4: *Exclusions*. We also suggest you read the *Frequently Asked Questions* in the *Apply For a Grant* section of our website at www.idlewildtrust.org.uk.

Introduction:

Idlewild Trust is an independent grant-making trust that runs two grants programmes supporting specific areas within conservation and the arts.

- **Arts Grants: Nurturing Young Professionals:** We support programmes that improve opportunities for young professionals working creatively within the arts, particularly at an early stage in their career.
- **Conservation Grants: Objects and Works of Art:** We support the conservation of historic or artistically important objects and works of art in museums, galleries, places of worship, historic buildings or their grounds.

1. Key facts:

Idlewild Trust awards grants of up to £5,000. In 2017 Idlewild Trust awarded 39 grants totalling £141,091 an average of £3,618.

2. Charitable status:

Idlewild Trust accepts applications for **Arts Grants** and **Conservation Grants** from the following types of organisation:

- **UK Registered Charity**
- **UK Publicly Exempt Charity: Some Museums and Galleries:** most museums and galleries are UK Registered charities, but some that not. UK Publicly Exempt Charities include 14 named national museums and galleries listed in Annex 1, p.13 of the Exempt Charities document cc23 (<https://www.gov.uk/government/publications/exempt-charities-cc23>) and Idlewild Trust considers applications from these. We also consider museums or galleries of national importance within universities that are UK Publicly Exempt Charities and have their own management and budgets.

We accept **Conservation Grants** from the organisations above, as well as the following:

- **Church that is an Excepted Charity:** this type of church is 'excepted' because their income is £100,000 or less per annum and because they are linked to a list of bodies found in Section 5 at: <https://www.gov.uk/government/publications/excepted-charities/excepted-charities-2>. Other churches are required to register as a UK Registered Charity.

UK Registered Charities – further information :

England and Wales: charities must be registered with the Charity Commission.

<http://www.gov.uk/government/organisations/charity-commission>

Scotland: charities must be registered with the OSCR (Scottish Charity Register) (<http://www.oscr.org.uk/>)

Northern Ireland: Charities must either be registered or 'deemed' with the Charity Commission Northern Ireland (<https://www.charitycommissionni.org.uk>)

Please note:

If you are a UK Registered Charity, we check the Charity Commission and Office of the Scottish Charity Regulator records online to see if your charity's annual returns and accounts are up-to-date.

3. Our Two Grants' Programmes:

3.1 Arts: Nurturing Young Professionals:

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

How: We consider programmes that encourage and nurture the talent of young professional musicians, dancers, actors, writers and artists in the performing, fine and applied arts aged 18 and over. Programmes need to be run by professional organisations that are UK registered charities with a strong track-record. Programmes need to involve young professionals with training or experience who will then be ready to launch or develop their early professional career.

Idlewild Trust will also consider programmes of high quality for other young professionals working creatively within the performing, fine and applied arts including composers, curators and theatre-makers (directors, designers, producers, writers and choreographers).

3.2 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 consider projects that aim to conserve historic or artistically important 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.

Conservation Reports need to be completed and available before you apply to us*. An accredited conservator needs to undertake the work and we ask about your plans for care of the work after it conserved. We also ask that your organisation owns the object or work of art. Organisations must be UK registered charities or some specific Exempt and Excepted Charities. (**see under 4.2 below for ChurchCare's grants programme for conservation reports for Church of England churches*)

4. Exclusions:

4.1 General exclusions:

- Individuals
- Projects based outside the UK
- Charities and projects in the Channel Islands or the Isle of Man
- Organisations in receipt of any category of grant from Idlewild Trust within 24 months of the last award (24 months is measured between decision dates)
- Projects that have been completed
- Any organisation with income of less than £5,000 pa
- Community Interest Companies (CICs)
- Social Enterprises unless they are also UK Registered Charities
- Organisations that are applying for UK Registered charitable status but do not yet have a registered charity number
- UK Registered Charities that have not submitted their most recent annual return and accounts within the required time to the Charity Commission or OSCR (Scotland)
- Organisations whose sole or main purpose is to make grants from funds collected
- General national or local appeals
- Endowment or deficit funding
- Primary and Secondary Schools, Sixth Form and Further Education Colleges
- Universities and further education institutions in receipt of annual government grants or whose primary source of income is student fees. **Please note:** Idlewild Trust will, however, consider applications from museums and galleries of national importance within universities that are UK Publicly Exempt Charities and have their own management and budgets.

4.2 Exclusions relating to Conservation Grants:

- Structural repair of buildings
- Organs and Bells
- Capital projects/new facilities including extensions, redevelopments, annexes, kitchen facilities heating and lighting systems.
- Environmental projects or conservation of lands
- Conservation Reports*
- Routine maintenance, cleaning and preventative work on objects or works of art

***Conservation reports:** Idlewild Trust requires an applicant to have a conservation report by an accredited conservator already prepared before Idlewild can consider a grant for a conservation project. Idlewild does not fund conservation reports. However, if you are a Church of England church and do not have a conservation report, you may be interested to know that funding for conservation reports is available from ChurchCare. For information, please see the following link or contact john.webster@churchofengland.org
<http://www.churchcare.co.uk/churches/funding-and-grants/our-grants/grant-conservation-report>

Please note: it is a requirement that the organisation owns the object or work of art and we ask you to confirm this on the application form.

4.3 Exclusions relating to Arts Grants: Nurturing Young Professionals:

- Education or Talent Development programmes for under 18 year olds
- Programmes with the primary purpose of general social and personal development
- Programmes with the primary purpose of introducing young people aged 18 and over or young adults to a particular aspect of the arts
- Programmes that work with young people to help prepare them for entry to graduate-level training or similar (eg: dance schools, music colleges, conservatoires). We only consider programmes at the next stage of their development once they have received initial training and/or experience.
- Programmes for just one person
- Commissioning of new works, touring programmes, performances, productions, festivals, exhibitions & displays unless this is as part of a specific programme to nurture emerging and young professionals within the fine and applied arts.
- Management and Administrative career development programmes
- Projects involving trips or tours abroad.

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 8772 3155 or info@idlewildtrust.org.uk.

6. Deadlines for applications: 2018:

7 February 2019 (midnight) for a decision in May 2019

5 September 2019 (midnight) for a decision in November 2019

We cannot fund projects that are completed by the time of our decision.

7. Decisions:

You will 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 will receive an Offer Letter that incorporates our Terms and Conditions (see Appendix 1 below) that must be read and considered carefully. We will send a cheque for the grant 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 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
The Idlewild Trust
1a Taylors Yard
67 Alderbrook Road
London SW12 8AD

E-mail: info@idlewildtrust.org.uk
Telephone: 020 8772 3155
Website: www.idlewildtrust.org.uk

Office hours:

Mondays, Tuesdays and Wednesdays: 9am-3pm
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 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 The Idlewild Trust, 1a Taylors Yard, 67 Alderbrook Road, London, SW12 8AD

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.