Idlewild Trust

Conservation Grants – Application form questions for reference

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

The online form includes guidance text throughout the form, but we have created this document as a reference set of questions so you can see clearly what we ask in advance of starting your application.

These questions are for reference only. Please note that we will only be able to accept applications 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 assist.

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

Introductory text on grants portal

Welcome to Idlewild Trust's online form for applying for a Conservation Grant.

Before starting: read our **Funding Guidelines** https://www.idlewildtrust.org.uk/apply-grant#funding-guidelines and note our application deadlines.

Privacy and Consent: when you register your email address, you are agreeing that we can hold this data in accordance with our **Privacy Policy**. As you complete the online form, we will ask for permission to hold your data for grant administration and other communication.

New applicants: click **Register** in the box to begin.

Returning applicants wanting either to complete a form or to start a new application: enter your email and password and click **Login** in the box.

Forgotten password? if you've forgotten your password you will need to reset it using the **Have you forgotten your password?** link in the box.

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Eligibility questionnaire

Before you access the application form, the portal asks you eligibility questions to pre-screen your proposal so that you know our funding meets your needs and that you are eligible to apply before spending time working on an application. The questions are as follows, and answers are either YES or NO.

1. Have you read our Funding Guidelines and noted our deadlines and exclusions?

2. Is your organisation one of the following (1) UK Registered Charity (2) UK Publicly Exempt Charity (sometimes, a Museum or Gallery)?

3. Is your organisation any other type not listed above?

4. Question – are you a place of worship?

5. Is your project based in the United Kingdom?

6. Has your organisation received any type of grant from us within the last 24 months?

7. Are you applying for a grant of more than £7,000?

8. Is this an application for the conservation of an object or work of art?

9. Is this an application for the conservation of a building?

10. Is this an application for cleaning, maintaining and routine preventative work on the object or work of art?

11. Do you have a completed Conservation Report or Treatment Proposal for the object or work of art in this application, undertaken by an accredited conservator?

12. Will your project have been completed by May 2025?

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Application form questions

Section 1: Privacy and Consent					
Number	**Question**	**Type of question**	**Help text**	**Mandatory**	**Character limits**
A.	Please select yes if you agree that personal data in your application form can be used by Idlewild Trust to administer your organisation's grant application. This includes telling you about whether or not the grant has been awarded and contacting you about the monitoring of any grant awarded	Yes/No	Idlewild Trust's Privacy Policy can be downloaded here. https://www.idlewildtrust.org.uk/idlewild-trust-privacy-policy	YES	N/A
B.	Please select yes if you agree that we can contact you occasionally with up-dates about Idlewild Trust or its funding programmes, or ask for your views on Idlewild Trust	Yes/No	Idlewild Trust's Privacy Policy can be downloaded here. http://idlewildtrust.org.uk/idlewild-trust-privacy-policy	YES	N/A
C.	Please select yes if you agree that information from your application can be shared confidentially by Idlewild Trust with another funder if that funder is listed in your application as a funder or potential funder. This will not include your personal data	Yes/No	Idlewild Trust's Privacy Policy can be downloaded here. http://idlewildtrust.org.uk/idlewild-trust-privacy-policy	YES	N/A
Section 2: Organisation details					
Number	**Question**	**Type of question**	**Help text**	**Mandatory**	**Character limits**
1.	Organisation name	Short free text box	This is the name or acronym that the organisation is commonly known as	YES	100 characters
2.	Full Legal Name of Organisation: (If different from Organisation name)	Short free text box	This is the official name of the organisation making the application, if different from Organisation Name. This is the name of the organisation we will issue our grant contract to if offered a grant.	NO	100 characters

3.	Organisation Name through which the grant should be paid if successful	Short free text box		YES	60 characters
4.	Main address (the address of the organisation making the application)	Address fields		YES	N/A
5.	Telephone number	Short numerical field	Please give the main telephone number for the organisation.	YES	N/A
6.	Website address (if applicable)	Short free text field		NO	60 characters
7.	Which of the following best describes the status of your organisation? Options: • UK Registered Charity • UK Publicly Exempt Charity • Excepted Church (less than £100k per annum)	Drop-down list	Idlewild Trust accepts applications from the following types of organisation. Your organisation needs to be one of the two types below: • UK Registered Charity • UK Publicly Exempt Charity: Some Museums and Galleries that are not UK Registered Charities: most museums and galleries are UK Registered Charities, but there are some that are not. UK Publicly Exempt Charities include 14 named national museums and galleries listed in Annex 1, p. 13 of Exempt Charities document cc23 Exempt charities (CC23) - GOV.UK (www.gov.uk). We also consider museums or galleries of national importance with their own management and budgets within universities that are UK Publicly Exempt Charities. Further information on UK Registered Charities: England and Wales: charities must be registered with the Charity Commission https://www.gov.uk/government/organisations/charity-commission Scotland: charities must be registered with the OSCR (Scottish Charity Register) http://www.oscr.org.uk	YES	N/A

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			Northern Ireland: charities must either be registered or 'deemed' with the Charity Commission Northern Ireland https://www.charitycommissionni.org.uk		
8.	Your Registered Charity Number (if applicable; click on the help button for more information)	Short numerical field	Please provide your Registered Charity number unless you are a UK Publicly Exempt Charity. If you are unsure of your status, please contact www.charitycommission.gov.uk.(England and Wales); www.oscr.org.uk (Scotland) or http://www.charitycommissionni.org.uk (Northern Ireland)	YES	10 characters
9.	Listed building grading (select grading of building in which object or work of art is housed or select 'not listed') Options: • Not listed • I (England and Wales) • II* (England and Wales) • II (England and Wales) • A (Scotland and Northern Ireland) • B (Scotland) • C (Scotland) • B+ (Northern Ireland) • B1 (Northern Ireland) • B2 (Northern Ireland)	Drop-down list	If the building in which the object or work of art is housed is listed, please choose from the grading options given. If the building is not listed, select "not listed." If the object or work of art is in the grounds of a listed building, please give that building's grading. Listings of buildings: England and Wales: Grade I, Grade II* and Grade II Scotland: Category A, B and C(s) Northern Ireland: Grade A, Grade B+, Grade B1 and Grade B2 Links: www.historicengland.org.uk www.historicenvironmentscotland.scot www.nidirect.gov.uk/articles/finding-a-listed-building www.cadw.gov.wales/historicenvironment	YES	N/A
10.	Outline of your organisation's aims, objectives, activities and achievements	Long free text box	This is a summary of your organisation's aims and objectives, its activities and achievements.	YES	1600 characters

| | (no more than 1600 characters including spaces; it is important to click on the help button for clarification on what to include) | | If the building in which the object or work of art is housed or displayed is an historic building, it is important to include information on the history of the building, highlighting significant historical aspects. | | |

Section 3: Main contact details

Number	Question	Type of question	Help text	Mandatory	Character limits
11.	Main Contact Name (title/first name/surname; this is who we will contact if there are any queries about the application)	Short free text field	This is the address we will use for all future written communication with the main contact. If it the same as the organisation address, please enter it again.	YES	N/A
12.	Address for main contact: (enter even if same as Organisation Address)	Address fields		YES	N/A
13.	Position held within the organisation	Short free text field	Please fill in your job title or voluntary position.	YES	60 characters
14.	Daytime Contact Telephone Number	Short numerical field	Please enter a daytime telephone number we can call to reach the Main Contact, even if this is the same as the Organisation's Telephone Number.	YES	N/A
15.	Email Address of Main Contact	Short free text field	(we will use this to confirm receipt of your application)	YES	60 characters

Section 4: Application Details

Number	Question	Type of question	Help text	Mandatory	Character limits
16.	Project Title and Summary (no more than 240 characters including spaces; provide a title and short sentence that summarises and describes the project)	Short free text field	This is an important title and short sentence that summarises and describes your project clearly for those not involved in it. If you are awarded a grant, the grant can only be used for the project described in this title, so please make sure it is as clear and accurate as possible. This description may be shared externally on our website if successful.	YES	240 characters

17.	Select the region where the object or work of art will be housed after conservation: • North East • North West • Yorkshire and the Humber • East Midlands • West Midlands • East of England • London • South East • South West • Scotland • Northern Ireland • Wales	Drop-down list		YES	N/A
18.	What is your expected start date for the project? (date/month/year)	Date field drop-down		YES	N/A
19.	What is your expected end date for your project? (date/month/year)	Date field drop-down		YES	N/A
20.	Does your organisation own the object or work of art requiring conservation?	Yes/ No		YES	
21.	Describe the object or work of art requiring conservation (no more than 800 characters including spaces)	Long free text field		YES	800 characters
22.	Why is the object or work of art of national or international importance? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
23.	Why does the object or work of art need treatment and why does the work need to be done now? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
24.	Describe the conservation work needed: (no more than 1600 characters including spaces)	Long free text field		YES	1600 characters

25.	Describe the storage or housing conditions for the object or work of art after the conservation and explain how it will be cared for: (no more than 800 characters including spaces)	Long free text field		YES	800 characters
26.	Describe what public access there will be to the object or work of art when the conservation is complete: (no more than 800 characters including spaces)	Long free text field		YES	800 characters
27.	Name, qualification/s and professional affiliation/s of conservator/s who will undertake the conservation: (no more than 800 characters including spaces)	Long free text field		YES	800 characters

Section 5: Financial information					
Number	**Question**	**Type of question**	**Help text**	**Mandatory**	**Character limits**
28.	State the total amount of funding you are requesting towards this project from Idlewild Trust. (up to and including £7000; no decimal places or commas)	Number field		YES	N/A
29.	Give a breakdown of the total costs of the project. (use the table that will automatically give a total; whole numbers - no commas or decimals)	Table with insertable rows (10 rows maximum)	Please give a breakdown of the total costs of the project. If the budget you are working with is longer than the space provided, please summarise the budget using the 10 lines we have given in the table on this form.	YES	10 rows maximum
30.	List the grants (including confirmed pledges) and other sources of income raised to date:* (use the table that will automatically give a total; abbreviate names of trusts/funders if necessary; whole numbers - no commas or decimals)	Table with insertable rows (10 rows maximum)		YES	10 rows maximum

Number	Question	Type of question	Help text	Mandatory	Character limits
31.	List pending grants and other projected sources of income: (use the table that will automatically give a total; abbreviate names of trusts/funders if necessary; whole numbers - no commas or decimals)	Table with insertable rows (10 rows maximum)		YES	10 rows maximum
Section 6: Supporting documents					
Number	**Question**	**Type of question**	**Help text**	**Mandatory**	**Character limits**
32.	Most recent signed annual accounts: (file size max 10 MB)	File upload		YES	N/A
33.	Latest current management accounts showing actual and projected income and expenditure. This can be a summary. (file size max 10 MB)	File upload		YES	N/A
34.	Conservation Report or Treatment Proposal of the object or work of art: (file size max 10 MB)	File upload	The Conservation Report or Treatment Proposal must be prepared and available, having been written by an accredited conservator. 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.	YES	N/A
35.	First Photograph/Image showing object or work of art as a whole: (file size max 10 MB, JPG, PDF or Word files)	File upload		YES	N/A
36.	Second Photograph/Image of building or grounds in which the object or work of art will be housed/displayed:	File upload		YES	N/A

37.	Organisation's Safeguarding Policy (file size max 10 MB)	File upload	Safeguarding Policies should include how your organisation safeguards children and vulnerable adults, but should also include how your organisation safeguards your staff, trustees, volunteers and the people attending your activities	YES	N/A
Section 7: Management details					
Number	**Question**	**Type of question**	**Help text**	**Mandatory**	**Character limits**
38.	How will the project be managed? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
39.	How will you measure the success of the project? (no more than 800 characters including spaces)	Long free text field		YES	800 characters
40.	What difference do you think the project will make? (no more than 1600 characters including spaces)	Long free text field	Please tell us about the difference you feel your project will make. You might wish to refer to specific outcomes or groups of people who will benefit.	YES	1600 characters