

# THE LEICESTERSHIRE ARCHAEOLOGICAL & HISTORICAL SOCIETY

THE GUILDHALL, GUILDHALL LANE, LEICESTER. LE1 5FQ.  
Registered Charity No 503240

President:

*Robert Rutland*



## PUBLIC HERITAGE FUND

### Guidance notes for those applying for grants

This fund aims to provide grants to history and heritage societies within Leicestershire and Rutland which will enable them to engage with, and display their research to, the general public.

The Society welcomes applications for grants from this fund along the following guidelines:

1. Applications are invited from groups or individuals wishing to engage the general public with the history, archaeology, or heritage of Leicestershire and/or Rutland.
2. Non-members of the LAHS are eligible to apply for funding.
3. Potential applicants are invited to email the Chair of the Public Heritage Fund about their projects in advance of submitting a formal application.
4. Applicants should complete the form on the website and send this by email to the address indicated on the form, along with any supporting documentation. Grants can be submitted at any time of year and will be decided upon at the next meeting of the Funding committee, provided that the application is submitted on or before the deadline date.
5. The Fund's Committee will consider applications four times per financial year (May 1st – April 30th). Application deadlines are as follows:
  - *Third Friday in April (applicants receive decision during second week of May)*
  - *Third Friday in July (applicants receive decision during second week of August)*
  - *Third Friday in October (applicants receive decision during second week of November)*
  - *Third Friday in January (applicants receive decision during second week of February)*
6. Applicants will be expected to name two people who can write in support of the application, or just one person if the grant request is for £100 or under. It is the responsibility of the applicant to ensure that referees have been notified that they have been nominated as such. Once the application is submitted, the Chair will contact these referees directly to ask whether they are supportive of the application. Ideally referees should be connected to the location which is to benefit from the Grant. Applicants are encouraged to contact the Chair of the Public Heritage Fund to discuss potential referees.

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7. The Funding committee is keen to support a variety of projects. For example, applications might be made for: the designing and printing of exhibition banners; the hiring of temporary exhibition space; the publication of local history literature (excluding monographs, please submit these to the Research Fund); the creation of school resources; initiating public-engagement heritage projects; or the digitisation and dissemination of historic documents to ensure their preservation. The Chair of the Fund will expect to see final accounts for larger projects supported by the Society and, in the case of very large projects, interim statements.
8. Grants will not be made for fees, living expenses, or any project which the committee deems to be purely for the financial gain of the applicant. Likewise, any exhibition or display which receives a grant from this Fund may not charge a fee for entry, although donations may be requested.
9. Applicants may make use of the grant from the Society as part of a larger project but are asked to state in their initial application the other sources of funding applied for. Grants may also be paid in instalments every three months rather than as one lump sum.
10. Applicants would be expected to acknowledge Society grants in any publication, display, or event that results. Where the grant has resulted in the creation of large display or exhibition panels, the Public Heritage Fund logo should also be used. To discuss acknowledgement options please contact the Fund's Chair.