



ST MARY'S
GUILDHALL

St Mary's Guildhall Community Grants Programme 2023-25



St Mary's Guildhall Community Grants Programme 2023-25

In 2020, **The National Lottery Heritage Fund** generously awarded **Coventry City Council** a grant in support of the transformation of St Mary's Guildhall, which has enabled much needed enhancements to the historic site including greater accessibility, the conservation and redisplay of the magnificent tapestry, and the development of state-of-the-art interpretation facilities.

A further key objective of this funding was to increase opportunities for local communities to experience St Mary's Guildhall, and to benefit from greater contact with heritage.

To support this objective St Mary's Guildhall, in partnership with Coventry City Council, has launched a grant scheme for organisations to deliver projects that will allow Coventry communities to engage more deeply with St Mary's Guildhall, and encourage a long-lasting relationship with heritage.

Project brief

Funding is available exclusively for projects that meet **one or more** of the grant priorities:

- A wider range of people from different backgrounds will be involved in heritage activities.
- Links in some way to the themes of St Mary's Guildhall, either through the building, its collections or the stories told.
- People will be able to develop new skills.
- People will be able to learn about the past hopefully leading to more engagement with places like St Mary's Guildhall in the future.

The funding scheme has a total value of £30,000, with awards available to eligible projects in two funding tiers:

Tier 1 Grants will be larger awards, between £2,000 and £8,000. This is for larger projects to which only constituted organisations may apply.

There will be two rounds of applications for projects in Tier 1, open as follows:

1. 4 August 2023 to 15 September 2023
2. 19 February to 29 March 2024

Full details of the timeline is available at the end of this document.

Tier 2 Grants are smaller awards, between £250 and £1,999, to which both constituted organisations, and non-constituted community groups may apply.

Applications for Tier 2 grants can be submitted year-round until March 2024, with award decisions made each quarter. While applications can be received at any time, please see our deadlines to be considered at the relevant quarterly panel below.

Deadline for Tier 2	Applicants notified of decision following quarterly panel	Project delivery period
15 September 2023	w/c 9 October 2023	October 2023 to August 2024
22 December 2023	w/c 1 February 2024	Feb 2023 to Dec 2024
29 March 2023	w/c 29 April 2024	May 2024 to Mar 2025

Eligibility – Who can apply?

- For Tier 1 applications, only constituted not-for-profit organisations may apply. This covers any not-for-profit organisation with a written constitution, formally constituted in the UK with their own bank account and at least two signatories (registered at different addresses). This includes registered charities, Community Interest Companies and Companies Limited by Guarantee.
- For Tier 2 applications both constituted not-for-profit organisations and non-constituted community organisations may apply.
- For non-constituted community organisations, the applicant will be required to provide 3 letters of reference from someone who has worked with your group and is not related to or living at the same address of the lead applicant, as well as evidence of previous community work undertaken.
- Organisations which **are not** already in receipt of Coventry City Council funding for their project.
- It is permissible for organisations to partner with non-constituted groups and freelance practitioners in the delivery of projects, but applications can only be made by, and grants awarded to, eligible parties.

Eligibility – Project criteria

Eligible projects **must**

- Be seeking funding from this grant programme that is between £2,000 and £8,000 (Tier 1) or £250 and £1,999 (Tier 2).
- Organisations may supplement projects with funds from other sources (excluding Coventry City Council), but 'match funding' is not a requirement.
- Link to **one or more** of the grant priorities.
- Primarily involve Coventry residents (CV1-CV6) as participants.
- Be delivered within 9 months of date of grant award (including submission of final report).
- Any projects involving the creation and/or display of artwork in outdoor public spaces may require approval of the artwork proposal by the **Coventry Public Art Gateway (PAG)**.
- Involve activity and outcomes that can be measured and evaluated as part of a final project report.

Eligibility – What we won't fund

- Projects which do not primarily involve Coventry residents (CV1-CV6)
- Projects which do not meet the project brief and one or more grant priorities.
- Projects which have already happened or are going to happen before the decision date for the grant application, or projects which are due to finish after the closing date of the grant.
- Projects that are already being funded by Coventry City Council.
- Capital costs, including the purchase, repair and maintenance of buildings and facilities.
- Projects used to support any political organisations or for campaigning on any political issues, or involving the dissemination of any material that is capable of being defamatory.
- School or college courses or items already within the curriculum delivery. For a school/college-based project to be considered it must demonstrate identifiable community involvement and benefit.
- Prizes, competitions or fundraising events.
- Projects without activity and outcomes that can be measured and evaluated.

How to apply

- Read the details of the grant scheme at www.stmarysguildhall.co.uk/community-grants
- Study the Application Form and Application Guidance notes carefully before contacting Niamh Carton (Community Engagement Manager) via email Niamh.carton@noordinaryhospitality.com or by telephone on 07731 998791 to arrange an **Expression of Interest** discussion. This will be an opportunity to discuss your eligibility and project outline in more detail before applying.
- You are also welcome to come to a Community Engagement Evening on **18 August 2023** at St Mary's Guildhall to meet the team, some of our current collaborators and to find out more about the grant scheme. Please contact Niamh.carton@noordinaryhospitality.com if you would like to attend.
- Complete the application form and submit to Niamh.carton@noordinaryhospitality.com by no later than **15 September 2023** for the first round of applications.
- All eligible applications will be reviewed by an assessment panel made of Coventry City Council and St Mary's Guildhall team members and award decisions made according to the strength of applications and monies available.

Timeline – Key dates for first round of grants

- **Expression of interest no later than:** 15 September 2023
- **Expression of interest discussions*:** 14 August to 1 September 2023
- **Applications close:** 15 September 2023
- **Applications assessment:** 18 September to 6 October 2023
- **Applicant notification*:** w/c 9 October 2023
- **Project delivery phase**:** Mid-October to August 2024

* Subject to change depending on volume of applications and availability of panel. Applicants may be contacted for further information/clarification during the assessment period.

** Subject to change depending on the satisfactory submission and completion of any required documentation



Bayley Lane, Coventry CV1 5RN (located next to Coventry Cathedral ruins)

Printed onto FSC accredited stock.