



**Manx National Heritage**  
*Eiraght Ashoonagh Vannin*

# **Donald Collister Heritage Strategy Grant Application Guidance Note – Round 2**

Please read this document carefully. These instructions, tips and suggestions are written for you to help you complete the Manx National Heritage Donald Collister Heritage Strategy: Grant Application Form.

## **Introduction**

We are committed to being open and accessible, and want to make sure our grant application process is accessible to everyone. We realise some applicants may experience barriers making a grant application. If you require help to make an application, or have any queries about the strategy or grant programme please contact us for information and further support.

## **How to contact us:**

By email: [karen.kewish@gov.im](mailto:karen.kewish@gov.im)

By post: Karen Kewish, Charity Finance & Administration Officer  
Manx National Heritage  
Manx Museum  
Kingswood Grove  
Douglas,  
Isle of Man  
IM1 3LY

By phone: (01624) 648000

## **Who are we?**

Manx National Heritage (MNH) is the trading name of the Manx Museum and National Trust. We exist to take the lead in protecting, conserving, making available and celebrating the Island's natural and cultural heritage for current and future generations, whilst contributing to the Island's prosperity and quality of life.

The Manx Museum and National Trust was originally set up in the 19<sup>th</sup> century by the Isle of Man's Parliament, Tynwald, to look after the Island's archaeological sites. The organisation is still supported by the Isle of Man Government. On a day to day basis the Trust operates at "arms length" but has close relationships with Government Departments.

The Trust also has charitable status (registered in the Isle of Man under no. 603) and works closely with other voluntary sector bodies such as the Manx Wildlife Trust.

Trustees set the overall direction of the organisation and are accountable to the Manx Community for its performance and effectiveness.

The day to day operations of the Trust are carried out by a team of professional staff. Our team of public servants are employed by the Isle of Man Government. We also benefit from economies of scale through access to Government systems and contracts such as insurance, computing and telecommunications.

Further details can be found on our website at [www.manxnationalheritage.im](http://www.manxnationalheritage.im).

### **What is the Donald Collister Strategy?**

The late Mr John Donald Collister lived in Colby and died at the age of 93 in 2007. By trade he was a painter and decorator. In his war service during WW2 he served in the Manx Regiment and he also actively supported the Laa Columb Killey. As the benefactors of Mr Collister's estate we have formally consulted widely as to the manner in which this bequest should be utilised in order to attempt as far as possible to respect Mr Collister's wishes.

Following the public consultation we launched the Donald Collister Heritage Strategy. Over recent years MNH have gifted over £140,000 to local community projects such as to Arbory School for their horticulture development and education programme and also to Arbory Church for the Maritime heritage commemorative Capt. Quilliam window along with other national projects such as the restoration of Donald Collister's Van.

The strategy should deliver improved collections care and management for independent museums on the Island for example, promotion and support of training for volunteers and those managing volunteer programmes and activities along with traditional craft skills training and promotion.

In order to conclude the scheme a further round of grants will be undertaken; all applications for consideration are to be received by 31<sup>st</sup> March 2019.

### **What is the purpose of this heritage grants programme?**

We recognise the Island plays host to a wide range and number of individuals, charities and organisations that provide preservation or promotion of heritage e.g. our church communities, local heritage trusts, independent museums or volunteer groups, etc. This grant programme aims to support these groups by helping to sustain their existence, collections and continuous improvements of skills and knowledge related to our heritage, preservation and promotion. N.B. We use the term "heritage" broadly and it includes natural heritage.

**Key purpose objectives** of the grant programme include for example:

- Presentation and care of heritage assets
- Recording of collections at risk
- Improving access and enjoyment of heritage across the local and national community
- Celebration and promotion of community heritage
- Increasing the sustainability of heritage organisations activities
- Commemorating the military history of the Isle of Man

## **Who can apply?**

Our grants are for individuals or organisations involved in heritage related activities.

Individual applicants might be:

- Local volunteer groups responsible for the care, preservation and conservation of collections
- Manx heritage trusts, charities or independent museums
- Heritage volunteers, researchers
- Members of congregations or committees of historic churches

If you are applying as an organisation or a group you must have a bank account with two people who can sign in the organisation's or group name.

We can only make grants to individuals and organisations based on the Isle of Man and you will need a bank account on the Isle of Man.

## **What you can apply for?**

Each individual grant is capped up to £5,000. Please provide details of any additional funding sources for your activity.

Monies must be spent within one year of being granted approval, unless otherwise agreed.

If you need to raise funds from other sources you must be able to show that all matched funding can be raised to allow the project to be completed within 12 months from the date of acceptance of a grant.

You must be able to demonstrate within the prescribed application form, how you can meet the key purpose and objectives of the grant programme.

This final round of grants (Round 2) is now open for applications, closing on 31 March 2019.

## **Filling in the application form**

The application form can be submitted electronically and is designed to be completed in MS Word or compatible software. The form asks you a series of questions about different parts of your activity including how it will benefit and support our:

- local heritage,
- local people
- local community

If applicable you should include any specific reference of a connection with Donald Collister.

Your application should demonstrate how you will share what you have done with other people e.g. exhibitions, community events, communication, PR, its intergenerational impact and sustainability etc.

Where relevant you should include the following details:

- (a) Proof of ownership/leasehold requirements.
- (b) Details of statutory permissions required or obtained e.g. planning approval.
- (c) Project timescales.
- (d) Project costs, demonstrating value for money and competitive costs that have been sought from your suppliers/estimates.
- (e) Proposed grant payment schedule (where relevant).

- (f) Confirmation of any third party support (financial, volunteer, sponsorship etc.).
- (g) Confirmation of steps you are likely to take to acknowledge the Donald Collister Strategy Support, this may be temporary or permanent.
- (h) All applicants should provide proof of identity (e.g. passport & utility bill) – these are to be provided in person at the Manx Museum.

In exceptional cases we may consider 100% of the cost of your activity from the grant programme, but ideally you should provide evidence with your application of the details of matched or other third party support which can include the time of volunteers if this is formally documented.

We will use the information you give us in your application form to decide whether we will offer you a grant.

### **What happens to your application?**

We will acknowledge receipt of your completed application forms. All submitted applications and supporting information and evidence will be reviewed to ensure all key elements of the application form have been completed and information supplied.

Round 2 will close for new applications on 31 March 2019 and you shall be notified in writing of our decision no later than 31 May 2019 (or sooner, where practical).

If you are awarded a grant we will send you details that confirm how to accept the grant including terms associated with your specific application e.g. grant payment milestones. Payments will be made by BACS to the nominated bank account provided on the application form.

### **How we use your information**

Manx National Heritage is a data controller for the purposes of the Data Protection Act 2018 and the Data Protection (Application of GDPR) Order 2018 and the Data Protection (Application of LED) Order 2018, together with any regulations made under them (Manx Data Protection Legislation).

Manx National Heritage will process your data for the purposes of evaluating your Donald Collister Grant application. If successful we will additionally process your data to administer the Donald Collister Grant. Manx National Heritage will not use your data for any purpose other than for evaluating and, if successful, administering your Donald Collister Grant, without your prior consent. You are free to withdraw your consent at any time.

You are under no statutory or contractual obligation to provide data to Manx National Heritage during the application process. However, if you do not provide the information, Manx National Heritage may not be able to process your application properly or at all.

If you would like to know more details about the information we collect, your rights and how to contact our Data Protection Officer please read our full Privacy Policy which can be found on our website at [www.manxnationalheritage.im](http://www.manxnationalheritage.im) or by writing to the Manx Museum.

## **Records and Disclaimer**

We reserve the right to ask successful applicants for access to all their documentation relating to their activity, and therefore you must keep clear records of your project and financial records for us to access when required.

By accepting a grant, you will give us a non-exclusive, worldwide, royalty-free perpetual licence to reproduce any materials relating to your project and your application as we reasonably require for marketing and publicity purposes. We may also share information with other funders, government departments, partners and others with a legitimate interest in public funding.

We may from time to time have to provide your application documents and information about how we have reached our decision to any member of the public who asks for them under the Freedom of Information Act.

## **Tax and Legal advice**

You are responsible for getting your own financial and legal advice. This includes getting appropriate financial advice on your tax position as a result of receiving a grant from us. You may need to speak to Isle of Man Government Income Tax Division if you have any questions about this. For information about this contact the Income Tax Division on: (01624) 685400.