



ST MARY'S  
GUILDHALL

# St Mary's Guildhall Community Grants Programme 2023-25

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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.

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

The second round of applications for projects in Tier 1 and Tier 2, will open as follows:

Applications open	Deadline for applications	Applicants notified of decision	Project delivery period
<b>19 February 2024</b>	29 March 2024	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 substantial community involvement and benefit.
- Prizes, competitions or fundraising events.
- Projects without activity and outcomes that can be measured, evaluated and reported on.

# How to apply

- Study the Application Form and Application Guidance notes carefully before contacting Niamh Carton (Community Engagement Manager) via email [Niamh.carton@noordinaryhospitality.com](mailto:Niamh.carton@noordinaryhospitality.com) or by telephone on 07731 998791 to arrange an **Expression of Interest** discussion.
- The Expression of Interest discussion is a compulsory requirement and will be an opportunity to discuss your eligibility and project outline in more detail before applying.
- Complete the application form and submit to [Niamh.carton@noordinaryhospitality.com](mailto:Niamh.carton@noordinaryhospitality.com) by no later than **5pm** on **29 March 2024**.
- 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

- **Contact with Expression of interest no later than:** 14 March 2024
- **Expression of interest discussions\*:** 19 February to 18 March 2024
- **Applications close:** 29 March 2024
- **Applications assessment:** 8 April to 26 April 2024
- **Applicant notification\*:** w/c 29 April 2024
- **Project delivery phase\*\*:** May 2024 to March 2025

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

\*\* Starting permission subject to change depending on the satisfactory submission and completion of any required documentation. Projects are not expected to run throughout this period, but must start and finish within the delivery phase.



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

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