

**SCOTTISH  
FOOTBALL  
MUSEUM**  
HAMPDEN



## **Scottish Football Museum**

### **Local Heritage Grants 2024 Guidance Notes**

To celebrate the 200th anniversary of the world's first football club, The Foot-Ball Club (Edinburgh), we propose to make available the following Local Heritage Grants: 15 small grants of up to £1,500 to help communities celebrate their own local football heritage.

We would like to see a range of different projects supported through this programme of funding and are available to discuss ideas about the type of project you may wish to develop. Informal advice on eligibility is available at any time by emailing [demi.boyd@scottishfootballmuseum.org.uk](mailto:demi.boyd@scottishfootballmuseum.org.uk).

### **How Much Can You Apply For?**

We are inviting organisations and groups to apply for funding up to £1,500.

You do not need to have match funding for your project. The Local Heritage Grants aim to engage new and different audiences with football heritage, and we wish to support as many organisations and groups as possible to take part.

However, please do state within your application any additional funding you have received and intend to use in conjunction with the Local Heritage Grant. Our assessment process applies no advantageous weighting to applicants who have access to match funding. We ask solely for information purposes.

### **What Can We Fund?**

The Local Heritage Grants are open to any group or organisation with a formal constitution. This includes, but is not limited to, local history societies, community groups and football club historical trusts.

Applications for funding can be made for specific one-off projects or for a series of projects that can include photographic displays; online/digital exhibitions; plays, musicals, heritage trails; physical displays and exhibitions; heritage/anniversary matches; conservation of

existing resources; digital projects; learning and engagement. However, any project or activity within the broad scope of local football heritage will be considered.

Examples of what the Local Heritage Grants can support:

- Creating resources
- Delivering events
- Arranging transport to deliver the project or activity
- Marketing and publicity
- Volunteer expenses (non-payroll & core to delivering the project or activity)
- Purchasing equipment
- Engaging consultants / experts
- Delivering temporary exhibitions

### **Applying For Funding**

Please complete the application form on our website – [www.scottishfootballmuseum.org.uk/football-for-all/local-heritage-grants/](http://www.scottishfootballmuseum.org.uk/football-for-all/local-heritage-grants/) and send it to Demi Boyd - [demi.boyd@scottishfootballmuseum.org.uk](mailto:demi.boyd@scottishfootballmuseum.org.uk).

### **Grant Process Timeline**

Applications for funding open 29<sup>th</sup> May 2024

Application deadline 30<sup>th</sup> September 2024

Applicants notified by 31<sup>st</sup> October 2024

Activity begins 14<sup>th</sup> February 2025

Activity completed no later than 15<sup>th</sup> August 2025

### **How We Assess Your Application**

All applications will be assessed by an independent panel. You should ensure that your grant application demonstrates as clearly as possible how your project will meet the Local Heritage Grants objectives. We will assess and score applications in conjunction with the key criteria outlined below:

- How your project celebrates & promotes local football heritage
- How your project engages with the community
- The level of local need addressed by the project
- How well researched and developed your project idea is
- The impact on the local community that your project will have
- The deliverability of your project

## **Accepting A Grant**

If your application is successful, we will send you a grant acceptance letter. We will require you to submit your organisations or group's constitution at this stage. The grant acceptance letter will ask you to confirm your organisations or group's bank details. 50% of the grant can be claimed in advance to assist project initiation. The grant acceptance letter will also ask you to sign an agreement which commits you to delivering the project(s) stated on your grant application within the timescale and budget specified. Signing the agreement will require you to adhere to the reporting and acknowledgment conditions of the funding grant - these are outlined below.

## **Reporting**

By accepting a Local Heritage Grant, your organisation or group agrees to submit a reporting form within one month of project completion and supply images that accurately record the project output. The reporting form can be found on our website [www.scottishfootballmuseum.org.uk/football-for-all/local-heritage-grants/](http://www.scottishfootballmuseum.org.uk/football-for-all/local-heritage-grants/) and should be returned to Demi Boyd – [demi.boyd@scottishfootballmuseum.org.uk](mailto:demi.boyd@scottishfootballmuseum.org.uk). Completing a reporting form is an essential condition of grant funding.

## **Acknowledging Funding**

Successful applicants are expected to acknowledge their award in the following ways when applicable:

- By using the National Lottery Heritage Fund & Scottish Football Museum logo on all promotional material and literature, whether in print or online – please email [demi.boyd@scottishfootballmuseum.org.uk](mailto:demi.boyd@scottishfootballmuseum.org.uk) for the logos.
- By attributing all associated project work with the message 'Made possible through the Scottish Football Museum Local Heritage Grants and National Lottery Heritage Fund' and linking to our website at [www.scottishfootballmuseum.org.uk](http://www.scottishfootballmuseum.org.uk).
- By using the hashtag #SFMHeritageGrants at all times on any social media related activity and including the hashtag on any print or promotional literature online.
- By tagging the Scottish Football Museum and National Lottery Heritage Fund on social media posts, please contact [demi.boyd@scottishfootballmuseum.org.uk](mailto:demi.boyd@scottishfootballmuseum.org.uk) if you have difficulty finding the correct social media handles.
- By sharing information about your project and key events with us which may allow us to raise the profile of the Local Heritage Grant activity and increase access to football heritage more widely.
- By providing us with a selection of images to use to advocate for football heritage activity.