



Palmerston Forts Society Grants

Rules and Conditions

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1. Scope

The Charitable Objective of the Palmerston Forts Society (PFS) is “The advancement of the education of the public in the history of Fort Nelson and other Victorian fortifications. In particular by supporting and assisting the improvement of the fortifications for the public benefit.”

In furtherance of this objective, the PFS are making available a number of financial grants for projects related to the preservation, conservation, protection and recording of Victorian Forts in the public interest. The value of these individual grants will be up to £1000 each.

It is expected that the recipients of these grants will be societies, trusts and other organisations which support or operate Victorian forts for the public good but private owners are not excluded.

The deliverables of the project should be tangible - restoration, education, publication, interpretation - and priority will be given to projects where the deliverables are clearly sustainable.

Projects where the principle focus is on research are covered by a separate scheme – PFS Research Grants (details on the PFS website)

Applications for grants will be considered on their merits and funding will be granted on a one-off basis. The decision to award or not award a grant is entirely at the discretion of the PFS and the PFS are not required to give reasons for any decisions. Projects will be selected by a sub-committee of the PFS committee and their recommendations validated by a quorum of the committee.

There is no limit to the number of applications that can be made by any group or society but no more than one grant per group will be approved in any year and subsequent grants will always be contingent on the group complying with the “Essential Criteria”.

2. What We Might Fund

Here is a list of the type of projects which the PFS will consider funding. This list is not exhaustive and the funding decision is always subject to PFS discretion.

- Specific projects to preserve or make available to the public fortifications or fortification artefacts falling within the scope the aims of the PFS.
- Site-based survey work e.g. geophysical, architectural, topographical, LIDAR, drone photography etc.
- Scientific tests on objects/materials from a fortification site e.g. paint analysis, metallurgy tests.
- Interpretation media, including publications, reconstruction graphics, interpretation materials etc.
- Funding of preservation, conservation and replacement works principally of fixed assets of the fortification. This includes restoration of the fabric of the fortification, original or replica armament, ammunition and ancillaries, furniture and fittings etc.
- Planning consultant advice to contest / comment on planning applications which may impinge on the structure or setting of a work of fortification.
- Specialist training required to further the objectives of your society / group including DBS checks.
- Specialist advice / reports on fortifications e.g. Structural Engineer, Conservation Architect, Archaeologist. As part of an application for Planning Permission and/or Listed Building consent etc.
- Excavation work, especially archaeological excavation works in and around fortifications, but also debris and rubble clearing works.
- Funding for specific cost related to the creation of business plans for the development of fortifications for the public good.

3. What We Are Unlikely To Fund

Here is a list of the sort of projects that we are unlikely to fund. This list is not exhaustive and the funding decision is always subject to PFS discretion.

- Research projects – these may be eligible under the PFS Research Grant scheme.
- Personal overheads - subsistence and travel costs etc.
- Administration or core running costs e.g. overheads, rent, wages, utility bills, memberships, subscriptions etc.
- Computer hardware including laptops, electronic notebooks, digital cameras, etc.
- Travel and subsistence expenses for purposes such as lecture tours or to write up the results of research.
- Compensation in lieu of salary, cost of child or other social care etc.
- The project funded could be a stage of a larger project but it must be identifiable and costed so that its “completion” can be recognised.
- Projects which will result in a benefit to individual persons rather than the stated objectives of the society / group. For a privately owned fort, for example, the public benefit of the project must be demonstrable.
- Promotional or advertising costs – exceptions may be made in relation to volunteer recruitment.

4. Conditions of Grant

We cannot simply hand over money without some assurance that it will be used as intended and specified so there are a few rules:

VAT

The Applicant will be expected to deal with all issues relating to VAT on the works to be grant funded. The grant will be provided on the basis that it is inclusive of any VAT or other taxes or fees that might apply.

Use of Funds

The grant offered by PFS is only for the purposes specified in the application unless written approval is given by the PFS to transfer the grant to use for another purpose. The PFS recognise that circumstances can change when dealing with historic structures.

Consents

The Applicant must be able to show that they have all necessary approvals including, but not limited to, planning approval, listed building consent, and scheduled ancient monument consent for the work funded. The applicant must demonstrate that they own the property or have the permission of the property owner / leasee to carry out the work.

Documentation

The Applicant will supply the PFS with an agreed level of documentation and archiving of findings. Where appropriate, this will include digital images, of adequate quality for publication, of the works before, during and after completion. The Applicant will give the PFS the unlimited right to use such images and documentation in publications or electronic media.

Compliance upon completion

The Applicant must provide evidence to the PFS that the project or actions have been carried out in an appropriate way. Where a grant is to be used for the supply of specific fixtures or similar items, the Applicant must demonstrate to the PFS that there has been a competitive tendering process. The PFS may wish to inspect the results.

PFS Liability

The PFS will not accept any liabilities associated with the project or actions funded by the grant.

5. Essential Criteria

Essential criteria for your society / group and fortification. The PFS will not be responsible for any actions arising from a failure to obtain or comply with these requirements. You must comply with the following:

Income

The grant scheme is principally aimed at organisations which have an annual income / turnover of under £200k - but discuss this with us if your operations exceed this. For privately owned forts and those that include commercial operations, we will have to agree how to define the turnover of the public facing heritage activities of the fort

Governing Documents

This can be a Constitution or Memorandum and Articles of Association. Your documents should be signed and outline your non-profit status and what would happen to your assets upon dissolution. For privately owned forts, we can agree some sort of wording.

Ownership

The applicant must have some formalised control or access to the site. This could be a lease but it is recognised that some voluntary groups may have no legally enforceable agreement. The PFS need to be satisfied that there is a sustainable relationship of good faith between the applicant and the site owner / leasee.

A Safeguarding Policy

This applies if your organisation works with or comes into contact with children. Your policy should be up to date and specific to your group.

A Bank Account

A bank account in the name of the group that accepts cheques or electronic transfers, and a bank statement which verifies the payee name. We are unable to make payment any other way.

Suitable Governance

Be able to demonstrate that you have suitable governance to be able to manage funds e.g. financial reporting, minuted committee meetings. Copies of such documentation must be made available if requested.

Public Access

The Applicant must demonstrate that there is public access to the fortification or artefact.
