

**British Association for Local History
Small Grants Programme Application Guidance Notes**

The British Association for Local History (BALH) Small Grants Programme has been designed to support the study, enjoyment and dissemination of local history within Britain. Each application will be assessed by a grant panel made up of BALH Trustees and Advisory Committee members.

The aim of the fund is broad in terms of supporting the study, enjoyment and dissemination of local history. We are open to a wide range of methods and outputs to achieve this aim. These could include, but are not limited to:

- Publications – printed and digital
- Exhibitions
- School and other educational projects
- Walks
- Podcasts
- Research
- Training and development
- Events

Eligibility

Applications can only be made by not-for-profit groups and organisations.

Individuals are not eligible to apply.

Application form notes

1. About your group/organisation

1a. Name of your group/organisation: *Provide your groups or organisations registered name.*

1b Location of your group/organisation: *Where is your group/organisation based? Please provide a post code if possible.*

1c. Are you members of the British Association for Local History?: *Is your group or organisation a society or institutional member of the BALH?*

1d. Do you have the necessary insurances to deliver this project?: *Certain projects may require insurance to protect the people taking part or the wider public. Please confirm what insurances you have in place for your project.*

2. About your project

2a. Project title: *Provide a short name for your project, this will be used on correspondence and BALH communications, external and internal.*

2b. Tell us about your project: *Provide a statement about what your project is and what you would like to do with this grant funding (no more than 500 words)*

2c. Please provide a project timeline including a completion date: *Tell us how long your project will take to complete and the dates you have planned.*

2d. How will you evaluate your project?: *How will you assess the impact of your project and whether it has been successful? This could be based on quantitative (e.g. exhibition visitor numbers) or qualitative (e.g. a case study of an individual impacted by the project) data.*

2e. How have you considered the environmental impact of your project?: *Explain what measures you have taken to address the environmental impact of your project, eg. Making use of recycled materials.*

3. Budget

3a. What will you spend the grant on (£500 maximum grant)?: *Provide a budget breakdown of your project spend. This could be added as a table within the application form or sent as a separate attachment.*

3b. How have you ensured your project is good value for money?: *Have you researched the best price for materials, received quotes for work, etc.?*

3c. Have you sought any other funding for this project or are you providing any match funding?: *This could include unsuccessful funding or evidence of match funding from various sources.*