

European Jewish Heritage Grant Programme

Collections Management

The Foundation provides support to institutions which hold material related to Jewish history and want to ensure their collections are conserved, organised, protected, and made accessible to diverse audiences.

This may involve preliminary research such as a scoping survey, inventorying and cataloguing, conservation and preservation, digitisation, creating digital resources, and public programmes.

The type of materials eligible for this grant may include objects, manuscripts, documents, all forms of printed and visual material, audio, film and video recordings.

We welcome applications from a variety of organisations including museums, universities, public, private and institutional libraries and archives, heritage organisations and cultural institutions as well as other professional organisations that have acquired or generated a collection.

Please note grants are not available for the acquisition of objects or to commission artworks.

**Deadline for submission: This is a two-stage application process.
First stage submissions due by Friday, 17 February 2023, (GMT 17:00)**

Areas of funding

This funding provides support to help manage and preserve collections relating to Jewish history or Jewish cultural heritage, ensuring collections are properly looked after and accessible.

Funding is available for the following activities:

- **Preliminary research** – undertake initial steps to help you plan for a larger project. This may include an assessment of the collection (e.g. scoping survey) to give you a better understanding of the material contained in your collection, an overview of its current condition and recommendations for next steps. It may also involve an expert visit, site visit or other form of consulting in order to gain professional advice regarding areas like cataloguing, conservation or digitisation or to help you think about ways to develop your collection, maximise its potential and improve access. Applications can be made solely for preliminary research and you may apply for further funding following that if appropriate.

- **Conservation and preservation** – ensure specific items are treated and repaired so they are not at risk of further decay and collections receive the long-term protection they need to remain available in the future.
- **Cataloguing** – creating an accurate inventory and / or catalogue of a collection will allow researchers to discover the material they contain. This may include detailed analysis, publication of finding aids and creation of online catalogues.
- **Staff salaries** – it is important that these projects are undertaken by professionals with relevant skills, qualifications and experience. If this doesn't already exist within your organisation you will need to hire professional staff to carry out the work. Typical staff costs may include additional staff hours, dedicated cataloguers and conservators, photographers, external digitisation specialists etc.
- **Purchase of storage materials** – these will ensure collections are properly stored for the future and may include acid-free protective folders, specialist envelopes, boxes and other containers, cabinets and shelving or other specialist storage furniture. We will also consider applications for temperature and humidity controls, fire protection and security systems.
- **Purchase of specialist equipment** – in some instances it may be cost effective to purchase specialist equipment including cameras, scanners, conservation materials, digitisation equipment, laptops and other computer hardware. There may also be a need to purchase software specifically for the project, e.g. cataloguing software or a Collection Management System.
- **Creating digital resources** – we support the creation of digital and online resources relating to Jewish material heritage. Previous examples include the creation of a new website to host an online catalogue, virtual exhibitions of digitised material and websites using primary sources to tell local stories.

Level and duration of support

The maximum level of funding that will be considered is for requests up to £75,000 per year for up to 3 years (maximum total of £225,000 over 3 years). Funding for this category averages between £20,000 – £50,000 per year.

We only fund up to 70% of the project budget and you will need to find at least 30% of the cost of the project from other funding sources, including financial commitments from your own institution such as internal funding (see *in-kind contributions* below).

Applications requesting more than 70% of the total project budget will be rejected.

In-kind Contributions

In-kind contributions - any materials, goods, services or facilities that you would otherwise have to pay for but that are being provided free of charge or at a reduced rate. This may include:

- volunteer time (i.e. how much would the time donated to the organisation cost if it had to be paid at an hourly rate in your country)
- new equipment that is donated to be used by the project
- dedicated space for the project that would otherwise have to be rented

Staff costs which must be paid for at some point by your organisation are **not** in-kind contributions. These must be identified and allocated as costs in your expenditure. This may include:

- services of an employee currently employed by your organisation for time spent on the project
- additional time spent on the project by existing employees, beyond their current contracted hours, e.g. a part-time staff member who takes on additional responsibilities for the duration of the project

In-kind contributions must be accounted for in both the *Expense Items* and *Income Sources* sections of your budget.

Please provide an explanation of your *in-kind contributions* in the *Budget Explanation* section. Please also include a breakdown of salaries which have been included as allocated costs.

Eligible costs

We support applications for project-related costs; we do not fund building projects.

We support a wide variety of projects at different stages of development, including stand-alone initiatives and new aspects of an existing project. However, we do not fund retroactively. This means we will not consider a request for funding for an activity that has already happened or is scheduled to happen while the application for funding is being considered.

Eligibility Criteria

We welcome applications from any organisation based in Europe, EU and non-EU states alike, **except for Ukraine, Russia and Belarus.**

The organisation's activities must be deemed charitable under UK charity law, and we will require proof of its charitable status. This includes organisations which are either not-for-profit or publicly funded e.g., state or private libraries, archives, museums, research institutes, universities, cultural centres or non-profit organisations. For more information, please consult the UK's [Charity Commission](#) website and its list of [Charitable Purposes](#).

If you are in the process of obtaining charitable status, please be aware that no payments will be made to your organisation until you have achieved this status. Additionally, if your organisation is awarded a grant but fails to secure charitable status within 3 months of having been notified of the award, the grant will be cancelled.

Assessment Criteria

The strength of your application will be assessed based on the answers to the following questions:

- Does your project reflect the goals of the Jewish Material Heritage Grant Programme?
- Is your organisation and its staff able to deliver the project?
- Is the planning of your project thorough, including sound objectives and evaluation measures?
- Does your proposed methodology adhere to internationally recognised standards?
- Does the project budget reflect the scope of your project and the local context?
- Have you told us how you are planning for the long-term future of the collection, e.g. cost of digital storage, online hosting etc?
- Is the impact of the project measurable and achievable?

Supporting Documentation

Not all supporting documentation will be required for first stage. Please make sure you have submitted the required documentation with your application. If it is not included, your application cannot be considered.

If your application is approved, you will need to submit further [supporting documentation](#) once you receive your Grant Letter and Agreement.

1. **Budget table and budget explanation for the proposed project (Required):** An example of a completed budget form can be downloaded from the application form.
2. **CVs of key staff members working on the project (Required in stage 2)** (maximum 2 pages for each staff member): This should reflect their experience in undertaking projects such as the one outlined in this application. Qualifications include professional certificates, university diplomas, and relevant experience. Please combine all the CVs into one document before uploading it.
3. **Proof of Charitable Status (Required):** This will vary from country to country and according to the type of organisation making the application. This may be a UK charity number where applicable. If your organisation is a not-for-profit or a publicly funded body, such as a university, research centre or museum, we will accept a copy of the relevant portion of the organisation's statutes as proof of its charitable status.

4. ***The most recently available audited accounts or financial statement (Required in stage 2):*** This is a formal record of your organisation's financial activities for either a one- or three-year period. The statement must include a summary of the income and expenditure over a given period. It should have been prepared by your financial department or a chartered accountant and, if your country requires it, approved by the relevant authority.
5. ***Income and Expenditure:*** If the submitted audited accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.
6. ***Strategic Plan (Required in stage 2):*** If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organisation and how your project fits within that.
7. ***Certification from the tax authorities:*** If you have a certificate from the tax authorities that demonstrates charitable status in your country, please forward a copy of this certificate.
8. ***Photographs:*** If appropriate and relevant, please include up to 10 photographs (saved together into one word document or PDF). This could be some examples of the materials to be conserved, floor plans, rare books to be repaired etc. Please ensure that each photo is no larger than 1MB. Please note that you have a combined application file size allowance of 20MB.
9. ***Project Update/Final Report:*** If you currently receive funding from the Foundation, please submit a one-page project update of your existing grant. If you have recently finished a grant funded by the Foundation, please ensure the final report has been submitted before the closing date for the current grant round as this will be assessed alongside your new application.
10. ***Other supporting documents:*** If there are any additional supporting documents which are relevant to your application, such as a letter of support from a partner organisation or a letter confirming copyright ownership, please submit them as well.

Translations: For documents not originally written in English please include an English translation. This does not need to be an official or full translation, but it must be clear and accurate. Documents in a language other than English that are not accompanied by an English translation will not be processed.

Financial summaries: If financial documents are very long, please provide a translation summarising the main income and expenditure included in your financial statements and organisational budget. This document should be no longer than 10 pages.

Please upload your translated/summarised document against the same upload title you use for the original document. This means you may have two documents saved under each upload title.

Timeline for notification

This is a two-stage application process. The first-stage application must be submitted by the deadline above. If you are successful, you should expect notification via email two weeks later inviting you to submit a second-stage application. If you are unsuccessful, you will also be notified via email at the same time.

For Spring grant rounds, you will receive confirmation in late July or early August. For Autumn grant rounds you will receive confirmation in early January.

If your application is approved, you will receive an official Grant Offer Letter together with an Award Agreement which you will need to e-sign and return with the necessary supporting documentation.

Application Queries

For guidance on starting and completing an application as well as our requirements for ensuring safeguarding and open access, please [visit our website](#).

Please do not hesitate to contact us if you require any further information or advice as you prepare your application.

For queries relating to this grant category please contact:

Rebecca Singer (r.singer@rothschildfoundation.eu)

or

Dr Brigitte Sion (b.sion@rothschildfoundation.eu)

For any other information including **technical support** please contact (info@rothschildfoundation.eu)

Please add the following emails to your contacts/safe senders list to ensure you receive all our communications regarding your application and grant notification:

mailuk@grantapplication.com; mail@grantapplication.com; adobesign@adobesign.com