

# Rothschild Foundation Hanadiv Europe

**PLEASE NOTE:** We recommend that you print these Notes of Guidance and refer to them when you are filling out your application form.

## Notes of Guidance

# 2021



Museum Grants Programme

Please note some changes due to COVID-19 regarding the submission of documentation.

Deadline for submission: 21 April 2021

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## Introduction

Thank you for your interest in applying to the Foundation. If you have applied to the Foundation before, you will be familiar with our two-stage application form. However, due to the impact of COVID-19, we have decided to have only one stage, as this will allow applicants more time to complete the application form. We appreciate the challenges in gathering all the documentation together, therefore, applicants are only required to submit certain documents later on if their application is successful. Please see page 9 for what must be submitted with the application.

## Overview

Museums carry important functions in the preservation, documentation and public dissemination of Jewish heritage: they serve as repositories of historical and religious artefacts, as exhibition venues, as research centres for academics, as educational resources for students of all ages and as cultural spaces for the general public.

The Museums Grant Programme supports the multiple missions of museums in the areas of collection management, exhibition support, professional training and other aspects that facilitate access to collections, provide evidence of the presence and contribution of the Jewish community in a particular European area, broaden the range of learning opportunities, engage diverse visitors, raise the professional level of museum staff and increase the museum's visibility and audience. Preference is given to projects that have a long-term and measurable impact, and that foster exchange and cooperation. All submitted projects must contribute to the preservation, documentation, and public exposure of Jewish heritage.

Museums may apply for **ONE** of the open categories. Please note that a museum with an open grant with the Foundation cannot apply for a grant in the same category in this cycle, unless the existing grant ends before December 2020, and the new project starts after January 2021. A brief update on the current status of your existing grant must be provided with your application.

## What Categories Are Available?

### Core Exhibition

Support is available for new museums developing their core exhibition or for existing museums revamping their core exhibition. Funds are available for curating the exhibition, the acquisition of professional equipment, exhibition building and design, as well as outside consultants. Funds are *not* available for building renovations, new buildings or operational costs. Museums must provide details about the intellectual concept and narrative of the new exhibition, lists of objects, floor plans, and intended technology, the names of academic advisers, designers and other outside consultants. The Foundation may also grant support for museums to conduct preliminary research and planning before launching the renovation of the core exhibition, e.g. in conjunction with an outside architect, designer, or other consultants.

### Travelling Exhibition

Support is available to enable a European museum to rent a temporary exhibition (currently on display or a previous exhibition) of Jewish interest from another European museum (this excludes Israel and North America), to cover (some of) the following: loan fee, insurance, transportation, translation, staff

visits, and design adaptations. We prefer exhibitions that are not strictly panel-based and that speak to the specific context of the borrowing museum.

## **Temporary Exhibition**

Support is available to enable a European museum to create a new temporary exhibition of Jewish interest using items from its own collection, with the intent of renting it to other museums later on. The grant would cover (some of) the following: research, conservation, purchase of equipment, design, and loan costs. We prefer exhibitions that have the potential to travel and encourage collaboration between museums.

The Foundation may also grant support for museums to conduct preliminary research and to plan a new temporary exhibition (intellectual concept, potential objects, partnerships, etc.)

## **Collections Management**

Grants may support the conservation and/or preservation of individual objects, groups of objects, or the improvement of conservation and/or preservation programmes through the purchase of supplies and equipment.

Grants are available to museums wishing to develop better and more accessible inventory and cataloguing systems of collections, particularly online, as well as for technology-related projects such as digitization, websites and databases, multimedia, etc.

Grants are available for the installation of air conditioning, temperature and humidity control devices, surveillance cameras, and other hardware equipment that has a direct and positive impact on the collections and the exhibition.

Grants are not available for the acquisition of objects or to commission artworks.

As part of the application process, museums will be expected to demonstrate that they have consulted with recognised experts who have confirmed the importance and relevance of the material, that the preservation project has a long-term rationale and that the museum has the technical skills and professional staff to conduct this process, or that it will hire professionals.

*We recognize the vast differences between big and small museums, and we encourage museums with limited staff and resources to propose projects within their capacity.*

## **Innovative Museum Project**

The Foundation is offering an opportunity for museums to propose an innovative project for consideration. The project must have a focussed goal, and be supported by a clear strategy, a rigorous methodology, and realistic budget. The project must be directly related to Jewish heritage and must be implemented in a museum and/or in partnership with other related heritage institutions. Grants for up to £150,000 (over 2-3 years) will be considered. Please contact Brigitte Sion at [b.sion@rothschildfoundation.eu](mailto:b.sion@rothschildfoundation.eu) if you would like to discuss this further.

This category also gives the opportunity to propose a project that addresses the necessity for museums to reinvent themselves after the COVID-19 pandemic. While we will not provide direct support for income loss, cancelled programmes or furlough schemes, it is a broad opportunity for Jewish museums to propose a new strategy/programme/project that takes the emerging, changing reality into account. Please contact Brigitte Sion at [b.sion@rothschildfoundation.eu](mailto:b.sion@rothschildfoundation.eu) if you would like to discuss this further.

## Expert Visit

An institution may apply to receive professional advice from an expert in the areas of cataloguing, digitization, conservation, exhibition design, education programmes, or any aspect that is relevant to the institution's range of activities, or projected activities. This outside expertise may be a useful first step for heritage institution looking into creating an exhibition space, for museums in need of significant upgrade or strategic change, for museums that consider strengthening underdeveloped activities but need guidance.

Please note that applications are open five times a year.

Deadline	Decision from Foundation
30 September 2020	14 October 2020
30 November 2020	15 December 2020
28 February 2021	15 March 2021
30 April 2021	15 May 2021
30 June 2021	15 July 2021

Grants up to £2000 will be awarded to cover the expert's fee (up to £1000) and the travel expenses (up to £1000, against receipts). Payment will be made directly to the expert once the invoice, receipts and report are received and approved.

## Travel Grant

Travel grants up to £1000 are available for a museum professional working in a Jewish museum or with a Jewish collection towards attending a professional conference or training seminar. The grant may cover transportation, accommodation, and conference fee; reimbursement will be made against receipts.

Please note that applications are open five times a year.

Deadline	Decision from Foundation
30 September 2020	14 October 2020
30 November 2020	15 December 2020
28 February 2021	15 March 2021
30 April 2021	15 May 2021
30 June 2021	15 July 2021

## Language Grant

In response to the Covid-19 pandemic and given the world-wide travel restrictions, the Foundation offers this new grant category to enable Jewish heritage professionals to take an online course in Hebrew or any Jewish language (e.g. Yiddish, Judeo-Spanish). This opportunity is open to professionals working in a Jewish heritage institution (museum, library, archive, NGO, etc.) to take an online course in a Jewish language that can help them grow in their professional capacity. The course must be administered by an institution, whether university, community centre or language school, and must deliver a certificate of attendance. Grants up to £2000 are available to cover tuition to be paid directly to the language school upon receipt of an invoice, or as reimbursement upon presentation of a payment receipt.

Funds will be awarded to Jewish heritage professionals who

- Work professionally in Jewish heritage organizations of all types, including (but not limited to) museums, archives, libraries, NGOs. The work may be part-time but should be at least 16 hours per week.
- Are based in a European country
- Have at least 6 months of experience working professionally in the field of Jewish heritage
- Funds will not be given for training/learning opportunities that have already taken place

Please note that applications are open five times a year.

Deadline	Decision from Foundation
30 September 2020	14 October 2020
30 November 2020	15 December 2020
28 February 2021	15 March 2021
30 April 2021	15 May 2021
30 June 2021	15 July 2021

## Length and Level of Support

We are often asked how much an organisation can request, or whether we have a restriction on the amount of funding we will award.

For the Core exhibition, requests for up to £75,000 per year (for a maximum of 2 years with a maximum total of £150,000) will be considered.

For the Travelling exhibition, temporary exhibition, collection management categories, a request up to £50,000 will be considered.

For the innovative project, a maximum of £150,000 over 3 years will be considered.

Otherwise, many of our grants are between £20,000 - £40,000, with a number of smaller grants under £20,000.

Grants requests may request up to 70% of the project budget. In rare cases, we will fund a more significant proportion of the costs. Applications requesting 100% of project costs are likely to be rejected.

## Eligibility Criteria

We welcome applications from any organisation or institution active in Europe (EU and non-EU states alike), where activities are deemed charitable under UK charity law. For more information please consult [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk).

Your organisation must provide the Rothschild Foundation Hanadiv Europe with proof of its charitable status.

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.

This includes organisations which are either not-for-profit or publicly funded. Within the framework of this grant programme, qualifying institutions are usually state or private museums, archives, libraries, research institutes, or universities. For more information please consult the UK Charity Commission's list of [Charitable Purposes](#).

Your organisation must provide the Rothschild Foundation Hanadiv Europe with proof of its status as a not-for-profit or publicly funded organisation. Usually, applicants either submit their UK charity number where applicable, or a copy of the relevant portion of their organisational statutes, confirming its non-profit, charitable or public (government-funded) status. The Foundation supports 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 – i.e. request for funding of an activity that has already happened or is already scheduled to happen while the application for funding is under consideration are not eligible.

### **Holocaust Memorials and Museums**

The RFHE may support applications relating to the Holocaust if such project preserves Jewish culture, offers an interpretative context, ensures skilled collection management, professionally presents exhibitions, and encourages historical research.

The Foundation does not fund national memorials that stem from a government initiative. The Foundation does not fund a Holocaust memorial that is strictly a memorial site (whether site specific or not) that doesn't have a collection, an exhibition, and research associated with its history.

## **Simultaneous Applications**

1. Organisations may not submit more than **one** application at a time to the Museum Grants Programme. However, you may apply for a travel grant, an expert visit, or a language grant even when holding or applying for a current grant in another category within the Museums Grant Programme.
2. If you have an existing grant that ends before December 2020, you may apply for a grant in this round, but your new project must start after January 2021. A brief update on the current status of your existing grant must be provided with your application.
3. An organisation can apply to more than one programme (i.e. you can apply to both the Archives and Libraries and to the Museums programmes). However, please note it is unlikely for both to be funded and organisations should clearly indicate their preferred project, bearing in mind their organization's goals and expertise. If, after reviewing the FAQs page, you are uncertain about the eligibility of your proposed project, please contact the Rothschild Foundation Hanadiv Europe with a specific query. Email your query to [b.sion@rothschildfoundation.eu](mailto:b.sion@rothschildfoundation.eu)

## **Priorities for the Museums programme**

1. The Foundation supports 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 – i.e. we will not fund an activity that has already happened or is already scheduled to happen while the application for funding is under consideration.

2. In general, in the Museums programme, the Foundation prioritises applications for funding of project-related costs (e.g. exhibition support, collections management) rather than infrastructure (such as capital or operational-related costs of any institutions).
3. On rare cases, the Foundation will fund 100% of a project; however, we usually require matching funding of at least 30% of the cost of the project.

## Selection Criteria

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

- Does the project reflect the goals of the Museum Grants Programme?
- In which ways does the project contribute to the preservation, documentation, and public dissemination of Jewish heritage?
- Are the organisation and its staff able to deliver the project?
- Is the planning of the project thorough, including sound objectives and evaluation measures?
- Does the project budget reflect the scope of the project?
- Is the project for the long term or can it be replicated elsewhere?
- Is the impact of the project measurable?

## General Data Protection Regulation

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again. For more information please read our [privacy policy](#).

## Completing the Application Form – additional information

We strongly recommend that you read all of the questions before you fill the application form to avoid repetition.

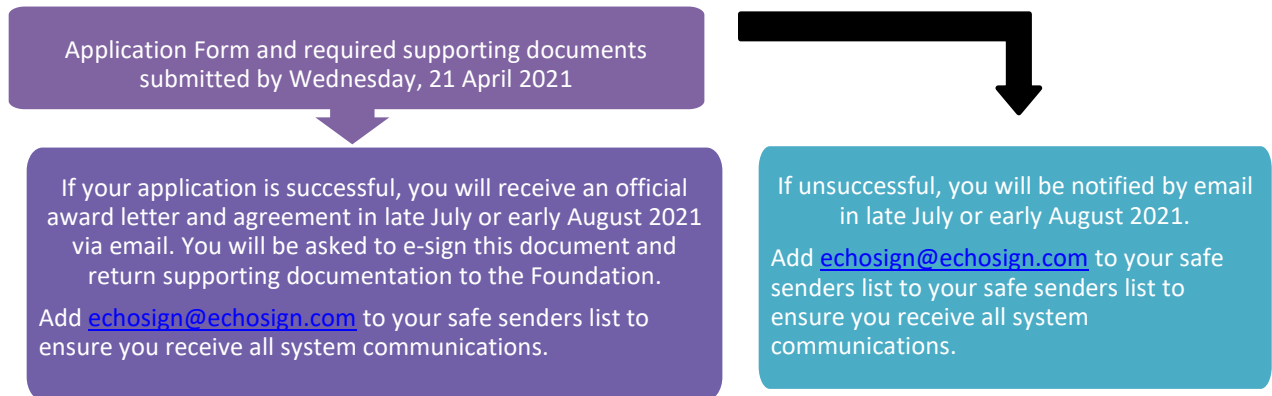
In the application you will be asked some generic questions about your organisation's budget and staff. In addition, if you are awarded a grant, you will be required to upload supporting documentation. See below.

Please note - questions marked with a \* [red asterisk] must be filled in or our system will not be able to accept your application. Other than the questions relevant to a project involving



digitisation, all other questions are compulsory – if there is a reason you cannot answer a question, please explain your reasons.

## Timeline



## Submitting supporting documentation with the application

Please make sure you have submitted the following with your application. If it is not included, your application cannot be considered.

1. Proof of an organisation's charitable status will vary from country to country and according to the type of organisation making the application. In all cases, the activities of the organisation must qualify as charitable within the United Kingdom. For more information please consult [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). If your organisation is a publicly funded body, such as a university, research centre or museum, then we will accept a copy of your organisation's statutes as proof of its charitable status.
2. If you require a certificate from the tax authorities in order to demonstrate charitable status in your country, please forward a copy of this certificate.
3. Budget table and budget explanation for the proposed project (required). An example of a completed budget form can be downloaded from the application form.
4. CVs of key staff members working on the project (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, diplomas, Bachelor's degrees (BA, BSc), Master's degrees (MA, MSt, MSc, MBA, MPhil), and doctoral degrees (PhD). Please combine all the CVs into one document before uploading it.
5. 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, an exhibition space to be renovated, rare books to be repaired, an event etc. Please ensure that each photo is no larger than 1MB. Please note that you have a combined application file size allowance of 20Mb.

6. If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organization and how your project fits within that.
7. OPTIONAL: Any additional supporting documentation to support your application.

## Submitting documentation if you are awarded a grant

If you are awarded a grant, no funds will be released until you submit the necessary documentation.

Please consult the list below for a detailed explanation of each of the required supporting documents. Please include an English translation of documents not originally written in English. This does not need to be an official 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. If financial documents are very long, a translation summarising the main income and expenditure included in your financial statements and organisational budget will be sufficient. This document should be no longer than 10 pages. Please upload your translated document against the same upload title you used for the original document, this means you can potentially have two documents saved under each upload title.

- ✓ ***The most recently available audited accounts or financial statement stamped by the financial authority in your country: (Required)***  
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 a chartered accountant and, if your country requires it, stamped by the relevant government department.
- ✓ ***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.
- ✓ A one-page update on any other grant you may have currently with the Foundation Final report(s) for any recently completed grant funded by RFHE (please only include these if you have not yet submitted them to the Foundation).
- ✓ A baseline report showing if your project needs to make any changes since first submitting an application, and an updated budget. Further information will be made available.
- ✓ Any other documentation requested by the Foundation in your grant offer letter.

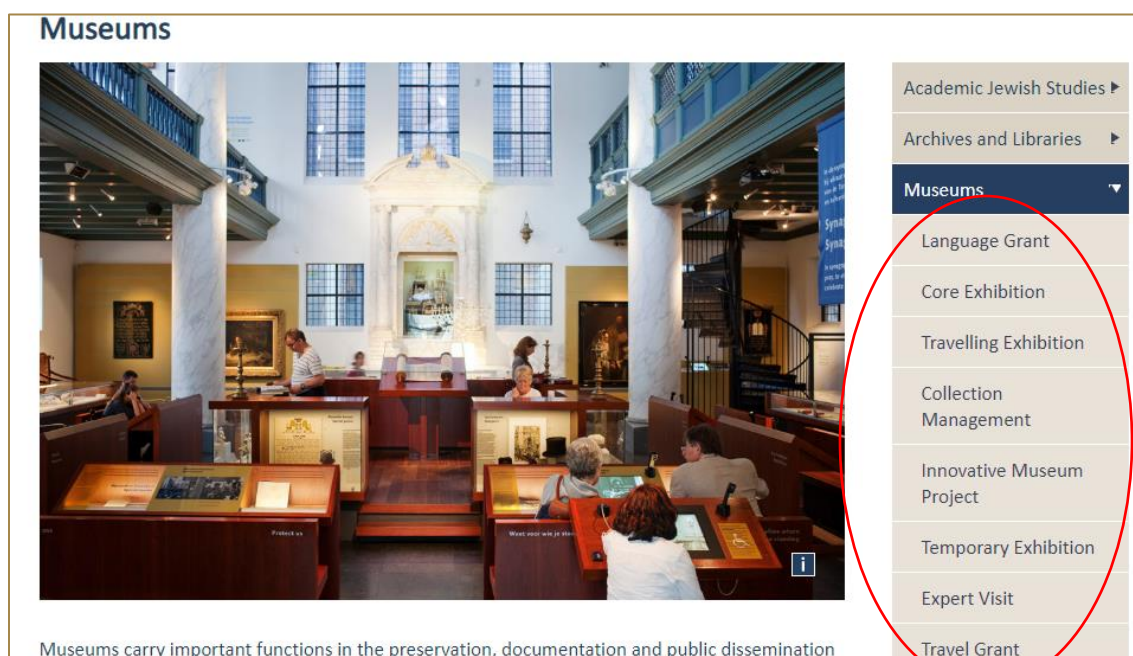
## Step-by-Step Guidance to Online Submission

**Selection:** Click on Grants in the main menu bar and select Museums.



**Review:** Read through the programmes open for funding; scroll down to the grant you would like to apply for and select **Read more**. The grants available are as follows:

- Core Exhibition
- Travelling Exhibition
- Collections Management
- Innovative Museum Project
- Temporary Exhibition
- Expert Visit
- Travel Grant
- Language Grant



**Apply:** At the bottom of each grant’s detailed description page, you will see a button marked “apply now.”

## Logging in / Registration

1. You will be asked to either log-in or create your new online account. To create a new account, click on the link **New Applicant? Click here to create your account**, then go to step two. If you already have an account move to step three.



**ROTHSCHILD FOUNDATION HANADIV EUROPE**

Contact Us | Exit

**Please Sign In**

*In order to sign in please enter your email and password.*

*To create a NEW account please click on the link below the email box.*

E-mail

Password

[New Applicant? Click here to create your account](#)

[Forgot Password?](#)

Login

2. If you are registering, you will be asked for your email address and to create a password.

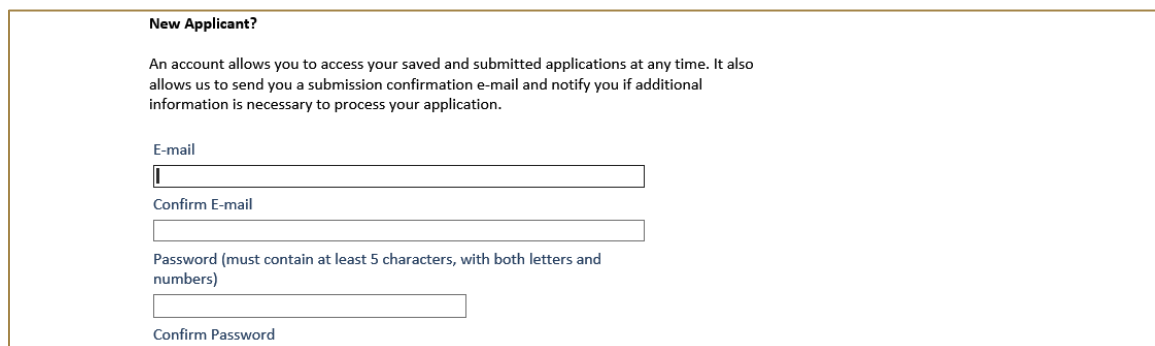
Once registered you will be taken directly to your application where you can begin to complete the application. See guidance further down about ‘Saving your Application and Finishing Later’.

You will receive a confirmation email that your account has been created. The email contains a link to access your account at any time, so please keep this email safe. This link is also available on the website and below.

**Now you have created your account and started an application, please do not click on the ‘Apply Now’ link on our website as you will create duplicate application forms in your account.**

Account link: [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)

If you are registering you will be asked to register your email address and set a password to create your account.



**New Applicant?**

An account allows you to access your saved and submitted applications at any time. It also allows us to send you a submission confirmation e-mail and notify you if additional information is necessary to process your application.

E-mail

Confirm E-mail

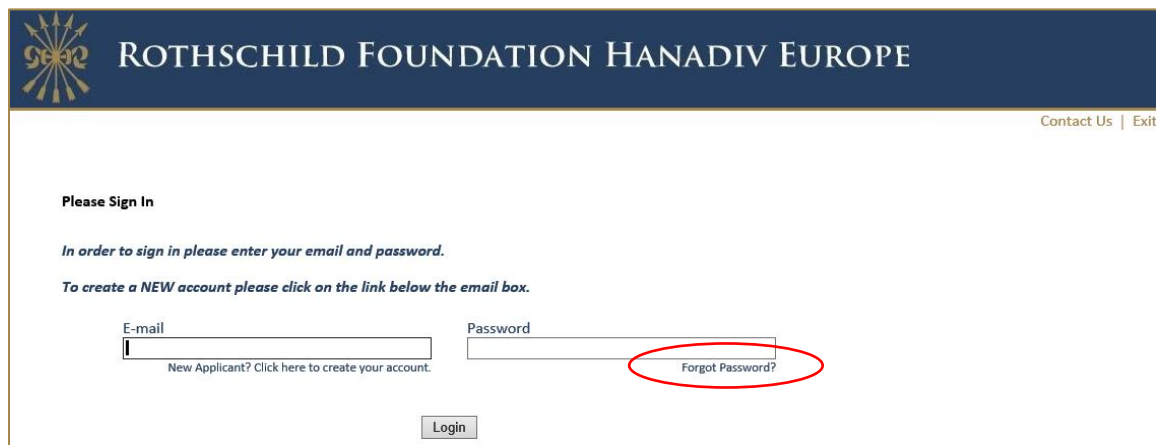
Password (must contain at least 5 characters, with both letters and numbers)

Confirm Password

3. **Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password, you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox. Once logged in you will be taken directly to your application where you can begin to complete the application.

**Now you have created an application, please do not click on the 'Apply Now' link on our website as you will create duplicate application forms in your account.**

See guidance further down about 'Saving your Application and Finishing Later'.




### Filling in Your Application

1. You can navigate through the application form by clicking on the tabs along the top of the page. Question with a red \* are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have been completed.

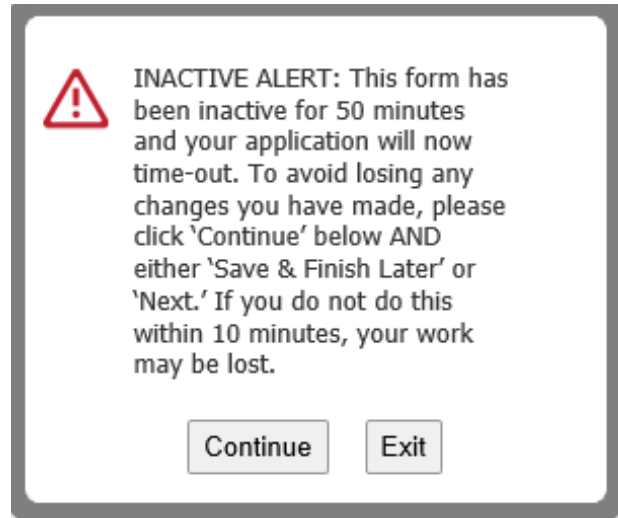


2. You can also move from page to page using the Next button at the bottom of each page



3. Please **note that your application page must remain 'active' when completing the form** – Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the 'continue' button on the alert AND click either 'Save and Finish Later' or click 'Next' to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

**Clicking on 'Continue' on the alert does not reactivate your form.**



### Adding Attachments

1. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local PC and select your document then click Upload. Please note that attachments marked as 'Required' must be uploaded before submitting. You will not be able to submit your application until all required documentation is uploaded.

**To note:** Please ensure that non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, \*, ", !, \*, spacings) appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat"). Valid file extensions are provided in the attachments page of your application under each uploadable heading.

2. Where instructed, please download and save the **templates provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.
3. When you have successfully uploaded a supporting document, the document will be visible under **Uploaded Files** in your application. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

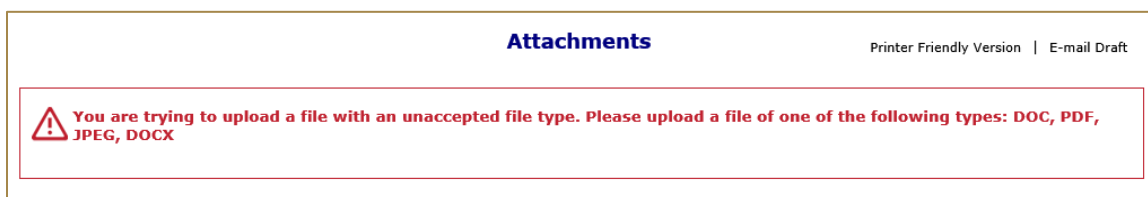
You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

Uploaded Files				
Applicant CV in English (maximum 3 pages)	Bank Details form - Country outside EU.doc	06/01/2017	36 KB	<input type="checkbox"/>
Total size of uploaded files			36 KB	
Available			25,564 KB	
<div>Remove</div>				

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

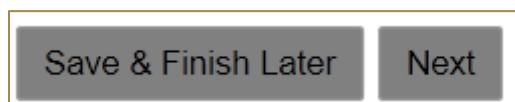


- If you try and upload an invalid file type you will receive the following error message. Please ensure you upload the correct file types.



### Saving Your Application & Finishing Later

- If you are part way through your application you can opt to save and Finish later by selecting Save & Finish Later at the bottom of the page.



- You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' link on the website as this creates duplicate blank application forms in your account.



- You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account. This link will also be available on our website. [https://www.GrantRequest.co.uk/SID\\_48?SA=AM](https://www.GrantRequest.co.uk/SID_48?SA=AM)
- From your account you can delete or send a copy of your application to yourself or others.

### Review Your Application before submitting

- The final step is to review your application before submitting. When reviewing your application, you will be advised if any required fields are incomplete, and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.



**There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.
  - Budget costs using template provided

Please complete the required field then click **Update** at the bottom of the page.

Save & Finish Later

Update

If the error message is in relation to your attachments, you will see the message below in red explaining what document is missing. Click on the link '[here](#)' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.



**There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.
  - Budget costs using template provided

2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
3. Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page.

**Please note once you have submitted your application the application cannot be changed.**

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

## Applications

**Thank You! Your form has been submitted.**

**Below you can see your In Progress applications.**

**Use the dropdown box on the Right to look at previously submitted applications in this system.**

Click on **Requirements** above to see any Reports we have asked from you.

5. Your application has now been moved from In Progress Applications to Submitted Applications. You can access a copy of your application by changing the drop-down option from In Progress Application to Submitted Applications. You will also receive a confirmation email that your application has been submitted.




**ROTHSCHILD FOUNDATION HANADIV EUROPE**

Account: [Lrice@rothschildfoundation.eu](mailto:Lrice@rothschildfoundation.eu) | [Change E-mail/Password](#)  
Last Log in: 04/01/2017 11:28 AM GMT00:00

[Contact Us](#) | [Exit](#)

**Applications**

Below you can see your In Progress applications.  
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on **Requirements** above to see any Reports we have asked from you.

Show Submitted Applications ▼

Application Name	Project Title	Requested	ID	Submitted	Action
AJS Doctoral Fellowship Form	thesis title	1,000	20370	20/12/2016	

## Contact us

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

For the **Museums grant programme**, please contact Dr Brigitte Sion at [b.sion@rothschildfoundation.eu](mailto:b.sion@rothschildfoundation.eu)

For general information or technical help, please contact [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu)