European Jewish Heritage Grant Programme

Collections Management

The Foundation provides support to institutions which hold material related to Jewish history or Jewish cultural heritage 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, the production of facsimile or to commission artworks.

Deadline for submission: This is a two-stage application process.
First stage submissions due by Monday, 19 February 2024, (GMT 17:00)
Second stage submissions due by Thursday, 18 April 2024, (GMT 17:00)

Funding is available for the following:

- **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. This preliminary research can be used to prepare a subsequent application for further funding.

- **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.

- **Cataloguing** – creating an accurate inventory and / or catalogue of a collection. This may include detailed analysis, publication of finding aids and creation of online catalogues.

- **Specialist costs** – 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 specialist costs may include additional staff hours (for non-full-time staff), external cataloguers, conservators, photographers, digitisation specialists etc.

- **Purchase of storage materials** – these will ensure collections are properly stored 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** – specialist equipment may include 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.

- **Public engagement** – support for public programmes that promote the collection and engage diverse audiences. We are especially interested in activities aimed at young people and local communities. Support may include speakers' fees, guest performance fees and travel expenses. This must be proportionate to the total project budget and does not cover catering costs.

Level and duration of support

The average level of funding in this category is £30,000 – £60,000 per year for up to 3 years.

We will fund up to 70% of the project budget and at least 30% of the cost of the project will need to come from other funding sources. We favour proposals that include co-funding from other organisations as well as clear evidence of financial commitments from your own institution (e.g., institutional reserves, money raised from ticket sales etc.) Of this 30%, up to half can be attributed to in-kind contributions or allocated costs (see below).

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

In-kind Contributions and Allocated Costs

In-kind contributions and **allocated costs** can make up a maximum of 15% of the total cost of your project. Please ensure you identify these on your Project Budget Form under *Project Income* and use the *Budget Explanation* section to provide further details, e.g., breakdown of salaries, volunteer time etc.

In-kind contributions include 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

Allocated costs include expenditure which must be paid for at some point by your organisation and do not qualify as in-kind contributions. This may include:

- services of an employee currently employed by your organisation for time spent on the project (e.g., staff costs, project management or supervision)
- 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
- supplies and material bought by your institutions which will be used on the project
- additional dedicated space for the project that will need to be rented

Eligible costs

We support applications for project-related costs so please ensure your project budget fits our criteria.

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.

What we don't fund

We do not fund the following:

- operating costs for schools, synagogues, museums or other communal buildings
- building and construction work for museums or other communal institutions
- acquisition of objects
- launch events or exhibition openings
- restoration work of Jewish built heritage
- artistic projects in the fine arts, performing arts, film production and creative writing – including artwork commissioned by museums
- publication and translation of academic books

Please read the statement on our website regarding funding for Jewish community libraries and Holocaust museums and memorials.

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 European Jewish 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

First stage: Not all supporting documentation is required at the first stage so please check the application form. Don't upload any additional documentation at this stage as it will not be considered.

Second stage: If you are invited to submit a second-stage application you will be required to submit additional documentation with your application. If the required documentation 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 *(First stage)***: An example of a completed budget form can be downloaded from the application form.

2. **Proof of Charitable Status *(First stage):*** 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.

   a. **Certification from the tax authorities:** If you have a certificate from the tax authorities that demonstrates charitable status in your country, this can also be submitted as proof.

3. **CVs of key staff members working on the project *(Second stage)*** (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.

4. **The most recently available audited accounts or financial statement *(Second stage):*** 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.

   a. **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 (this does not need to be an official translation).

5. **Strategic Plan *(Second stage):*** 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.

a. If your organisation doesn't have a strategic plan, please create one describing your institution's vision, its goals for the next 2 to 3 years and how your project fits within that.

6. *Photographs (Second stage):* 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.

7. *Project Update/Final Report (Second stage):* 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.

8. *Other supporting documents (second stage):* 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 within 3 weeks inviting you to submit a second-stage application. If you are unsuccessful, you will also be notified via email around the same time. An invitation to submit a second-stage application form does not guarantee funding.

For Spring grant rounds, you will receive confirmation in late July. 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](#)