

# Application Guidance

## Expert or Consultant Visit / European Jewish Heritage

**This grant is open for applications. Applications are assessed on a regular basis throughout the year and can be submitted at any time.**

Funding is available for European institutions to receive professional guidance from an independent expert or consultant to help manage the Jewish material in their collections or provide strategic advice about the Jewish collections they hold.

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 collection

**For queries relating to this grant category please contact: [Rebecca Singer](#) or [Dr Brigitte Sion](#).**

**For any technical support please contact: [info@rothschildfoundation.eu](mailto:info@rothschildfoundation.eu).**

**Please add the following emails to your contacts/safe senders list to ensure you receive all our communications regarding your grant application: [noreply@yourcause.com](mailto:noreply@yourcause.com); [adobesign@adobesign.com](mailto:adobesign@adobesign.com); [message@adobe.com](mailto:message@adobe.com).**

## Grant details

This grant will enable you to receive expert advice or guidance from an expert to help you manage and strengthen underdeveloped activities in relation to the Jewish material in your collections. You can also seek strategic advice for your organisation regarding the Jewish material you hold.

Advice may cover areas such as cataloguing, digitisation, conservation, exhibition design, educational programming or any aspect that is relevant to the institution's activities.

Our funding will provide up to £2,000 to hire an external consultant to visit your institution and produce an expert report. Consultant fees and reasonable expenses will be covered.

Applications must be made by the organisation and payment will be made directly to the expert once the report has been received and submitted. The expert will need to complete an expenses form and provide evidence of expenditure e.g., invoice and receipts.

## Eligibility

### 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 operate on a not-for-profit basis and we will require proof of this status. This includes:

- UK organisations with charitable status under UK charity law (for further information please refer to the [Charity Commission](#) website and its list of [Charitable Purposes](#))
- International organisations that operate as non-profit or not-for-profit entities in their respective countries (e.g. state or private libraries, archives, museums, universities, research institutes or cultural centres)

Please note: if your organisation is in the process of obtaining not-for-profit or charitable status, no payments will be made until this status is confirmed. Additionally, if your organisation is awarded a grant but fails to secure this status within three months of receiving notification, the grant will be cancelled.

### Eligible costs

Payment will be made directly to the expert once the report has been received and submitted. The expert will need to complete an expenses form and provide evidence of expenditure e.g., invoice and receipts.

Consultant fees and reasonable expenses will be accepted.

## Application process

### Application timeline

Applications must be made by the organisation.

Applications are assessed on a regular basis throughout the year and can be submitted at any time. You should expect to get a response within 4 weeks.

If your application is approved, you will receive an official grant letter and agreement which you will need to e-sign and return with the necessary supporting documentation.

See [Manage my grant](#) for information about grant requirements.

### Required supporting documentation

If the required documentation is not included, your application cannot be considered.

**Translations:** For documents not originally written in English please include an English translation. This does not need to be an official or notarised 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 your application is approved, you will need to submit further supporting documentation once you receive your Grant Letter and Agreement.

1. **Proof of not-for-profit or charitable status:** This will vary from country to country and according to the type of organisation making the application.
  - For UK applicants, this may be a UK charity number where applicable. Please refer to the Charity Commission website and its list of Charitable Purposes.
  - International applicants should provide original documentation or evidence demonstrating their non-profit status under their local regulations (e.g. a copy of the relevant portion of the organisation's statutes, a certificate from the tax authorities demonstrating not-for-profit status)
2. **Professional CV for the expert (maximum 2 pages in English):** 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.
3. **Other supporting documents:** Any additional documentation to support your application e.g. photographs of some of the material you hold. Please ensure each photo is no larger than 1MB.
4. **Translated documents:** Please upload translated versions of any of the above documents. Make sure titles are in English and accurately describe the contents. Original documents must be uploaded under the relevant attachment listed above.

## FAQs

You can find the most [frequently asked questions](#) relating to our grant categories on our website.

## Contact

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](#) or [Dr Brigitte Sion](#).

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