

# Application Guidance

## Scoping Grant / 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 commission an independent consultant to survey all or part of a collection that needs to be evaluated for its content, condition, size, relevance, provenance and its significance to the holding institution.

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 better understand a collection in your care about which you know very little but is related to Jewish history, heritage or culture.

It may also be a preliminary step to help you prepare an application for a larger project involving the collection.

Our funding will provide up to £5,000 to hire an external consultant to survey a collection and produce an expert report. Consultant fees and reasonable expenses will be covered.

You can also include basic packaging requirements to ensure the safety of the material in the short term.

Applications must be made by the organisation and payment will be made directly to the organisation once the report has been submitted and approved.

The Scoping Grant report should, at the very least, contain an overview of the collection's current status; an analysis of its overall condition, size, provenance and significance; recommendations for next steps.

## 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

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.

## Application process

### Application timeline

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. **Budget table and budget explanation for the proposed project:** Please download and complete the budget form at the bottom of the [website page](#). An example of a completed budget form is also available. **Do not use your own format.**
3. **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.
4. **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 each photo is no larger than 1MB.
5. **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](#).

For any other information including 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).