



Getting Your Project Started

A group of people dressed in medieval costumes are standing in a grassy field, looking towards a large, partially ruined stone structure in the background. The scene is framed by a green archway.



Heritage Project
Panel Leaflets Fundia
Book?

Volume

Archaeology
photos / vi

nor house
railway sta
dove cote





The Lincolnshire Limewoods Project

The Lincolnshire Limewoods area is set within a unique landscape offering a diversity of flora, fauna, heritage and opportunities for recreation. The Lincolnshire Limewoods Project is a partnership working to protect, enhance and promote the natural and historic landscape and features of this important area.

Limewoods Community Heritage Scheme

A major part of achieving these objectives has been the Limewoods Community Heritage Scheme. This initiative aims to proactively encourage local communities in the Limewoods area to undertake heritage projects through provision of advice, mentoring and direct funding.

The Lincolnshire Limewoods Project wishes to thank all of the volunteers who developed community projects in the Limewoods, whose experiences have greatly shaped this set of guides: Bardney Development Trust, Fiskerton History & Archaeology Group, Wragby Heritage Group, Minting and Gautby Heritage Society.

How to use these guides

This guide is one of a series that uses the experiences of the Limewoods Community Heritage Scheme to offer guidance to other voluntary groups who are looking to undertake their own heritage project. Some information is specific to Lincolnshire but the guides have been developed for use by any group.

The guides are not comprehensive but taken together will provide some inspiration and targeted guidance for those thinking of undertaking a heritage project.

Guides in this series include:

Getting Your Project Started **Archaeology in Heritage Projects** **Using Written and Spoken History** **Presenting your Project**

Contact the Limewoods Project to find out about other publications for the area.





Why do a Heritage Project?

Heritage contributes to our daily lives - it is all around us. It shapes the places we live and work. It drives our culture and our recreation. Yet, whilst we live alongside it, it can remain a poorly understood and elusive part of our environment. Many of us are too busy to get to grips with our past or even to know where to start.

Consider...

- finding out more about where you live.
- discovering more about people who lived in your area.
- sharing and creating new skills.
- providing community cohesion.
- saving or recording something that might be lost.
- finding a new use for a redundant feature or building.
- bringing visitors to your area.
- improving your facilities.
- introducing new people to heritage.
- having fun.

Undertaking a local heritage project is not just about the past. It can be a resource for strengthening your community and improving your environment in the future. It can help to identify what is important to you. A project can be as small or as large as you want. You can tailor it to your skills or provide the opportunity for new experiences and training.



What do we mean by Heritage?

When undertaking a heritage project it is best to begin with an understanding of exactly what you consider to be heritage. Technically speaking our heritage can be described in terms of assets passed down to us from previous ages or generations.

It is an inheritance.

Heritage provides a broad scope for project subject material. The following list gives you an idea of what you might include but it is not exhaustive.



The natural environment is also a part of our common inheritance. Nearly all of our landscape has been managed and altered in some way, from the laying of hedges to the introduction of new species. It all contributes to our sense of place and identity.

Consider...

- buildings.
- ruins.
- earthworks.
- buried remains.
- objects.
- documents.
- people.
- images.
- works of art.
- traditional music.
- placenames.
- stories.
- memories and language.
- landscape.

Many grant schemes, such as those run by the National Lottery, differentiate heritage from other categories i.e. nature conservation, sports, arts and community development. However, all of these combine in making heritage accessible to the wider community.

Building the Team

It perhaps goes without saying that the most important resource for your project will be your team of contributors. They are important not only to undertake tasks but also as skilled individuals, to bounce ideas off and as inspiration and support. Funding organisations will also be concerned with the effects your project will have on people both within and beyond your community.

Fiskerton History and Archaeology Group comprised a small dedicated team who worked with book author Fred Thompson.



Consider...

- establishing a core team of enthusiastic volunteers.
- canvassing opinion within the community and gaining support from other organisations.
- identifying skills within the group and the wider community that might contribute towards the project.
- establishing links with other groups for mutual support and advice.
- establishing links with specialists; archaeologists, historians and archivists who can offer advice.
- identifying one person who will act as a project manager and spur the others on. They will be the most needed.

You can get in touch with like-minded people across Lincolnshire through the Heritage Group Network:

<http://community.lincolnshire.gov.uk/theheritagegroupnetwork/index.asp>

and through the Society for Lincolnshire History and Archaeology:

www.slha.org.uk



Creating the Plan

Most projects will stem from a single idea. The drive may come out of curiosity about a famous local person or long lost building. It may spring from admiration of Lower Wallop's village trail or from a desire to create a more interactive community.



The important thing is to have the idea.

Consider...

- bringing your team together to discuss your ideas: other people may provide inspiration or new approaches.
- writing down the end product of the project: this may be a book, an excavation and/or a play, for instance.
- listing the tasks you will need to carry out: will you need to do documentary research, write a script or hire entertainers?
- identifying who can carry out these tasks: do you have people with particular skills or interests?
- identifying where you will need help: will you need to consult with heritage professionals?
- what equipment you might need: cameras, files, computers etc.
- how you will fund your project: will you need to apply for a grant or seek other funding? (see page 14)
- whether you will need any permissions or consents. (see Guide 4)

Wragby Heritage Group set out to interpret a moat and an adjacent disused churchyard but decided to split the project into two. This allowed them to start the moat project without having to wait to resolve difficult issues on the churchyard. WHG members researched the history of the moat and used fieldwalking information from an archaeologist on their team but hired professionals to undertake other surveys. They used this information to have a panel professionally designed and printed. The board was then erected by group members.



There is no template for the correct way to organise your project. Some will focus on producing a book or leaflet. Others will be focussed on an event such as an archaeological excavation or medieval fair. However, there are four things that you will need to establish, especially if you will be applying for funding.

Aims

Ask yourselves what you are trying to achieve. It might be to raise the awareness of heritage within your community. It might be to bring in more visitors or to save a derelict building.

Objectives

What tasks will see you achieve your aims? Will you be undertaking documentary research or surveying a set of earthworks?

Outputs

What will be produced by the project? Will the information go towards a leaflet, an interpretation panel or an excavation?

Outcomes

What difference will the project make to the local area? This could be a greater sense of community or the retention of threatened heritage.





Setting up your Group

There are various structures that you might use to organise yourselves and these will often flow from the group's individual situation. Using an established organisation can save on time and duplication of effort. Generally, funding organisations will specify their requirements.



Look carefully at what kinds of organisation a potential funder will and will not grant aid.

Consider...

- what type of group wishes to undertake the project? Schools, parish or town councils, charities etc. are all examples of groups who could develop a heritage project. Many groups have been established as sub-committees of parish councils, for instance, making use of the existing facilities they offer.
- a written governing document such as a constitution, set of rules or Deed of Trust, that lays down the guiding principles of the group. This can reside in the terms of a parish council.
- at least three unrelated people on the governing body or management committee (chairperson, secretary and treasurer). You will need to have regular meetings.
- a UK based bank or building-society account that requires two unrelated people as signatories.



Communication

When you have many people involved in running a project it is vital that you can develop a system to keep everyone informed of what is going on. No matter how efficient you think you will be, people will fall ill, problems will arise and dates will change. Finding dates that suit everyone will always be a problem and you should set up a system that allows everyone to communicate as best they can.

Consider...

- regular meetings: for group business and to keep everyone informed on progress. Encourage those who cannot attend to provide a summary of their work.
- telephoning: quick but expensive, time consuming and not always reliable.
- email: can convey a great deal of information to many people quickly but not everyone will have it or check it regularly.
- newsletters: useful but are time consuming to create and deliver. You can of course combine them with email.
- notice boards and posters: good for informing those people not in the group about your activities and events.
- parish newsletters: often require content but are generally only produced once a month.
- local media: accesses a wide cross section and is good for advertising events or publications. This can include radio and television, newspapers, magazines and websites.





Costing your Project

You will need to cost your project reasonably carefully both for your own benefit and that of your funding body. Grant application forms will show how to break down your costings. Before filling out an application form, you may find it useful to consider costs along with each of the objectives (tasks) you have already identified. The following categories may also be useful.

Consider...

- professionals: will you need to pay people to train the group, run workshops, give talks or act as a mentor?
- stationery: pens, files, paper etc.
- equipment: cameras, computers, scanners etc.
- expenses: petrol, venue hire, photocopying etc.
- design and printing. (see Guide 4)
- artwork. (see Guide 4)
- research expenses: membership, fees, reproductions etc.
- catering: refreshments at events etc.
- contingency: unforeseen expenses etc. Some funders will not consider such costs legitimate.
- inflation: if the project will take place over a year or more etc.
- VAT: funders will not take into account VAT you can reclaim from HMRC.

There may be other costs not mentioned above depending on your project. These could be feasibility studies for building renovations or the cost of land, for example.

You will also want to note any non-cash contributions, such as free use of meeting rooms or donated tools, or other donations that can be offset against your project costs above.



It is important to check carefully what each funding package will and will not fund before applying.



Including Volunteers

Many funding bodies will request that the volunteer time is logged. It will be counted towards the costs of the project as match funding along with any other contributions. All the people working on your project who are not being paid will qualify as volunteers. There can be different categories of volunteers depending on the funding body. These are usually unskilled, skilled and professional and this will affect how their time may be costed. Where volunteer costs are asked for they will not be paid. They are only to permit the funding body to assess that the correct proportion of volunteer input is being given, relative to the overall project costs.

Volunteer grades might be classed as:

Unskilled, i.e. clearing undergrowth or acting as a parking attendant at an event

Skilled i.e. someone doing skilled work that is not paid. An accountant acting as treasurer or a joiner building a bench.

Professional i.e. someone acting for free in their professional capacity such as a lawyer providing legal advice.



Make sure that you log all the time you spend on the project. You will be surprised at how quickly the hours will mount up!





Organising your Materials

When running a project paperwork can really mount up. There will be community correspondence and grant forms, letters and guidelines, research papers, books and maps; possibly even artefacts. You may be buying items such as computers and printers, cameras or voice recorders, exhibition material and other stationery. As well as the receipts and invoices all this material will need to be stored and used.

Consider...

- a single place, such as a village hall, to house the project equipment and documentation. This may not be practical in all cases.
- a clearly labelled filing system, preferably with an individual responsible for maintaining it.
- a 'signing out' system for the project equipment.
- a central archive for everyone's research. Original copies can be deposited in the files so that everyone can have access to them. A cataloguing system (digital or paper) will enable easy retrieval. Regular updates and circulation of the catalogue will keep your group informed of what is available.



Minting and Gautby Heritage Society worked out of Gautby Village Hall. All equipment and research materials were stored in the hall and regular times were allocated each week when the hall would be open for research. As articles and documents were received they were entered into a database and given a reference number and filed. Group members could then find documents others had researched.

Sustaining your Project

In any project that you undertake you will want to make sure that all your hard work has a lasting impact. Most funders will want to know how things will be managed in the future. For the legacy of the group to continue you will need to lay plans that extend into the medium or long term.

Consider...

- including print run-on costs in your initial quotes.
- funding reprints of books through sales.
- having a spare interpretation panel printed with the original as a replacement if it's needed.
- negotiating future management of land or signs with other organisations such as businesses, landowners or parish councils.
- establishing a business plan or other sustainable use for a renovated building.

Welcome to Medieval Wragby

This area is the site of the medieval settlement of Wragby, including church, moated manor house, fishponds and crofts.

Lords of Wragby
The Domesday Survey of 1086 describes two manors within the moats. 'The Moats is Sutherland'

The Moats
The earthworks in front of you are called The Moats, or Rout Yard, and were the residence of the medieval lord of the manor. The site might have started as a small castle, probably in the 11th century, and developed into a fine residence. Water fed into the moat from a local stream and internal drains suggest there were buildings of stone, timber and later portage, brick. The ground was probably a Great Hall where the lord conducted business and entertained guests. Other buildings included the lord's private chambers, barns, stables and, maybe later, a kitchen. The manor (demesne) lands, fishponds and deer parks provided food for the lord's household.

Protected Site
The Moats is protected under the Monuments and Archaeological Areas Act 1979 as a Scheduled Ancient Monument and it is a criminal offence to cause damage to it. Strictly no vehicles are permitted on The Moats.

Access
There is permissive access to The Moats and to the three public footpaths that cross it. We advise that they walk the land at their own risk with respect and take all rubbish away with you, on a Lincolnshire Litterwrecks Walk code for Wragby available from Lincolnshire County Council on (01509) 264111.

Funding
The period has been researched through the Wragby Moats Project and the support of the Lincolnshire County Council and all the local business community. The project is funded by the Lincolnshire County Council and the Lincolnshire Lottery Fund.

Lincolnshire County Council
Lincolnshire Lottery Fund
Lincolnshire County Council
Lincolnshire County Council

At **Wragby** the long term management of the moated site and its interpretation panel was assured because:

- the site was a Scheduled Monument.
- the interpretation was part of a long term Environmental Stewardship agreement between the landowner and Natural England.
- a spare interpretation panel was prepared.



Funding your Project - Forms

If you apply for grant aid there will be many forms to fill in, not only when applying but also during the course of the project.



Look carefully at what your potential funder is looking for.

Read any forms and guidance carefully to identify the funders' motivations. Particularly check their aims, who they fund, what they fund, how much they fund and how they want their costs split. This should help you think along the right lines.

It will be important to demonstrate that there is a need/desire for the project within the local community. You may need to seek written support from other organisations who may be affected or wish to participate.

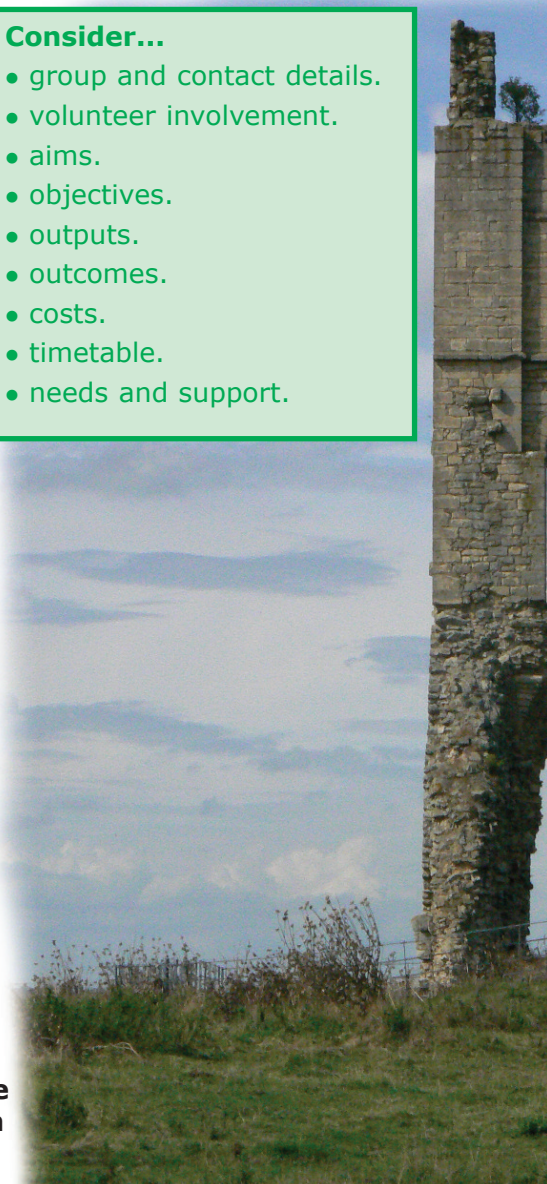
It is highly unusual for any grant money to be paid towards works carried out before the grant has been awarded. If you need to carry out substantial works in order to cost a project - for instance in the case of a building renovation - consider a two stage grant process.



Avoid starting any work before you receive the go-ahead from the funder.

Consider...

- group and contact details.
- volunteer involvement.
- aims.
- objectives.
- outputs.
- outcomes.
- costs.
- timetable.
- needs and support.





Funding your Project - Sources

Funding packages will come and go and are too numerous to mention in detail here. It is always worth investigating what is available at any one time either from national sources or from schemes being run in your local area. Many up to date sources can be found at www.heritagelink.org.uk

Consider...

Awards for All: £300-£10,000. www.awardsforall.org.uk

Heritage Lottery Fund: schemes for small and large projects, particularly:

Young Roots £3000 - £25,000

Your Heritage. £3000 - £50,000 www.lotteryfunding.org.uk

Local Authorities and Partnership Projects may be running schemes such as those in Local links below.

Local Authority Community Development Officers (CDO), who can help with community schemes.

Rural Community Councils form part of the charity Action in Rural Communities in England (ACRE) which offers support for rural communities across the country: www.acre.org.uk

Parish councils and local councillors may also have access to funds that can help your project.

English Heritage offer grants for managing Scheduled Monuments. Contact the regional office: www.english-heritage.org.uk/about/contact-us

Other sources: Advertising, sales, donations, sponsorship and local fundraising.

All information correct as of February 2011.

Local links

Lincolnshire CDO: www.lincolnshire.gov.uk/residents/community-and-living/community-and-voluntary-sector-support/

Community Lincs: www.communitylincs.com/

Community Activities Grant Aid: Max £20,000:

www.lincolnshire.gov.uk/residents/community-and-living/your-community/community-grants-scheme/

Lindsey Action Zone: www.lindseyactionzone.co.uk



For further information on the Lincolnshire
Limewoods Project please contact the Project
Officer at:

Lincolnshire Limewoods Project
c/o Lincolnshire County Council
Environmental Management
Unit 13 Witham Park House
Waterside South
Lincoln LN5 7JN

Tel: 01522 782070

E-mail: limewoods@lincolnshire.gov.uk

www.limewoods.co.uk

Sincere thanks for the use of images to Wragby Heritage
Group, Minting and Gautby Heritage Society, Fiskerton
History and Archaeology Group & Fred Thompson,
Lincolnshire County Council & Lincolnshire Limewoods
Project.

If this leaflet is not in a format that meets your needs
please contact the Lincolnshire Limewoods Project.



Printed on Nine Lives 75% recycled paper by Ruddocks Printers. Researched
and designed by Groundwork Archaeology Ltd 2011.

Lincolnshire Limewoods Project Partnership

Bardney Development Trust / East Lindsey District Council / English Heritage / Forestry Commission
Heritage Lincolnshire / Lincolnshire County Council / Lincolnshire Wildlife Trust
Natural England / West Lindsey District Council / Woodland Trust