

OUR PLACE:
ACOMB AND
WESTFIELD



YORK
CIVIC
TRUST



Our Place: Acomb and Westfield Community Grants Scheme

Our Place Acomb and Westfield is an exciting project to understand the places and heritage that are important to the people and communities of Acomb and Westfield and how these can be improved. The project has been made possible with support from the National Lottery Heritage Fund.

A programme of community events and workshops took place between February to July 2026. This programme has helped inform the development of this Community Grants Scheme which will contribute to the overall aims and objectives of the Our Place Acomb and Westfield project.

The Community Grants Scheme will be available to support:

- Conservation and enhancement of heritage assets and semi-natural infrastructure e.g. existing natural habitats, public woodland and amenity green spaces.
- Activities to increase awareness, understanding and appreciation of the heritage and semi-natural landscapes and history of Acomb and Westfield
- Activities that promote the diverse heritage and history of Acomb and Westfield that is under-represented in existing narratives

The overall grants scheme will focus on two specific themes: Built Heritage and Semi-Natural Heritage. Each area has initially been allocated 50% of the overall total funding available. This allocation is subject to some flexibility (+/- 10%) and will depend on the range and impact of the proposals that come forward.

Eligibility Criteria

Applicants are advised to read the following Eligibility Criteria to ensure that they are eligible to apply before making an application.

- Applications will only be considered from existing incorporated organisations and freelance practitioners registered as a CIC, CIO etc or as a Sole Trader.
- Proposals must have been co-developed and be delivered with residents in the Westfield and Acomb area. Applicants are advised to provide information as evidence of this co-production.
- Individual residents and unincorporated groups, who are eligible to apply but who have suitable proposals are encouraged to build a partnership with an organisation/practitioner who match the grant scheme criteria. York Civic Trust can assist in facilitating partnerships.

Grant Scheme Criteria

Grants will be considered on a case-by-case basis.

Applications for grants between £250 and £3,000 will be considered.

In exceptional circumstances applications for sums over £3,000 will only be considered if agreed with York Civic Trust. Applicants are advised to speak to Christina Henzel, York Civic Trust's Heritage Engagement Officer at the earliest opportunity – christina.henzel@yorkcivictrust.co.uk.

All successful proposals will be relevant to the Our Place Acomb and Westfield project aims and objectives and be able to demonstrate the following:

- Community Leadership and Participation
- Contribution to York's Heritage or Natural Environment
- Public Benefit and Accessibility
- Sustainability and Long-Term Impact
- Deliverability and Value for Money
- Collaboration and Partnerships

Projects must be completed no later than 31/01/2028.

Community Grants cannot be used to acquire land, buildings or heritage items.

York Civic Trust will support successful applicants during the delivery of their project where external advice and/or advocacy are required.

Grant application process:

The grants applications will open on 09:00am 7th October 2026, and be open for a four-week period, closing at 12pm on Friday 6th November 2026.

The grant information, criteria for applications, and a short application form (available online and hard copy) will all be available on the York Civic Trust website or in printed form from York Civic Trust offices.

Responses to the questions posed on the application form will be used to assess an application. Alternative format applications will be accepted. Answers to the assessment questions can be submitted through different media including video, voice notes or creative written submissions. Applicants are advised to speak to Christina Henzel, York Civic Trust's Heritage Engagement Officer at the earliest opportunity – christina.henzel@yorkcivictrust.co.uk.

Applications will be assessed and award decisions made by Friday 27th November 2026.

Prospective Applicants' Support

We will hold two workshops to explain the grants process and support prospective applicants.

Online Webinar will take place on 22 September 2026 at 2pm and will be recorded for anyone who cannot attend.

The second will be an In-Person drop-in session at Acomb Explore Centre, Front Street, Acomb on 12 October 2026 from 5pm to 7pm.

If you would like to attend either/both sessions, please email **christina.henzel@yorkcivictrust.co.uk** so that we can gauge interest in both sessions and send you the online link if needed.

Grant Assessment Panel procedures:

A Grant Assessment Panel will be responsible for making the final decisions on awarding grant funding.

The Grants Assessment Panel will consist of:

- Chief Executive York, Civic Trust (Panel Chair)
- Heritage and Planning Manager, York Civic Trust
- Heritage Engagement Officer, York Civic Trust
- Two Trustees of York Civic Trust
- A representative of City of York Council
- A representative of an external heritage body in the city

The panel will assess all grant applications against the following criteria -

- The extent to which the proposal has been initiated, shaped and will be delivered by local communities
- Benefit the people and communities of Acomb and Westfield.
- Contribute to the heritage and/or semi-natural environment of Acomb and Westfield
- Provide clear and lasting benefit to the wider community
- Demonstrate lasting value beyond the grant period
- Represent value for money
- Work with local communities and organisations

The panel will decide either to:

- Reject application
- Ask for further information before deciding on application.
- Make an award but impose additional conditions to the standard grant conditions.
- Make an award without additional conditions.
- Offer a lower amount.

All applications that, in the view of the Grant Assessment Panel, meet the criteria and the quality threshold will be awarded a grant, subject to available funding.

All applicants will be informed of the outcome of the grant process by email. Feedback will be provided on request.

Funding awards due diligence:

York Civic Trust will contact all successful applicants to undertake due diligence before a grant is made.

If appropriate, York Civic Trust will request the following from an applicant:

- the organisation's governing document (unless they are a public sector organisation or private owner of heritage)
- proof of ownership or prior agreement if the project involves work to land, buildings or heritage items (for example, deeds, leases or any information relating to mortgages)
- copy of recent accounts or last three months of bank statements

Successful applicants will receive a:

- Grant award letter (stipulating any further information or due diligence required)
- Grant agreement (i.e. contract)
- Grant spending form
- Grant evaluation template
- Bank details form

Only when the successful applicants' bank details and any due diligence have been received and approved will any grant payments be made.

Grant claim and sign-off procedures:

100%, 80% or 50% of the grant payment will be paid upfront depending on the scale of the project. If 50% is to be paid upfront, the remaining 50% to be provided upon completion of an agreed milestone. If the project involves work to a physical asset, an initial payment of 80% will be made at the beginning of the project. The remaining 20% will be retained for future payment to ensure that the benefit provided by the project can be maintained into the future.

Invoices and receipts of over £250 are to be sent to York Civic Trust as evidence of project spend. Recipients of grants are to keep receipts of below £250 until 31/01/2028 in case they are requested by the National Lottery Heritage Fund as evidence of spending.

Each recipient of a grant will be required to complete the grant evaluation template at the conclusion of their project and submit it to York Civic Trust. The evaluation form will require details of how the project's key criteria have been met, what the outputs and outcomes are, as well as metrics around audience and participant engagement, quotes from participants, and supporting including images and/ or videos.

Marketing the grants:

The community grant scheme will be publicised by York Civic Trust.

Successful grant applications will be published on the York Civic Trust website along with a press release and social media posts.

The grant agreement includes terms on acknowledging the grant. This is to ensure that the National Lottery Heritage Fund's funding is [acknowledged](#) by grant recipients.

York Civic Trust will ensure that NLHF is acknowledged in all PR and social media posts we make about the grants, as well as including their logo on the Our Place website hub alongside the text 'Thanks to National Lottery players'.