

## **Guidelines for ERG Grants**

### **Object of Scheme**

The object of the Scheme is to encourage biological and geological recording in Northern Ireland.

It is aimed at volunteer unpaid recorders or associations of recorders who do not have access to any other sources of financial support.

### **Eligibility to Apply**

Applications will be from ERG registered members only.

Members of ERG may be either groups/clubs/societies or individuals.

### **Limitations on Grants**

Limit of grant shall be £1,500 for any one grant.

Only one grant per ERG member can be made in any one financial year.

Priority will be given to projects which support the objectives of the Northern Ireland Biodiversity Strategy.

In the event of an excess of requests over grant income available, the CEDaR Management Group may offer reduced grants, or offer deferred grants, or decline support. Consideration may also be given to the number of grants received by an ERG member in recent previous years in deciding which members to support.

### **Types of Project**

Grants can be used for biological or geological field work, field equipment, assistance with publications of newsletters, identification guides etc, financial support for conferences or meetings relating to biological or geological recording or training.

The recording programme or activity should relate to Northern Ireland.

Computer equipment and software is not available under this scheme.

## **Lodgement of Records and Specimens**

Records made during a project supported by an ERG grant or made using equipment acquired by means of an ERG grant should be passed to CEDaR within 12 months of receipt of grant.

Specimens collected during a project supported by an ERG grant or made using equipment by means of an ERG grant should be lodged in the Ulster Museum within 12 months of receipt of grant.

## **CEDaR Management Group**

The decision as to whether or not to make a grant, or to make a reduced grant, or to make additional conditions relating to a grant shall be taken by the CEDaR Management Group which comprises representatives of the Ulster Museum Sciences Division and the Northern Ireland Environment Agency (NIEA).

## **Financial Management**

A grant agreed in one financial year must be claimed by the end of the following financial year.

In addition the Ulster Museum, National Museums Northern Ireland (NMNI), which manages the ERG grant scheme, has certain additional requirements relating to financial management:

- Grants agreed by the CEDaR Management Group are subject to final approval by the management of the Ulster Museum (NMNI)
- For items of equipment costing less than £1,000 the equipment should be retained by the recorder or recording group
- Three quotations should normally be obtained for the supply of items of equipment costing £500 or more
- For capital items, that is, those costing more than £1,000, the items should be retained by the recorder or recorder group as long as they are working as recorders. If this activity ceases, the equipment should be returned to NMNI for redistribution to other recorders or recorder groups as required
- Grants will be paid by NMNI on receipt of proof of expenditure.

## **Report**

The grant claim should be supported by a written report which sets out the results of the project.

## **Exclusions from Scheme**

The Grant Scheme shall not provide for the purchase of normal field clothing or protective clothing such as boots, waterproof jackets etc.

The scheme will not provide support for the work of employees of NMNI or NIEA working in their professional capacity.

## **How to apply**

There is no form of application and no closing date for applications.

Application should be made in writing to:

**Damian McFerran, CEDaR, Sciences Division, National Museums Northern Ireland, 153 Bangor Road, Cultra, Holywood, County Down BT18 0EU.**

Tel: 028 9039 5256 or by e-mail to [damian.mcferran@nmni.com](mailto:damian.mcferran@nmni.com)

The application should specify the purposes of the expenditure, amount requested, and in what way it complies with the guidelines above.

## **Response to applications**

Receipt of an application will normally be acknowledged within two weeks of receipt.

NMNI will endeavour to give its final response to the application within two months of receipt.