



## Getting your community group started

You will know the best ways of getting a message out to your community.

Using your Parish Council, village notice board and local press can help you get the message out that you want to create a community heritage group. A leaflet drop to local residents is also a great way to raise awareness.

Holding a village meeting to talk about your plans will help to spread enthusiasm amongst residents. Word of mouth is always the best way to spread the word!

If you have someone who is tech savvy in your group you could also look at free websites or setting up social media accounts to help promote your group. These must be kept up-to-date to show people that your project is still going strong. Using online tools are a great way to share the information you have researched too.

Lincolnshire County Council have produced a Really Useful Stuff Handbook which is brimming full of information to help with starting up a community group. You can call their Community Engagement team on 01522 550522 to request a copy.

You might also want to sign up to the Lincolnshire Heritage Forum to keep up-to-date with local heritage activities and events. You can also follow the forum on Facebook and Twitter.

[www.lincsheritageforum.org.uk](http://www.lincsheritageforum.org.uk)



### How to create a heritage project plan

Having a plan in place will help everyone in your group to understand what they are working towards. Having a plan is also useful if you decide to apply for funding. Here is a project plan template to help get you thinking.

**Decide on a project name** - one that will be memorable.

### Decide the objectives of your project

Create a couple of simple sentences to describe what you want to do. Imagine you have been asked to simply explain your project to someone who isn't involved in your community group. Include the benefits the project will bring to the local community, volunteers involved, the local landscape and increasing the understanding of heritage in your area.





### What do you want to do?

List each aim and outcome of your project. An example of this could be:

AIM: To survey and record your local church

OUTCOMES: Volunteers to gain survey skills and information gathered to be used in a leaflet/ guide or interpretation panel and added to the Historic Environment Record.

### How you are going to do it?

List what resources you will need and events you wish to host or attend to meet your aims.

### What skills/knowledge do we need?

List which knowledge areas your group would like to expand in order to successfully complete the project.

### How do we obtain the skills/knowledge we need?

List the learning resources you hope to use.

### How will the project be managed?

Detail how you foresee the project running. It helps to have a small steering group who can take the lead with the project.

### Are there any important issues to be addressed?

Have a think about what issues you may come across, such as funding and permissions to use land.

### Who needs to be consulted/informed?

Detail your stakeholders - people with an interest or a link to your project. It is important to keep Heritage Lincolnshire and the Lincolnshire Wolds Countryside Services to date with your plans, they will help you develop a list of organisations you may wish to keep informed of your progress. You must ensure you have permission from land owners prior to beginning any field project work.



### Project outcomes:

What do you want to see at the end of your project? It may help to list some milestones and a time frame in which you want to achieve these.

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### Starting your Research

A trip to the Lincolnshire Archives is a great place to start. For a small fee your community group can take part in a guided tour showing you how to use the archives as well as a look behind the scenes.

Here are a few websites to help you along the way.

#### Heritage Lincolnshire (Down Your Wold project partner)

A charitable trust with the aims to protect, promote and preserve Lincolnshire's heritage. As well as a wealth of experience to tap into, the organisation also hosts a number of heritage courses throughout the year.

Many are free to attend or have a nominal fee.





[www.heritagelincs.org](http://www.heritagelincs.org)

**Lincolnshire Wolds Countryside Service (Down Your Wold project partner)**

Use this site to learn more about the Lincolnshire Wolds Area of Outstanding Natural Beauty. There is plenty of information under the title 'Discovering'. The team also manage grant schemes which you may be eligible for. The grants they manage are all dependent on central funding so the continuation is only decided on a year by year basis.

[www.lincswolds.org.uk](http://www.lincswolds.org.uk)



**Lincolnshire Heritage Gateway**

Use this site to find out what historic recordings have been made in your village. This website is also a great place to share the information you have researched about your community.

[www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)

**Society of Lincolnshire History and Archaeology (SLHA)**

A website packed full of information about Lincolnshire's rich heritage. The SLHA has a great volunteer following with an abundance of local knowledge which you can tap into. The society also coordinates events and talks.

[www.slha.org.uk](http://www.slha.org.uk)

**Lincs to the Past**

Lincs to the Past is a site that contains hundreds of thousands of records covering items held in Lincolnshire's Historic Environment Record, Archives, Libraries, Museums and Tennyson Research Centre.

[www.lincstothepast.com](http://www.lincstothepast.com)

**Portable Antiquities Scheme**

Use the search facility to find out what artefacts have been found and recorded within and beyond the Lincolnshire Wolds. Again, another great website for you to share any of your archaeology related findings on. The County Council hosts a Finds Liaison Officer who can help with finds identification.

[www.finds.org.uk](http://www.finds.org.uk)

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This isn't an extensive list of websites but is a good starting point for your research.

**Reading list**

**Buildings**

The Buildings of England; Lincolnshire by Pevsner and the Harris, 2nd edition revised by Nicholas Antrim, Yale, 2002

**Historical Directories**

White's Directory of Lincolnshire or Kelly's Directory of Lincolnshire - various editions plus commercial directories - big range available at Lincoln Central Library, and local libraries may have a smaller range.





### Village names

Placenames: Kenneth Cameron, The Place-names of Lincolnshire, English Place-Name Society Volumes 64/65 (LXIV/LXV) or Eilert Ekwall The Concise Oxford Dictionary of English Place-names.

### General

The History of Lincolnshire Volumes covers a wide range of heritage subjects.

### Enclosures

Parliamentary Enclosure and New Landscapes in Lincolnshire by Eleanor and Rex C. Russell

### Applying for Funding

Approaching funding for the first time can be a bit of a minefield.

Fortunately there is support out there, so don't panic!

Local Government is always a good starting point as officers are employed to deliver grant schemes and support community groups. It is always worth contacting County, District and Town Councils to find out what funding streams are available for your area. Sometimes Councillors are given a pot of money to distribute to communities.

Down Your Wold partners Heritage Lincolnshire and the Lincolnshire Wolds Countryside Service can also help to guide you in the right direction as they have plenty of experience with funding applications.

There are various Lottery Funding schemes out there, many of which are suitable for community heritage projects.

Google search for Awards for All, Big Lottery Fund and Heritage Lottery Fund, all of which may be suitable for your project. Make sure you speak with an advisor who can let you know if your project is the sort of thing they fund.

Don't be shy to make contact with as many different funders as possible and speak to them about the viability of your project. The worst they can say is no! Some applications require match funding so you may well need to get two funders on board. Don't forget that the volunteer time you put in can also be used as match funding, so keep a tally of the hours you and your group spend on your project. Most grant funders do not offer grants for project already underway. Get the grant organised before you start the project.

Some funders provide you with a funding workshop so you can get an insight into completing their application forms. More generalised funding workshops also take place across the county. To find out more about these you can contact the following:

Lincolnshire County Council | [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk) | 01522 552222

Lincolnshire Community and Voluntary Services | [www.lincolnshirecvs.org.uk](http://www.lincolnshirecvs.org.uk) | 01205 365580

Community Lincs | [www.communitylincs.com](http://www.communitylincs.com) | 01529 302466



### Displaying, Archiving, Sharing and Storing information

There is no point in carrying out extensive research and discovering lots of new and exciting facts about your area if you don't share and preserve it for others.

Display boards, websites and leaflets are all great outcomes to aim for and a perfect way to promote the hard work you have put in.

- We would love to feature some of your findings on the Lincolnshire Wolds website so please call the Lincolnshire Wolds Countryside Service on 01522 555780 to discuss the potential, we will also happily share links to your project website/social media too.





But it is also sensible to see if the information you've uncovered can be stored more permanently and promoted to a wider audience. Don't forget that a lot of the heritage research you do will be adding to the information already discovered about the Lincolnshire Wolds. Everything you do will help tell more of a story and add to a bigger picture. So be proud of the work you are doing!

### The Lincolnshire Archives

The Lincolnshire Archives on St Rumbold Street Lincoln store a variety of items including the following:

- Minute books and ledgers of organisations and businesses
- Maps and plans
- Diaries
- Correspondence
- Title deeds for properties
- Rentals
- Membership records
- Old photographs and postcards
- Printed ephemera (leaflets, posters, programmes, etc)

If you have a document/item you feel would be better stored in the Archives then please contact the team there on 01522 782040.

They can offer you advice on the significance of what you hold and whether it fits into their Collections Policy. Remember that the documents/items don't necessarily need to be old, especially if they are of great local interest. Items can either be gifted or placed on a deposit.

The Archives will store all documents in a secure environment, with controlled temperature and humidity.

They use suitable non acidic materials for packing to help with preservation.

### Lincolnshire Archaeology Handbook

Lincolnshire County Council has developed a handbook to promote practical guidelines for the archaeology process in Lincolnshire to establish effective long-term management of the county's archaeological and built heritage.

If you decide to take on an archaeology project please think about what you will do with your findings after the project has taken place.

- All records should be checked and cross referenced.
- Pencil drawings should be copied over with ink and/or scanned.
- Artefacts should be washed, marked labelled, bagged and boxed.
- Records should be made available through the museum and Archives Office.
- A report should be prepared and deposited with the Historic Environment Record.

<http://www.lincolnshire.gov.uk/residents/environment-and-planning/conservation/archaeology/lincolnshire-archaeological-handbook>





### Lincolnshire's Historic Environment Record / Heritage Gateway

Known as the HER this is a database of information on England's historic sites and buildings, including images of listed buildings. It is important that your research is stored in this record to help others to see what discoveries have been made in the area.

This database is managed by Lincolnshire County Council, where officers will be happy to speak with you about how to get information stored. For more information please call 01522 552363.

[www.heritagegateway.org.uk](http://www.heritagegateway.org.uk)



### Portable Antiquities Scheme

If you have unearthed an interesting artefact then you must ensure you have correctly recorded the location you uncovered it. Lincolnshire has its own Finds Liaison Officer who can assist you with identification of finds and help you with using the website. They can be contacted on 01522 552361.

[www.finds.org.uk](http://www.finds.org.uk)



### Lincs to the Past

This is the site to aim to get your findings added to; it is managed by the Historic Environment Team at the County Council and is regarded as a great starting point when researching local history. Your work could aid someone else's research in the future.

Lincs to the Past is a site that contains hundreds of thousands of records covering items held in Lincolnshire's Historic Environment Record, Archives, Libraries, Museums and Tennyson Research Centre.

Its search engine provides a single place from which to search through the catalogues of the cultural heritage collections held across Lincolnshire.

Lincs to the Past is focused on giving access to cultural heritage collections. Thousands upon thousands of

records (and images) relating to objects, monuments, books, documents and registers are available online for you to enjoy, to explore, to discover and to learn about.

Lincs to the Past is a hub for research and local information and covers items held in Lincolnshire's Archives, Libraries, Museums and Tennyson Research Centre. It is a search engine that provides a single place from which to search through a wide range of cultural collections from across Lincolnshire.

[www.lincstothepast.com](http://www.lincstothepast.com)

