

## HX Foundation Grants Guidance Notes

Thank you for your interest in a grant from HX Foundation. We support a range of projects and activities which further our organisational aims in areas where we sail and operate:

- Grass roots projects
- Environmental projects
- Community based projects
- Science research projects
- Educational projects

All our grants are funded through income generated from donations and several onboard initiatives, including auctions, fundraisers and the “Green Stay” program, where a donation is made for every night guests ask us not to clean their cabin, thereby saving energy, detergent and water.

The purpose of this document is to provide potential applicants with information on the HX Foundation funding criteria, our priority areas and the sorts of projects we would consider supporting. It also outlines the conditions of a grant from the Foundation.

We advise reading this document thoroughly before submitting an application.

### **Points to Note**

The board of the Foundation will consider all bona fide applications which meet our aims. In all cases the board are interested in projects which will make a significant impact in one or more of our priorities, so all applications must make specific reference to these.

As with many grant funds, demand always exceeds the available resources so not all applications will be successful, or they may be offered a lesser sum. The board’s decision is final in all cases.

Applications are accepted at any time during the year. Decisions on grants are made by the board. Currently this is twice each year, at our May and November board meetings but this may be subject to change. Upon receipt of your application, we will advise you when the decision is likely to be made.

Please note the following:

- We would not normally consider more than one application from a single organisation at one time.

- We will not fund projects where the work has already been completed.
- All projects must be explicit in their environmental and social benefit.

If you want to collaborate with HX – Hurtigruten Expeditions on a science research project, or if your project requires using one of our vessels as platforms, please send an email with a brief outline of your project to [HX.Foundation@travelhx.com](mailto:HX.Foundation@travelhx.com) before submitting your application.

### **Who may apply?**

Any organisation wishing to undertake projects or activities concerned with our aims and in the areas of the world we operate.

HX currently operates in Alaska, Antarctica, Arctic Canada and the Northwest Passage, Argentina, the British Isles, the Caribbean, Chile, Ecuador and the Galapagos Islands, the Falkland Islands, Greenland, Iceland, Norway and Svalbard. The areas of operations for HX may change, so please always consult the HX website to ensure that your project is within the areas that HX operates.

For applicants from Norway, excluding Svalbard, we recommend applying through Hurtigruten Foundation. You may find more information on their website.

### **What we will not fund**

We are unlikely to consider applications for grants from private companies, commercial organisations, individuals, hospitals, places of worship, private members clubs, or other organisations with exclusive or closed membership where a persuasive case for public benefit cannot be made.

We are unlikely to fund projects not associated with the areas we sail and operate.

### **How much is available?**

All grants are awarded in Euros (EUR). Our grants tend to be in the range of 5,000 – 10,000 EUR but smaller or larger amounts will be considered by the board depending on the project. We usually fund part of the cost of a project. There is no fixed percentage for which you can apply to us, but we expect you to explore the possibility of applying to other appropriate sources of public funding for which your project may be eligible and be able to provide evidence of this upon request. In exceptional cases we may be willing to meet the total cost of your project.

Your application must include a funding breakdown, which gives details of all the funding you are seeking or have secured, the amount you would like from us, and how dependant the project is on funding from HX Foundation.

The board may choose to award a smaller grant than requested or provide match funding.

Please bear in mind that our resources are finite, and competition for grants can be stiff. The board will balance the needs of the applicants as well as the spread of grants against the Foundation's priorities.

### **Making an application**

To apply for a grant from the Foundation you will need to complete an application form and supply certain pieces of information. The application form can be found on the HX Foundation website. Applications should be submitted in electronic format and in English.

### **What happens next?**

When we receive your application, we will acknowledge it by email. We will also advise when the next board meeting will be held at which your proposal will be discussed.

If we require any further information in support of your application, we will be in touch.

We aim to inform all applicants on the outcome of the board meeting within six weeks of the meeting.

We will agree the payment schedule, project milestones and reporting obligations with you. Our minimum requirement is that you produce a written report on the project within three months of completion of the project. For longer term initiatives we are likely to seek interim reports to update on progress. This will all be agreed with you when we award you the grant.

## **Conditions of a grant from HX Foundation**

HX Foundation is an independent charity. We don't receive any state funding; all our funds come through donations, our ship-based operations and auctions. To sustain this income, it is important that we work to promote the Foundation and the work we do, especially through our grants programme.

An important part of the grant agreement is your commitment to help promote the Foundation and the project we have supported.

### **Reporting**

Once we have agreed to support your project, we will ask you to submit to us an outline project plan or timetable against which we can set a payment schedule and milestones. We will agree

with you how then you will provide us with reports on the progress of the project and the completion of it. For small grants we would expect to pay you the total amount at the beginning and would require a report on the project upon completion. For larger, more complex projects it may be desirable to have interim reports to monitor progress and these may be associated with grant instalments, especially if activity crosses over more than one financial year.

It is helpful if the reports are able to articulate the activity undertaken, the impact it has had against our priorities, any metrics and the legacy of the project. We also look for a small number of high-resolution images with permission to use in our own publications and online.

At the very minimum, we ask for a final report on the project with images which we will then use to evaluate the success of the project and to publicise the project through our various media channels. We would expect to receive the final report within three months of completion of the project.

### **Crediting HX Foundation**

Grants made by the Foundation should be acknowledged in all forms of publicity, display and documentation, as follows: HX Foundation. Our name and logo should be prominently displayed in any print or online media.

**Credit line:** supported with a grant from HX Foundation

We will provide guidelines for the use of our brand and copies of our logos in various formats.

Please send any print material that features our logo to [hx.foundation@travelhx.com](mailto:hx.foundation@travelhx.com) for approval and sign off before it goes to print.

### **Communications**

We will require exclusive rights to announce the donation from the Foundation. In planning further press announcements of the Foundation supported projects, liaise with our office regarding timings and publicity materials. We can, where appropriate, provide assistance for press releases, and can also use our own channels and publications.

### **Images**

We ask that you provide us with a small number of high-resolution images illustrating the project full permission for our use wherever we elect, which we will use to promote the project through our digital channels and printed media – SoMe, newsletters etc. This permission for our use wherever we elect includes all images submitted as part of the grant application.

## **Data retention policy for applications to HX foundation**

Application documents from successful applicants that receive a grant from the foundation are kept for 6 years after the grant was paid out. For multi-year grants this 6-year period is counted from when the last grant payment was made.

Application documents from unsuccessful applicants are kept for 3 years after the application deadline.

The foundation reserves the right to keep a list and summary of all applications, including those unsuccessful, for archival purposes.