



# Application Form



Museum name	Museum address and postcode
Project contact name	Project contact telephone number
Project contact email	Area/County
Project title	Amount applied for
	£

Is your museum Accredited / Provisionally Accredited / Working Towards Accreditation (please circle or bold as appropriate)

## SECTION ONE: What is the grant for? How will you use this money?

The following questions will help the Award Panel to understand your proposed project.

a) Please provide a brief summary of the project you are asking us to support; stating why your project is needed and by whom (max 500 words)

b) Does the project build on WMMD activity that your museum has previously participated in? (max 200 words)

c) Do you collect audience data? If yes how is it collected?

d) How will the project support the aims and objectives of your Forward Plan? How does it support the Creative Case for Diversity? Does it involve engaging new groups and/or encouraging equality and diversity? (max 400 words)

e) What will happen as a result of the project? Who will benefit?  
Will your project engage new audiences and encourage equality and diversity? (max 250 words)

f) How will you measure if the project is successful? (max 200 words)

g) What is the estimated timescale of the project? Who will be responsible for delivering the project?

## SECTION TWO: Finance

Please outline your project funding summary	
a) Is the museum VAT-registered? Please note: VAT-registered museums should show all costs and claims exclusive of VAT. Those not registered for VAT should show all costs and claims inclusive of VAT.	YES/NO (please delete as appropriate)
b) Costs Please provide an indicative list of the specialist services / materials / or equipment you need to purchase in order to deliver the project. Please continue on a separate sheet if necessary.	
<b>TOTAL Costs</b>	<b>£</b>
c) Match Funding What resources you will be contributing to this project? E.g. costed staff time, match funding etc. This can be in cash or in kind. Please indicate whether this includes/ excludes VAT.	
<b>TOTAL Match funding</b>	<b>£</b>
d) Grant Applied For How much funding are you seeking from the Small Grants Scheme?	<b>£</b>

## SECTION THREE: Agreement

Successful applicants will receive a formal Grant Offer and must agree to the terms of the offer including:-

- Providing an interim report by **30 November 2018**
- All project expenditure being completed and invoiced by **1 March 2019**
- Sending copy invoices for all project expenditure to the WMMD team by **22 March 2019**
- Providing a final report by **1 May 2019**
- Forwarding associated images with copyright clearance by **1 May 2019**

### Declaration

Please sign and date to confirm you have read and agreed to this statement.

Signature	Date



## Completed Applications

Please send your completed application forms by email to [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk)

Or by post to West Midland Museum Development Team, Small Grants Scheme 2019, Ironbridge Gorge Museum Trust, Coalbrookdale, Telford, Shropshire TF8 7DQ

**The closing date for applications is: 9am, Monday 16 July 2018.**

*For email applications:*

- *Please ensure that your subject line does not contain any full stops or commas*
- *Please ensure that attachments do not contain any full stops or commas (file extensions are acceptable for example .docx)*
- *We can accept Word documents and PDF files*
- *All images must be in JPEG format*
- *If your email contains over 8MB of attachments please send via We Transfer*
- *We will acknowledge receipt of your nomination within one working day. If you haven't heard from us after this time please contact us.*