**Please complete the Application Form with reference to the Guidance Notes. If in doubt, contact your MDO.**

# Applicant details

|  |  |
| --- | --- |
| **Museum name** | **Museum address and postcode** |
|  |  |
| **Project contact name** | **Project contact telephone number** |
|  |  |
| **Project contact email** | **Area/County** |
|  |  |
| **Project title** | **Amount applied for** |
|  | **£** |
| **Museum status (please circle or make bold as appropriate)** |
| Accredited | Working Towards Accreditation |

# 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) What is your project? (max 50 words)** |
|  |
| **b) Please select your project outcomes. You must select a minimum of one outcome from each category.** |
| **Creative Case for Diversity** |
| [ ]  | Diversity is considered in programme decision making |
| [ ]  | Diverse people develop and deliver the programme |
| [ ]  | Diverse communities are involved in programme planning |
| [ ]  | Collections are viewed from diverse perspectives and tell untold stories |
| [ ]  | The governing body understands, discusses and monitors Creative Case for Diversity |
| **Users and their experiences** |
|[ ]  Improve physical, sensory and intellectual access to collections |
|[ ]  Develop a better understanding of who uses your museum and who doesn’t |
|[ ]  Evaluate and analyse information to assess visitors’ needs |
|[ ]  Develop activities to help a broad range of people access your museum and collections |
|[ ]  Create accessible marketing and promotional activities aimed at visitors and potential visitors |

|  |
| --- |
| **c) 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)** |
|  |
| **d) What will happen as a result of the project? Who will benefit? (max 250 words)** |
|  |
| **e) How will you ensure that the project is successful? Who will be responsible for delivering the project? (max 200 words)**  |
|  |
| **f) What is the estimated timescale of the project?**  |
|  |
| **g) How will the project support your strategic plan? (max 200 words)** |
|  |

# SECTION TWO: Finance

|  |
| --- |
| **Please outline your project funding summary**  |
| **a) Grant Applied For** How much funding are you seeking from the Small Grant Scheme?  | **£** |
| **b) 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) |
| **c) Project Costs**Provide an indicative list of all the project costs including the specialist services/ materials/ or equipment required to deliver the project. Continue on a separate sheet if necessary. | **£** |
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| **(c) TOTAL Costs** | **£** |
| **d) Match Funding** What cash or in kind resources will you be contributing to this project? Indicate whether this includes/excludes VAT. Add your own headers if required. | **£** |
| Costed staff time | Y / N |  |
| Costed volunteer time | Y / N |  |
| Contribution from core budgets  | Y / N |  |
| Transport | Y / N |  |
| Venue costs | Y / N |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **(d) TOTAL Match funding**  | **£** |

**MAKE SURE THAT WHEN YOU ADD UP (a) the Grant Applied for and (d) the Match Funding that they equal (c) the overall costs of the project**

# SECTION THREE: Agreement

All successful applicants will receive a formal Grant Offer and must agree to the following terms:

* **To acknowledge the Small Grant funding from WMMD** on all print and online marketing materials using the wording and logo we will provide
* To **submit an interim report** to WMMD no later than 6 November 2020
* To **complete and invoice for all project expenditure** by 1 March 2021
* To **forward all copy invoices** for expenditure to WMMD by 22 March 2021
* To **submit a final report** on completion of the project (using our reporting template) and to forward associated images with clearance for use in print and online by WMMD by 4 May 2021

**Declaration**

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

|  |  |
| --- | --- |
| Signature | Date |
|  |  |

# Completed Applications

We will only accept applications submitted using our grant application form.

Please send your completed application forms by email to wmmd@ironbridge.org.uk

Or by post to West Midland Museum Development Team, Small Grant Scheme 2020-21,

Ironbridge Gorge Museum Trust, Coalbrookdale, Telford TF8 7DQ

# Deadline

**The closing date for applications is: 9am, Friday 3 April 2020.**

# Sending applications by email

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