**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** |
|  |  |
| **Contact name** | **Position** |
|  |  |
| **Contact email** | **Area/County** |
|  |  |
| **Amount applied for** | |
| **£** | |
| **Museum Accreditation status (please circle or make bold as appropriate)** | |
| Accredited Provisional Working Towards Accreditation | |

# SECTION ONE: Understanding the impact of Covid-19 on the financial stability of your organisation

|  |
| --- |
| **a) Have you applied, or are you planning to apply for, any Covid-19 support schemes? Which ones? Please state outcomes.**  **If you have not applied please outline why.**  **What other steps have you taken to reduce your outgoings? (max 250 words)** |
|  |
| **b) Please state your free cash reserves as at 31 May 2020.** |
|  |
| **c) Has your organisation done a cashflow forecast for the next few months/to your year end? If yes please attach a copy with your application email. If you do not have one please explain why below.** |
|  |
| **d) How many months will the free cash reserves and any other funding support the short term operation of the organisation (from 1 June 2020)?** |
|  |
| **e)** **Has your organisation faced any significant sustainability concerns in 2019 or in early 2020 prior to the impact of Covid-19 arising? Did this place your heritage at risk? (max 250 words)** |
|  |

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

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

|  |
| --- |
| **a) What is this funding for? (max 50 words)** |
|  |
| **b) Please tell us the difference that this funding would make to your organisation. How would it help protect heritage? (max 500 words)** |
|  |
| **c) Who will be responsible for managing this funding?** |
|  |

# SECTION THREE: Grant funding breakdown

|  |  |
| --- | --- |
| **Please outline your 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) Costs**  Provide an indicative list of all the costs including the specialist services/ materials/ or equipment required. Add additional cells to the table if necessary. | **£** |
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|  |  |
| **TOTAL** |  |

# SECTION FOUR: Agreement

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

* In some circumstances WMMD may add additional terms to a grant offer
* To **complete the Organisational Health Check Tool** and other information requested by WMMD by 2 October 2020
* To **complete all project expenditure** by 1 December 2020
* To **forward a copy of all receipts, statements and invoices** to WMMD by 31 December 2020
* To **submit a brief report** on completion by WMMD by 31 December 2020

**Declaration**

This must be completed by the CEO, Chair, Director of Head of Museum Service.

Please sign and date to confirm:

* You have read and accept the terms of the agreement
* All information provided in the application is true and correct to the best of your knowledge

|  |  |
| --- | --- |
| Signature | Date |
|  |  |
| Print Name | Position |
|  |  |

# 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](mailto:wmmd@ironbridge.org.uk)

# Deadline

**This is a rolling fund with a final closing date of 9am, Wednesday 29 July 2020.**

The grant panel will meet fortnightly with first grant offers made on 23 June and then fortnightly on 7 July, 21 July and 4 August 2020. Your application will be presented to the first available grant panel after its receipt.

# Sending applications by email

* Ensure that your subject line does not contain any full stops or commas
* Ensure that attachment do not contain any full stops or commas within their name for example in a date (file extensions are acceptable for example .docx)
* We can accept Word, Excel and PDF files
* If your email contains over 8MB of attachments, please send all the documents to us via We Transfer

# Acknowledgment

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.