**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** | **Local Authority Area** |
|  |  |
| **Amount applied for** |
| **£** |
| **Museum Accreditation status (please circle or make bold as appropriate)** |
| Accredited Provisional 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 need.

|  |
| --- |
| **a) What is your activity? (max 50 words)** |
|  |
| **b) What are your outcomes for this funded activity?** |
|  |
| **c) What are your priorities for recovery and or/reopening after Covid-19? How have you identified these priorities and how does the funded activity support these? (max 200 words)** |
|  |
| **d) Please tell us what difference this funding would make to your museum in the short-term? (max 200 words)** |
|  |
| **e) How will the funded activity support your strategic planning and improve your long-term resilience? (max 200 words)** |
|  |
| **f) How will you measure the success of the funded activity? Who will be responsible for delivering the project and managing the funding? (max 200 words)** |
|  |
| **g) What is the estimated timescale of the funded activity?**  |
|  |

# SECTION TWO: Grant funding breakdown

|  |
| --- |
| **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 Recovery Grant funding from WMMD and ArtFund** on all print and online marketing materials using the wording and logo we will provide
* To **complete the Organisational Health Check Tool** and other information requested by WMMD by I December 2020
* To **complete all activity expenditure** by 1 March 2021
* To **forward a copy of all receipts, statements and invoices** to WMMD by 1 April 2021
* To **submit a final activity report** on completion by WMMD by 1 April 2021

**Declaration**

This must be completed by the CEO, Chair, Director or 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

# Deadline

**The total budget of up to £60,000 will be split equally between two panels.**

* The deadline for the first panel is 5pm, Friday 28 August 2020
* The deadline for the second panel is 5pm, Friday 9 October 2020

We encourage applicants to carefully consider the value of their grant requested in order to support as many museums as possible.

# 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.