



MLA North West Museum Development Fund 2004 - 2006 Grant Application Form



Please read the MLA North West Museum Development Fund (“MDF”) guidance and advice to applicants 2004 – 2006 before applying and provide as much relevant information as possible. If you have any queries, please contact Claire McDade, Museums Development Officer Tel: 01925 625064 claire.mcdade@nwmlac.org.uk.

An electronic version of this form is available from MLA North West. If you would like to receive an electronic version please email hazel.mccormack@nwmlac.org.uk Please note that MLA North West must also receive a signed and dated hard copy of your application.

In all cases, work must not start before approval has been received from MLA North West.

1. Contact Details of applicant:

Organisation Registered Status Address Post Code Contact Name Position E-mail Telephone

2. Is this a Cross-Domain project?

- Yes
- No

For Office Use Only:

Amount

Requested:

3. Details of partner organisation(s) (if applicable)

If your application is for a partnership project, please list here the details of the partners:

Lead Contact	Partner Organisation(s)	Telephone	E-mail
1			
2			
3			
4			

4. Title and Key Aims of your project (no more than 50 words)

<p>Title:</p> <p>Aims:</p> <p>.....</p> <p>.....</p>
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5. Applications must match at least one of MLA North West's MDF Grant Priorities.

*Please tick which type of project this is, see **Section 4** in the Guidance Notes (you can tick more than one if applicable)*

- Collections
- Learning and Access
- Workforce and Organisational Development

6. To demonstrate how your application relates to your organisation's appropriate policy please supply relevant extracts.

Tick which extracts you are including with this application:

- Forward Plan
- Marketing Plan
- Collection Management Plan
- Training Development Plan
- Learning/Access policy
- Other - please state which one(s)

7. Project Proposal (Maximum 250 words)

Please provide a full description of:

The aims and objectives of this project:

How you plan to meet MLA Noth West's key priorities:

Who will be responsible for carrying out this project:

The expected benefits to the museum and to users and/or staff of the museum:

8. How will you use Inspiring Learning for All in your project planning?

9. Please list which published standards this project links to (e.g. *Benchmarks in Collections Care for Museums, Archives and Libraries*)

10. Please tell us from whom you have sought professional advice in planning this project (this can be from MLA North West, colleagues, other professional bodies)

Name(s)

Organisation(s)

Position(s)

11. Will this project be sustainable after the grant funding is finished? If yes, how do you plan to sustain and develop it? (If no, this will not affect the final decision on funding your project).

12. How do you plan to evaluate your project?

(We will consider funding the costs associated with evaluation, e.g. user surveys, as part of the total project costs). The findings of your evaluation must be reported in the case study pro forma which will be supplied with your grant letter if your application is successful.

13. What is the total cost of the project?

14. How much grant are you applying for?

15. Breakdown of the project costs:

Please give an estimate of the main elements of expenditure. Give full details of financial assumptions and calculations, e.g. salary/grading structure used, materials, suppliers, evaluation costs, etc.

Budget Headings	Amount
Total cost of Project	£

16. Are you V.A.T. registered?

- Yes** *If you are V.A.T. registered you cannot include V.A.T. in your grant claim.*
- No** *If you are not V.A.T. registered you can include V.A.T. in your grant claim.*

17. Are you receiving any match funding?

How much? £

Where is this funding coming from?

Has it been confirmed?

18. Checklist of enclosures

Before sending your application to us, please check that you have included all the necessary documents, otherwise we will be unable to process your application.

- All sections of the Application Form have been completed

Relevant extracts from:

- | | |
|--|--|
| <input type="checkbox"/> Forward Plan | <input type="checkbox"/> Marketing Plan |
| <input type="checkbox"/> Collection Management Plan | <input type="checkbox"/> Learning /Access Policy |
| <input type="checkbox"/> Other relevant documentation in support of your application, please list: | <input type="checkbox"/> Training Development Plan |

19. DECLARATION

I declare that I have read and accepted the terms and conditions attached to MLA North West's Museum Development Fund, and that the information provided in this application is correct to the best of my knowledge.

Name

Position

Signature Date

Please return your forms to:
 Shirley Bridge
 Head of Finance and Administration Tel: 01925 625050
 MLA North West Fax: 01925 243453
 Ground Floor
 The Malt Building shirley.bridge@nwmlac.org.uk
 Wilderspool Park
 Greenalls Avenue
 Warrington WA4 6HL

Electronic versions are acceptable but we must also have a signed hard copy