**AIM Re:Collections**

**Application Form**

**1. ABOUT YOUR ORGANISATION**

|  |  |
| --- | --- |
| Legal name of museum (Beneficiary of Grant) |  |
| Accreditation status and number |  |
| Is this your organisation’s first application to us? |  |
| Project Leader |  |
| Role within Museum |  |
| Email |  |
| Phone |  |
| Organisation Address |  |
| Have you received any advice from us before making your application? | Yes  No |

**2. YOUR PROJECT**

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| --- |
| What is the title of your project? |
| Describe your project (up to 300 words) |
| How does your project meet the goals of the Anti-Racist Wales Action Plan (300 words)  Please note: in round two of the programme we particularly want to support projects that will lead to an aspect of sustained change within the organisation. See the guidance notes for examples.  Anti-Racist Wales Action Plan aims: |
| Please explain how your proposal will be co-produced and/or how the project has the support of the people it intends to engage with |
| Which of the following impacts does your project support?  Please note: we would particularly like to support projects that work towards creating organisational change and support impacts 3-5.    Museum collections, activities and exhibitions present a greater diversity of Global Majority perspectives, histories and experiences.  These perspectives and experiences are embedded in museum activities, collections and programming and offered to all, not just to minority audiences on specific occasions.  Through delivering projects, museums identify and make positive changes in the ways they work not only in terms of engagement and programming, but in their organisational infrastructure. For example, in setting budgets, recruiting and nurturing staff.  To build stronger, sustained and ethical relationships with Global Majority communities  Museum staff, volunteers and boards will understand racism better and can confidently identify and make changes to their personal day-to-day as well as organisational practice. |
| Please tell us how you project will achieve these outcomes (up to 200 words): |

**3 – MANAGING YOUR PROJECT**

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| How will you manage your project (up to 200 words)?  Tell us about:   * The skills and experience of the person who will lead it * The people in the project team * Identify any training that will be necessary for, or will improve the delivery of, the project. This can include staff, volunteers, community partners etc * What will happen to the resulting physical and digital project outcomes produced after the funding ends. For example, the interpretation panels, digital tours etc |
|  |

Use the following table to detail key project milestones and plans for delivery (alternatively a separate timeline / gantt chart document will be considered, if submitted alongside this application).

Please note that all projects must be completed and final claims submitted by Friday 6 December 2024.

|  |  |
| --- | --- |
| **Milestone** | **Date achieved by** |
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**4 – COSTS OF YOUR PROJECT**

What is the total cost of your project? £

Please provide a detailed breakdown of the costs for your project using the table below. All costs should be exclusive of VAT unless you are unable to reclaim this element. If you are including VAT in any of the costs listed please make this clear in the item description.

Applicants should also provide an explanation about how the costs of the project are considered reasonable, taking into account the scope, scale and timescale of the proposal.

Where possible please attach copies of written estimates from suppliers for all external costs, together with evidence of salary / other internal costs (note evidence supplied in table).

|  |  |  |
| --- | --- | --- |
| Item or Activity | evidence or rationale and clear explanation of how the item or activity will deliver value for money. | Cost (£) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Project Cost | |  |
| Funding Contributions (if applicable)  *Provide details of any service, partnership or external funding contributions that will be used to support project activity.* | |  |
| Total Grant Request (revenue) 90% | |  |
| Total Grant Request (capital) 10% | |  |
| Are you able to reclaim VAT? | | N |

**5. SUPPORTING DOCUMENTS**

Please tick to confirm you have included the following with your application:

A copy of your recent accounts

Letters of support

Images

**6.** **DECLARATION**

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| --- |
| * I have read, understand, and accept the notes that came with this application form. I agree that you can check the information in it and any supporting documents with other people and organisations. * My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met. * I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation. * I am authorised to put forward this application on behalf of my organisation. * On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter. |
| Name: |
| Position: |
| Organisation: |