



Small Project Fund

APPLICATION FORM

PDF version

1. Applicant

*** What is the name of the organisation that is applying for funding?**

Please select your organisation from the pre-populated list below. If your organisation does not appear, please contact Museums Galleries Scotland on 0131 550 4100

Organisation Address

*** Line 1**

Line 2

Line 3

*** City/Town**

*** Postcode**

Are you applying on behalf of a partnership?

No Yes

Please tell us which organisations are involved in the partnership.

No items selected	

*** Which museums will benefit from this project?**

No items selected	

Primary Contact

For audit purposes, there must be at least two named contacts at your organisation for any award. Please ensure therefore that a primary contact and a signature authority are identified. We must be able to contact the primary contact during office hours.

*** First Name**

*** Last Name**

* Email Address

* Telephone

Signature Authority

The signature authority is the person in the organisation who has authority to plan for and prioritise applications. In order to sign this application later in the process, this person will be asked to log in to the system on their own account. They will not be able to sign the application in the account in which it has been written.

* First Name

* Last Name

* Job title

* Email address

* Telephone

2. Project Information

*** What is the name of your project?**

You were asked to name your project when you created this application, you can repeat that name here, however, if you wish to change the name of your project, you can put the new name here. Titles should be brief, descriptive of the project and suitable to be carried forward as the permanent project name.

*** Start Date**

Your project must not start before the published decision date for this round of funding (noted on our website). The date format should be DD/MM/YYYY

*** End Date**

Your project must complete within one year of the project start date. The date format should be DD/MM/YYYY

*** Does your organisation look after a Recognised Collection of National Significance?**

No Yes

*** Please describe your project**

You will be asked for more detail later, here you need to convey what you will spend the money on, for what purpose and what difference will it make for your organisation.

3. Project Need

This is where you can demonstrate that your project meets our criteria of need

*** What is the issue/need/demand you are seeking to address through this project?**

*** Tell us how you identified this need.**

We recommend that you view the help notes before completing this question by clicking on the "i" above

*** Why have you chosen to address this need/issue in the way you are proposing?**

Tell us why your proposed project represents the best approach to dealing with your stated issue/need. We need to see that you have considered the options and why you have selected the one you have. Refer to any advice you have taken.

4. Project Impact

This is where you can demonstrate that your project meets our criteria of impact

*** Please list your project outputs**

List the tangible things that your project will produce - eg. a post, purchase of two display cases, delivery of three workshops, digitisation of 250 collection items. Do not list your outcomes here - the things that will result from your outputs, you will be able to list these later.

Output

*** What difference will your project make?**

Please identify which of our grant outcomes your project will deliver, how it will achieve them and what indicators you will measure to demonstrate this. Applicants wishing to access the Recognition Fund should ensure that their project meets some of the outcomes marked *. Please click on the "i" above for more help notes.

Grant Outcome	How will your project deliver this outcome?	What will you measure to demonstrate that this outcome has been delivered?

5. Project Planning

This is where you can demonstrate (along with the budget section) that your project meets our criteria of feasibility

* Please complete the project plan below

Please refer to help notes by clicking on “i” above before you complete this section

Title	Start date	End date	Assigned to

6. Posts and Contracts

To be completed only by those projects requesting funding for a post or to contract work

Please note these costs should also be included in the Project Budget.

Please tell us about any posts or contracts that you will be offering as part of this project

Job title/contract work	Hours per week	Duration in months	Salary/fee (pro-rata)
			£ 0.00

Tell us how you will advertise the post/contract

All projects should demonstrate open and transparent recruitment

You must attach a copy of the job description or contract brief

File

Size

Tell us about any in-kind contributions that your organisation is making to this project

This may include volunteer hours, use of a room, vehicle or equipment. In-kind costs should not be included in the project costs above.

item/resource	Contribution details	estimated value of contribution (£)
		£ 0.00

8. Supporting Information

Please upload quotes and any images, plans or other information to support your grant application. Any attachments should be specifically referenced in your application so that your assessor knows to look at them

Please note, depending on your internet bandwidth it may take a while for large files to upload. For guidance any file that takes longer than six minutes to upload will fail due to time out issues.

You can select multiple files when uploading by holding down the CTRL (control key) while selecting items with your mouse.

No items selected	

File	Size
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9. Declaration

I declare that the information provided within the application for the project listed above is correct to the best of my knowledge and I agree to advise Museums Galleries Scotland immediately of any variation to the details provided or if the project cannot proceed. I confirm that I have read and understood the General Conditions of Award for the fund and accept that any offer of grant will be subject to these conditions.

Enter your full name

Enter today's date