**London Museum Development**

**Family Friendly Programme**

**2018-2022**

**Application Form**

### **Closing date for applications: 5.00pm on Friday 30 August 2019 to:** [**mdgrants@museumoflondon.org.uk**](mailto:mdgrants@museumoflondon.org.uk).

It is essential that you read the **Guidelines for Applicants** before filling in this form. Please read the application form carefully and fill in all aspects of the form. Please put the name of the grant you are applying for into the subject header.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Your organisation** | | | |
| **Name of Organisation:** |  | | |
| **Address of Organisation:** |  | | |
| **Contact name:** |  | | |
| **Job Title:** |  | | |
| **Contact email address:** |  | | |
| **Contact telephone number:** |  | | |
| **Is your museum within the City of London & 32 London Boroughs?** | ***Yes*** | ***No*** | ***Which Borough are you based in?*** |
|  |  |  |
| **Is your museum fully accredited?** | ***Yes*** | ***No*** | ***Accreditation Number:*** |
|  |  |  |
| **Is your museum officially ‘Working Towards Accreditation’?** | ***Yes*** | ***No*** | ***Temporary Accreditation Number:*** |
|  |  |  |
| ***Please submit your current Forward Plan and Learning/Audience Development Plan (if this is separate to your Forward Plan) to support your application.*** | | | |

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| --- | --- | --- | --- | --- |
| **2. Basic information on your Project** | | | | |
| **Title of project:** |  | | | |
| **Planned project start date:** |  | | | |
| **Planned project end date:** |  | | | |
| **Total Grant sought from the LMD:** | £ | | | |
| **Are you willing to participate in a skills-sharing event and write a case study following the end of the project?** | ***Yes*** | ***No*** | ***Please tell us of any other ways you intend to share the learning from your project with the sector?*** | |
|  |  |  | |
| **Have you signed up to the Kids in Museum Manifesto?** | ***Yes*** | ***No*** | ***When did you sign up (DD/MM/YY):*** | |
|  |  |  | |
| **Please indicate visitor figures for the last 2 years:** | ***April 2017 – March 2018*** | | | ***April 2018 – March 2019*** |
|  | | |  |
| **Please indicate the total number of 0-5 year old visitors for the last 2 years:** *If not broken down in this way, please give an indication* | ***April 2017 – March 2018*** | | | ***April 2018 – March 2019*** |
| Actual/Estimated\* | | | Actual/Estimated\* |
| **Please indicate the total number of 6-12 year old visitors for the last 2 years:** *If not broken down in this way, please give an indication* | ***April 2017 - March 2018*** | | | ***April 2018 - March 2019*** |
| Actual/Estimated\* | | | Actual/Estimated\* |
| **Please indicate the total number of 13-19 year old visitors for the last 2 years:** *If not broken down in this way, please give an indication* | ***April 2017 – March 2018*** | | | ***April 2018 – March 2019*** |
| Actual/Estimated\* | | | Actual/Estimated\* |

***\* Please delete accordingly***

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Further information on your Project** | | | |
| **a. Please outline your current programme of activities for children, families and young people at your museum (no more than 200 words):** | | | |
|  | | | |
| **b. Please outline what aspects/points of the Kids in Museums Manifesto/Mini Manifesto you currently meet (no more than 200 words):** | | | |
|  | | | |
| **c. Please outline which Kids in Museums Manifesto/Mini Manifesto you plan to embed as part of this project, and give a brief description of your project proposal (no more than 500 words):** | | | |
|  | | | |
| **d. Please outline how you intend to capture feedback on/evaluate your project outputs from children, families and young people (no more than 200 words):** | | | |
|  | | | |
| **e. Please describe the legacy of this project and how this project will help you embed this aspect/point of the Kids in Museum Manifesto/Mini Manifesto into your organisation (no more than 200 words):** | | | |
|  | | | |
| **e. Please outline how this project will enhance staff development, training or impact other areas of museum work (no more than 200 words):** | | | |
|  | | | |
| f. Has this project been prioritised as part of your organisation’s Forward Plan (or Learning/Audience Development Plan if this is separate from your Forward Plan)?: | | | |
| *Yes* | *If ‘Yes’ please provide the page number of the relevant section of your plan below…* | *No* | *If ‘No’ please indicate why you are prioritising this project below…* |
|  | | | |

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| **4. Project Costs** | | | |
| **a. Is your museum VAT registered?** | ***Yes*** | ***No*** | ***Please note:*** |
|  |  | * If you are registered for VAT, your project costs should not include VAT * If you are not registered for VAT, your project costs should include VAT * The LMD Team’s obligation does not extend to paying any amounts in respect of VAT in addition to the grant. |
| **b. Overall Project Costs** | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Materials/services** | **Supplier (if known)** | **£ costs** | **These costs are:** | |  |  | £ | estimated / confirmed | |  |  | £ | estimated / confirmed | |  |  | £ | estimated / confirmed | |  |  | £ | estimated / confirmed | |  |  | £ | estimated / confirmed | |  |  | £ | estimated / confirmed | | **Total Project Cost** | | **£** | | | **Total Grant requested (maximum £250)** | | **£** | |   ***Please add additional lines as needed.*** | | | |

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| **5. Submitting your application** | |
| **a. Application Declaration** | |
| The following declaration must be signed by the senior officer responsible for this project:   |  | | --- | | I declare that the information given above is correct to the best of my knowledge. I understand that Museum of London’s standard grant conditions will be applied. I give permission for the Museum of London to retain my organisation’s Forward Plan and Learning/Audience Development Plan on file for uses as stated below. | | |
| **Name (please print):** |  |
| **Job Title:** |  |
| **Signature:** |  |
| **Date:** |  |
| **b. Please attach your current Forward Plan alongside this application.** | |
| **c. Please attach your Learning/Audience Development (if this is a separate document to your Forward Plan) alongside this application.** | |
| **Our policy regarding use of information:**   |  | | --- | | All information provided in this application will be used only for the purposes of awarding these grants. Any contact information provided will only be used in reference to your grant application or project. Applicants Forward Plans and Learning/Audience Development Plans will be retained, in confidence, to help us to support you with future training, advice and programmes. | | |