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**Round 3 (2018/19) History Makers Application Form**

**Please read the accompanying guidance notes before completing this form**

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| **SECTION 1 – BASIC INFORMATION** | |
| **1.1** Name of organisation | Click or tap here to enter text. |
| **1.2** AIM Membership No. | Click or tap here to enter text. |
| **1.3** Registered for VAT Y/N | Y  N  Enter VAT Registration Number |
| **1.4** Environmental Body (EB)  Are you already registered as an EB? Is the organisation already registered as an Environmental Body? If so, please note the EB number. | Y  N  Enter EB Number |
| **1.5 Primary Contact** Who should we contact regarding this application? | |
| Name | Click or tap here to enter text. |
| Role in organisation  e.g. Committee Member, Secretary. | Click or tap here to enter text. |
| Postal address  Postcode | Click here to enter address  Enter Postcode |
| **Daytime** Tel. number | Click or tap here to enter text. |
| Email address  We use email where possible. Please ensure this email is checked regularly. | Click or tap here to enter text. |
| Web address | Click or tap here to enter text. |
| Twitter and Facebook | Click or tap here to enter text. |
| **SECTION 2 – PROJECT INFORMATION** | |
| **2.1** Title of your project | Click or tap here to enter text. |
| **2.2** Location of project  (with full postcode)  Postcode  Your project must be based at a specific site. If a grant is awarded, we will carry out a site visit. | Click or tap here to enter text. |
| **2.3** Local Authority Area for Project Site | Click or tap here to enter text. |
| **2.4** Name of nearest landfill site  (owned by any company) | Click or tap here to enter text. |
| Full address of site  Postcode | Click or tap here to enter text. |
| Distance from project location  Your project site must be within 10 miles of a licensed landfill site, closed or live, owned by any organisation, as long as it still holds a license. To find sites near you please contact AIM who will verify the landfill location with Entrust. | Click or tap here to enter text. |
| **2.5** Nearest Biffa operation (this may be the same as 2.4 above)  Distance from project location  The project must be within 25 miles of a Biffa operation. You can find your nearest Biffa operation (not necessarily a landfill site), and its distance from your project, at http://www.biffa-award.org/aim/ | Click or tap here to enter text.  Click or tap here to enter text. |
| **2.6** Proposed start date of project | Click or tap here to enter text. |
| **2.7** How long will the project take to complete?  These dates may be approximate. **Work must not start before you have had a Formal Offer Agreement (which will be early April 2018).** AIM Biffa Award does not fund work retrospectively.  Projects must be completed within 12 months of the Formal Offer being made. | Click or tap here to enter text. |
| **2.8** Total cost of project  This should be the same figure as Column B on your budget sheet. This figure is the total of all expenditure you need to make to deliver your History Makers project | Click or tap here to enter text. |
| **2.9** Net amount requested from AIM Biffa Award  This should be the same figure as Column B on your budget sheet. This figure is the total of all expenditure you need to make to deliver your History Makers project | Click or tap here to enter text. |
| **2.10** Gross amount requested from AIM Biffa Award  The gross amount requested includes a 3.27% ENTRUST project fee. To calculate this, divide the Net amount you are applying for (2.9) by 0.9673 and add this to your grant to calculate your gross request (2.10). E.g. For a £50,000 grant, you would need to request £51,690.27 (ENTRUST’s project fee being £1,690.27). The ENTRUST project fee is not money you can spend on delivering your project, so is not included in your budget sheet | Click or tap here to enter text. |
| **2.11 DETAILS OF THE 10% THIRD PARTY CONTRIBUTION (TPC)** | |
| Is the 10% contribution from your organisations own resources?  See Section 8 ‘Third Party Contribution Partnership Funding Requirement’ of the Guidance Notes for more information. The TPC is not money you can spend on delivering your project, so is not included in your budget sheet | Yes  No  Please state who is supplying your Third-Party Contribution below |
| TPC Funding body | Click or tap here to enter text. |
| Full address | Click or tap here to enter text.  Postcode  Click or tap here to enter text. |
| Total Sum of TPC  The TPC is calculated as 10% of your Gross amount requested (2.10) | Click or tap here to enter text. |

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| **SECTION 3 – ABOUT YOUR PROJECT** | | |
| **3.0 Project Aim**  Please state the main aim of your project (maximum 30 words) | | Click or tap here to enter text. |
| **3.1 Tell us about your History Maker**  Tell us about the international, national or regional importance of your History Maker and the significance and impact of their life or work in shaping our world today.  Tell us how well-known this History Maker is and what other museums or historic sites tell their story.  Maximum 750 words | | |
| Click or tap here to enter text. | | |
| **3.2 Heritage Assets**  Tell us about the collection or other heritage assets your organisation holds which relate to the History Maker, and which will be used in the project. Include information about whether the project will make heritage assets available to the public which are currently in store or not interpreted. | | |
| Click or tap here to enter text. | | |
| **3.3 Please describe your project:**  Tell us how you will tell the story of your History Maker, including your plans for interpretation and engaging families, pupils, students and the public with the life and work of your History Maker. This question should summarise the information you supply in your more detail project plan (See Section 9)  Maximum 750 words | | |
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| **3.4 Inspiring a Young Audience**  Tell us how your project will inspire children and young people, including with an interest in STEM subjects if appropriate. | | |
| Click or tap here to enter text. | | |
| **3.5 Key Expenditure**  Tell us what the key expenditures will be and how the project links to the rest of your museum or site and to any other project that you are undertaking or planning. If it is part of a larger project, tell us about the overall project and its aims. | | |
| Click or tap here to enter text. | | |
| **3.6 Project Outcomes**  Give between two and five main outcomes for your project.  These will need to directly relate to what you are asking us to fund and will need to have been achieved by the time the project works have completed. The outcomes should reflect the aims of the History Makers programme. (See guidance notes Section 4) You will report against these outcomes. | | |
| 1. Click or tap here to enter text.  2. Click or tap here to enter text.  3. Click or tap here to enter text.  4. Click or tap here to enter text.  5. Click or tap here to enter text. | | |
| **3.7 Size of Exhibition**  Size of proposed exhibition space in square metres | | Size of proposed exhibition space in square metres  Click or tap here to enter text. |
| **3.8 Ownership**  Does your organisation own the land, buildings, collections which will be used in the project? | | Yes  No |
| If ‘NO’:   * Who owns the land? When does the lease expire? * Who owns the buildings? * Who owns the collections?   We can consider support for projects where a minimum of 25 years tenure for land or buildings has been agreed. In these cases, it may be necessary for the landlord to be contracted in as a party to the agreement. | | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Is there provision for continued public access after the lease expires? | | Click or tap here to enter text. |
| **3.9 Planning Permission**  Does the project require planning permission? If ‘YES’, please give details.  Has the application been submitted? When is a decision likely to be made? | | Yes  No  Click or tap here to enter text. |
| **3.10 Consent**  Does the project require Scheduled Monument or Listed Building consent? If ‘YES’, please give details.  Has the application been submitted? When is a decision likely to be made? | | Yes  No |
| **The following information (3.11 - 3.17) is required by ENTRUST, but will not be used to assess your application:** | | |
| **3.11 Recycled Materials**  Will the project use any type of recycled material? | | Yes  No |
| **3.12 Existing Positions**  Please estimate the number of new or existing jobs as part of this project | | Enter text here |
| **3.13 Created Positions**  Please estimate the number of full time jobs & part time jobs that will be created or maintained once the project has completed.  Part time jobs - less than 18 hours per week | | Full Time Click or tap here to enter text.  Part Time Click or tap here to enter text. |
| **3.14 Skills / Qualifications**  Please estimate the number of people who will obtain training qualifications or recognised skill, directly linked to the development of this project | | Click or tap here to enter text. |
| **3.15 Schools Visits**  Please estimate the number of schools which currently visit the site. If you anticipate that the project will increase school visits once completed, please estimate by how many. | | Click or tap here to enter text. |
| **3.16 Access Improvement**  What is the total value of funding that will be used to make improvements or provide improved facilities for people with disabilities? | | Click or tap here to enter text. |
| **3.17 Energy Efficiency**  Will this project make changes which result in improved energy efficiency?  If able, please estimate the total utility cost saving per annum once the project is complete. | | Yes  No |
| **SECTION 4 – DEMONSTRATING THE NEED FOR YOUR HISTORY MAKER PROJECT** | | |
| **4.1 Project Need**  How have you identified the need for your project? | | Click or tap here to enter text. |
| **4.2 Benefit**  Who do you expect to benefit from the project? | | Click or tap here to enter text. |
| **4.3 Project Development**  How have the beneficiaries been involved in the development of the project? | | Click or tap here to enter text. |
| **4.4 Public Access**  What are the arrangements for public access?  Please provide details of opening times and any admission charges including concessions.  To be eligible, the general public must have access to the site for at least **104 days** per annum (equivalent to at least two full days or four evenings per week), from the point at which all elements funded through AIM Biffa Award scheme have been completed. | | Click or tap here to enter text. |
| **4.5 Site Users**  Please estimate the number of users that currently use the site per year and the number of users that will use the site per year after the project has completed.  Please note that 1 user is a person who may visit the facility more than once a year. For example, 1 person visiting the facility 10 times in a year counts as only 1 user. | | Current: Click or tap here to enter text.  Post Completion: Click or tap here to enter text. |
| **4.6 Site Footfall**  Please estimate the current footfall of the site per year and the footfall of the site after the project has completed.  Please note that footfall counts for every visit. For example, 1 person visiting the facility 10 times in a year counts as footfall of 10. | | Current: Click or tap here to enter text.  Post Completion: Click or tap here to enter text. |
| **4.7 Volunteers**  Number of volunteers expected to help in the delivery of this project.  Number of youth volunteers working on this project and the number of youth volunteering days created by this project | | Volunteers: Click or tap here to enter text.  Youth Volunteers (aged between 16 -25) Click or tap here to enter text. |
| **SECTION 5 – ABOUT YOUR ORGANISATION and MANAGING THE PROJECT** | | |
| **5.1 Constitution**  How is your organisation constituted?  For example, is it a registered charity or a company limited by guarantee? | Click or tap here to enter text. | |
| **5.2 Registration Number**  Tell us the charity/company registration number | Click or tap here to enter text. | |
| **5.3**  When was your organisation established? | Click or tap here to enter text. | |
| **5.4 Project Management**  **On what basis are you confident that your organisation will be able to complete the project on time (by April 2020 and within 12 months of Formal Offer) to your plans and within budget?**  For instance, tell us about your plans for managing the project, who will be responsible for decisions and for management and the systems you have in place to monitor the delivery of the project. Tell us about your track record of similar projects. Please include a project programme with your application. | | |
| Click or tap here to enter text. | | |
| **5.5 Project Delivery**  How will you ensure your project is delivered to a high quality? Explain about how you will ensure quality in the planning, design and delivery stages. | | |
| Click or tap here to enter text. | | |
| **5.6 Policies**  Please list the policies your organisation has in place, such as health and safety, access, environmental and child protection? | | |
| Click or tap here to enter text. | | |

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| **SECTION 6 – PROJECT BUDGET**  *You will also need to complete the attached FULL APPLICATION SUPPLEMENTARY INFORMATION SHEET - PROJECT BUDGET* | | | | |
| **6.1 Other funding**  Have you applied to any other funding bodies for funding towards this project?  If you are using money from your own resources to match fund the project, please include this in the table below. | | Yes  No  If ‘YES’, please give details: Click or tap here to enter text. | | |
| Name of funder | | Amount requested | Result, if known, or date expected | |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | |
| **6.2 Procurement Process**  How will you ensure that the project for which you are seeking support for will be carried out so as to provide the greatest value for money? Please note that if you are awarded funding you will be required to provide three quotations for any items or contracted works costing £1,000 or more. If you are unable to provide three quotations, we will require evidence that a competitive quote has been obtained which demonstrates ‘good value for money’. | | | | |
| Click or tap here to enter text. | | | | |
| **6.3 Cost**  Please tell us the cost per square metre of your project. This can be calculated by dividing your Total Project Cost (Q2.8) by the size of your proposed exhibition space (Q3.7) | | | | |
| Click or tap here to enter text. | | | | |
| **SECTION 7 – MONITORING YOUR HISTORY MAKERS PROJECT** | | | | |
| **7.1 Project Monitoring**  What systems are in place to monitor and evaluate your project’s delivery and success? | Click or tap here to enter text. | | | |
| **7.2 User Feedback**  Will users be able to provide feedback / suggest improvements? If so, how? | Click or tap here to enter text. | | | |
| **7.3 Exit Strategy**  What is the exit strategy for the project?  How will the project be sustained after the period of funding – both financially and in terms of stakeholders’ involvement | Click or tap here to enter text. | | | |
| **SECTION 8 – PUBLICISING YOUR HISTORY MAKERS PROJECT** | | | | |
| **8.1 Project Promotion**  How do you intend to promote and advertise the funded project, whilst work is in progress and beyond?  Please give details of any promotional work that you will undertake, such as events, posters and social media. Please ensure that you read the separate guidance on publicising your project before completing this section. Your plans to publicise your project and the support from AIM Biffa Award are part of the assessment criteria. | | | | |
| Click or tap here to enter text. | | | | |
| **SECTION 9 – SUPPORTING INFORMATION CHECKLIST** | | | | |
| With this form, you need to send additional information to support your application.  Please tick this list to ensure that everything is included. | | | | |
| **MANDATORY INFORMATION** – if there is any information missing we will contact you and your application may be delayed. | | | | |
| * Signed copy of your organisation’s constitution / governing document | | | |  |
| * Your organisation’s signed accounts for the last **two** financial years | | | |  |
| * Detailed budget outlining which elements you are asking to fund | | | |  |
| * Environmental Statement | | | |  |
| * A project plan including:   Brief introduction to the History Maker and context for the project  An outline interpretation plan for the History Maker project.  A brief for any design work to be undertaken as part of the project or copies of designs and illustrations for any design work already undertaken.  Details of the interpretation plan for any wider project, to which the History Maker project is connected.  A programme for the development, design and delivery of your project, showing key milestones and expected expenditure and when any required permissions etc. will be obtained | | | |  |
| * A selection of up to 10 images, including:   Images or plans showing the context, setting and space to be used for the exhibition  Key objects that will be included in the exhibition  Illustrations of the proposed exhibition (if available) | | | |  |
| * Evidence of community/visitor consultation | | | |  |
| * Evidence of community support (at least three letters) | | | |  |
| **ADDITIONAL INFORMATION** – these items should be provided if possible/applicable. Some may not apply to your project. If you are unsure whether these are required, please contact us. | | | | |
| * Confirmation of other funding (letters of evidence from funders) required to deliver the project | | | |  |
| * Copy of planning permission/s if required | | | |  |
| * Copy of Scheduled Ancient Monument/Listed Building/Planning Consent if required | | | |  |
| * Lease/Loan agreements if relevant | | | |  |
| **SECTION 10 – DECLARATION** | | | | |

**This section must be printed off, completed and signed, or the application will be returned. We can only accept an original signature (which can be returned as a PDF by email).**

On behalf of *Enter Organisation name here* I apply for a History Maker award of £ Click or tap here to enter text.(gross) in respect of expenditure on the project detailed above.

I declare that the information in this application is true. AIM will use the information provided (if awarded) to administer and analyse grants. It may give copies of all or some of this information to individuals and organisations it consults with when assessing applications and monitoring grants, such as RSWT, Biffa Waste Services Ltd and others involved in the Landfill Communities Fund. It may also share information with government departments, organisations providing match funding and other organisations and individuals with a legitimate interest. If your application is successful, AIM will use some of the details contained within the application in AIM Biffa Award publicity information. Your signature on this form is treated as confirmation that AIM or its agents may use the information you have supplied to us under the terms of the Data Protection Act 1998.

Signed

(original signature)

Name (print)

Date

**When you have completed your application and have gathered all the required supporting information and evidence, please send the completed application form and your supporting documentation in an electronic format by email to Justeen Stone at** [**aimadmin@aim-museums.co.uk**](mailto:aimadmin@aim-museums.co.uk) **or** [**justeen@aim-museums.co.uk**](mailto:justeen@aim-museums.co.uk)

**Please remember to print this page, sign it and send a scanned version.**

**The deadline for submission is 23.59 on 31st October 2018. Once your application has been received, we will send you an acknowledgement. Applications to the History Makers Scheme will undergo a first stage review by representatives from both AIM and Biffa Award. Applications that are progressed to the next stage will be considered by the History Makers Panel. The Panel’s decision is final, though feedback will be given to unsuccessful applicants.**