

**ROUND 5 (2020/21) HISTORY MAKERS APPLICATION FORM**

**PLEASE READ THE ACCOMPANYING GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

|  |  |
| --- | --- |
| **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 Environmental Body (EB)? If so, please note the 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 or tap here to enter text.  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 / Facebook | Click or tap here to enter text. |
| **SECTION 2 – PROJECT INFORMATION** | |
| 2.1Title 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 landfill site  Postcode | Click or tap here to enter text. |
| 2.41 Distance of landfill site from project location in miles | 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 | 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? | Click or tap here to enter text. |
| **2.8** Total cost of project | Click or tap here to enter text. |
| **2.9** Net amount requested from AIM Biffa Award | Click or tap here to enter text. |
| **2.10 DETAILS OF THE 10% THIRD PARTY CONTRIBUTION (TPC)** | |
| Is the 10% contribution from your organisation’s own resources? | Yes  No  Please state who is supplying your Third-Party Contribution below |
| TPC Funding body | Click or tap here to enter text. |
| TPC Contact Name | Click or tap here to enter text. |
| TPC Email Address | 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 Net amount requested (2.9) | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **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, 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 detailed project plan (See Section 9)  Maximum 750 words | | | |
|  | | | |
| 3.4 Inspiring a Young Audience  Tell us how your project will inspire a young audience, their carers, and families, including with an interest in STEAM 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 | | 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 ☐  Please remember to provide a copy of the lease or management agreement  if relevant. | |
| If ‘NO’:   * Who owns the land? How many years remain on the lease? Please supply a copy of the lease. * Who owns the buildings? * Who owns the collections? | | 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 - 3.14) is required by ENTRUST, but will not be used to assess your application, See Guidance Notes for further information on ENTRUST and required information.** | | | |
| 3.11 Improvement  Describe how the proposed project will provide, maintain, or improve your site or museum operation. | |  | |
| 3.12 Protection  Describe how your site or museum operation is for the protection of the built, natural, or social environment | |  | |
| 3.13 Derived Income Declaration  That the site or museum operation is run on a not-for-profit basis and any income made as a result of the AIM Biffa Award funded works will be handled appropriately as Landfill Community Fund derived income. | | Yes ☐  No ☐ | |
| 3.14 Security and Storage of Portable Items  Outline the storage and security arrangements for portable equipment which you plan to purchase with your grant funding. | |  | |
| **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**  Will any of the beneficiaries be 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. | | 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. | | Current: Click or tap here to enter text.  Post Completion: Click or tap here to enter text. | |
| **4.6 Volunteers**  Number of volunteers expected to help in direct delivery of this project, excluding staff and or volunteers that will manage the 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 Project Management**  On what basis are you confident that your organisation will be able to complete the project on time (within 12 months of Formal Offer) to your plans and within budget? | | | |
| Click or tap here to enter text. | | | |
| **5.4 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. | | | |
| **5.5 Policies**  Please confirm which of the following policies your organisation has in place | | | |
| **Core**  Health and safety policy  Safeguarding policy  Privacy Policy incl. Data Protection and GDPR  Equality & Diversity Policy  Risk management  Finance Policy  Reserves policy  Trustee Code of Conduct  Conflict of interest policy  Trustee Expenses policy  Environmental Policy  Access Policy | | | Collections  Collections Development (CDP\_  Documentation  Care and Conservation  **Volunteer Management**  Recruitment and selection policy  Expenses policy  Code of conduct  Volunteer agreement |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION 6 – PROJECT BUDGET - EXPENDITURE  *YOU WILL NEED TO COMPLETE THE ATTACHED FULL APPLICATION SUPPLEMENTARY FORM - PROJECT BUDGET AND EXPENDITURE* | | | | |
| 6.1 Other funding  Have you applied to any other funding bodies for funding towards this project? | | Yes  No  If ‘YES’, please give details within the Project Budget. | | |
| * 1. Procurement and Tender 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, as per the Entrust regulations. 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’. What due diligence have you, or will you undertake once you have nominated your preferred suppliers/contractors? | | | | |
| 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 (Q 2.8) by the size of your proposed exhibition space (Q 3.7) | | | | |
| 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? | Click or tap here to enter text. | | | |
| **SECTION 8 – PUBLICISING YOUR HISTORY MAKERS PROJECT** | | | | |
| **8.1 Marketing Plan**  How do you intend to promote and advertise the funded project, please provide a plan that incorporates, the project from the point of the award announcement, whilst work is in progress, the opening event and beyond? | | | | |
| 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 use 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 and details asset purchase | | |  | |
| A project plan | | |  | |
| A selection of up to 10 images | | |  | |
| Evidence of community/visitor consultation | | |  | |
| Evidence of community support (at least three letters) | | |  | |
| Copy of fully signed lease if the building is not owned by the applicant | | |  | |
| **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 | | | |  |
| * Loan agreements | | | |  |
| **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

THANKS FOR COMPLETING THE APPLICATION TO THE HISTORY MAKERS GRANT SCHEME

PLEASE REMEMBER TO SIGN, PRINT AND SCAN THIS DECLARATION PAGE.



WHAT HAPPENS NEXT?

**NOW 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, EITHER BY EMAIL OR BY USING A LARGE FILE FREE TRANSFER SERVICE SUCH AS DROPBOX OR WE TRANSFER**

**SEND TO**

Justeen Stone, AIM Programmes & Finance Officer

 Email [Justeen@aim-museums.co.uk](mailto:Justeen@aim-museums.co.uk) or

Phone 0333 305 8060

**THE DEADLINE FOR SUBMISSION IS 5 P.M. ON 28th FEBRUARY 2021.**

* **Once your application has been received, we will send you an email 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.**

Shape, icon

Description automatically generated**TIMETABLE:**

* EXPRESSION OF INTEREST DEADLINE – 5 P.M. 14 DECEMBER 2020
* APPLICATION DEADLINE - 5 P.M. 28 FEBRUARY 2021

Applications to be submitted by email to justeen@aim-museums.co.uk

* PANEL DECISION – May 2021
* NOTICE OF GRANT AWARD & CONDITIONAL OFFER – June 2021
* PROJECT REGISTRATION – June 2021
* NOTICE OF FORMAL OFFER– July 2021
* PROJECT COMMENCEMENT – August 2021
* PROJECT COMPLETION & PUBLIC OPENING – August 2022

Projects are to complete within 12 Months of Formal Offer Acceptance