For support in completing this application, please read the [guidance notes.](http://mdem.org.uk/wp-content/uploads/2017/12/Kathy-Callow-Trust-Guidance-Notes.pdf)

1. **Organisational Details:**

|  |
| --- |
| **Museum:**  *(Full name of the museum for which the award application is being made)* |
| **Museum Accreditation Number:** |
| **Organisation annual expenditure** (turnover): |
| **Applicant Name:** |
| **Position in organisation:** |
| **Work Address:**  **Postcode:** **Telephone Number:** |
| **Email address:** |

1. **Project Information:**

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| **Summary of project for which award is sought:** |
| **Brief description of work to be funded by the award:** (please attach additional pages if necessary, photos are welcome) |
| **Breakdown of costs:** (*Please indicate amount sought, and how it is to be applied, the proportion of total project costs represented and amount raised to date, including other funding sources*) |
| **Anticipated date of completion of work:** |
| **Name of conservator/conservation firm (where applicable):** *Please note the conservator does not need to be ‘in-house’.* |

1. **Supporting statement**

Please **attach** a statement, of no more than 300 words, in support of the application. This should be by a senior member of staff with responsibility for the work.

1. **Declaration**

I agree to provide a written report of 500-1000 words on completion of the work as required, should this application be successful.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

1. **Proposer**

|  |  |
| --- | --- |
| I have personal knowledge of the project for which this application is being submitted and I support this application for an award.  I confirm that the project is planned for completion by the date given in section 2 and that it is included in the museum’s forward plan. | |
| **Name:** | **Post:** |
| **Signed:** | **Date:** |

1. **Additional Information**

|  |
| --- |
| **How did you hear about the award?** |

Please ensure the application is fully signed up before submission. Send applications to the Secretary at [Bullard.callow.hammond.assoc@gmail.com](mailto:Bullard.callow.hammond.assoc@gmail.com)

Applications are accepted at any time.