

Kathy Callow Trust

Guidance Notes

The logo for the Kathy Callow Award, featuring the text 'Kathy Callow AWARD' in white on a dark blue rectangular background.

Conditions / criteria for a grant:

- a) Museums must be Accredited or working towards Accreditation. If you are working towards Accreditation, please include a supporting statement from your Accreditation mentor or Museum Development Officer.
- b) Applicants are asked to make clear whether the full cost or part cost of a project is being sought as an award. Applicants should also provide information of other funding bodies they have or intend to approach
- c) Preference will be given to projects aimed at the conservation and or display either of objects on their own or as part of a larger project.
- d) The project should result in a long-term asset for the institution. The objects to be conserved or displayed should not be in private ownership unless they are held in long term trust.
- e) The project should be to the continuing public benefit and arrangements for access should be in place.
- f) Awards will not be made to assist with individual education, training or fees for students.
- g) A written progress report on the work assisted by the grant must be made to the Trustees within one year of the grant being made or on completion of the project, whichever is the sooner. The report should include photographs of the item(s).
- h) The financial support of the Kathy Callow Trust must be credited in displays, reports and publications where appropriate. This may include use of the award's brand.

The Application Form

1. **Applicant** is the person with a close involvement with the work. If there are questions about the application the Association Secretary will contact this person and thus, if possible out of hours' contacts by 'phone or email would be helpful.

2. **Project.** This section gives the assessment panel a clear understanding of the overall project or work involved of which the work funded by the award is a part. A more detailed description of the work to be funded by the award is requested to allow the assessment panel to determine whether the application falls within the terms of the award (see criteria). Outside assistance such as conservators are eligible for funding but this should be made clear and with supporting information on the competence of such assistance. Photographs of the item/s would assist the application review committee.

3. **Breakdown of costs.** This section gives a clear picture of the financial structure of the project and the part that the award would play in its structure. The detailed line items are required to demonstrate the funding is being applied to eligible activities.

4. **The Report** provides confirmation of how the award was spent and a record of the project or work. It forms a useful archive and the inclusion of photographs is appreciated.

5. **The Proposer** is a senior person in the organisation who has knowledge and responsibility for the work being carried out and can put its significance in the context of the organisations management objectives.

If you have any questions about the forms or the grant making process, or information about the other two Association awards, please email bullard.callow.hammond.assoc@gmail.com