Museums Galleries Scotland
Supporting Scotland's Museums

COP Conversations Fund

APPLICATION FORM

This form is for reference only – applications must be completed via our online portal at https://mgs-online.org.uk/COP/

1. Applicant

* What is the name of the organisation that is applying for funding?

You must make sure that the organisation name you select is correct and contact MGS if it is wrong. By selecting an organisation name you are confirming that you are submitting an application on behalf of that organisation and we can only offer funding to the organisation that submits the application.

Organisation Address

* Line 1

Line 2

Line 3

* City/Town

* Postcode

If you are a registered charity or company please provide your number.

Primary Contact

For audit purposes, there must be at least two named contacts at your organisation for any application, each with their own account in MGS Online. Please ensure therefore that a primary contact and a signature authority are identified here. Bear in mind that if your application is successful, you will also need a third contact to take on the role of 'Financial authority' for the grant. We must be able to contact the primary contact during office hours, make sure that the phone number you give is one that is being answered during the day. If we cannot contact you we may not be able to progress with the assessment of your application.

* First Name

* Last Name

* Job Title

* Email Address

* Telephone

Signature Authority

The signature authority is the person in the organisation who has authority to plan for and prioritise applications. Bear in mind that if your application is successful, you will also need a third contact to take on the role of 'Financial authority' for the grant. In order to sign this application later in the process, the signatory authority name here will be asked to log in to the system on their own account. They will not be able to sign the application in the account in which it has been written.

* First Name

* Last Name

* Job title

* Email address

* Telephone

2.   Your Organisation

* Tell us a bit about your organisation and what you do (Max. 200 words)

The fund is open to historic environment organisations, museums and libraries that are formally constituted and not for profit and that have a bank account in the organisation's name. All applicants applying that are applying for funds via MGS Online for the first time will be required to send a copy of an organisational bank statement and those that are neither a government organisation or a registered charity will also need to send a copy of their constitution document. There is a space to upload these in the 'Supporting Documents' section of this application form.

3. Your Activity

* What is the name of your activity or project?

The name should be brief, descriptive of the project and suitable to be carried forward as the permanent project name. We will use this name to refer to your application later.

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* When and where will your activity/event take place?

Please list the date and venue where your activity will take place. If you are planning more than one event, please list the date and location for each.

* Please describe your activity/event(s).

Please describe the activities that you will deliver and how it will engage your audience with climate change. Remember to mention any groups or organisations you will be collaborating with and whether this is a one-off collaboration or you plan to continue working together beyond this project.

* Tell us who you are seeking to engage through your activities and how you will promote your activity to let them know it is taking place.

We want to hear whether you are targeting your activities at any particular audiences within your communities, such as children or specific community groups.

* How many people will be able to participate in your activities?

4. Activity Plan

This is where you can show us (along with the budget section) that your project is viable.

* Please complete the project plan below, ensuring that you include all the key steps of preparing and delivering your activity

Title	Start date	End date	Assigned to

5. Budget

This is where you can show us (along with the planning section) that your project is viable.

* Can your organisation reclaim VAT?

If you can reclaim VAT DO NOT list VAT in your budget.

- ◉ **Yes**
- ○ **No**
- ○ **Sometimes**

* Project Costs

Please complete the project costs table below. Refer to help notes by clicking on "i" above before you complete this section

Item	Supplier	Cost (ex VAT)	VAT	Notes
		£ 0.00	£ 0.00	

* Amount you are requesting from MGS

£	

6. Supporting Info

Please note, depending on your internet bandwidth it may take a while for large files to upload. For guidance any file that takes longer than six minutes to upload will fail due to time out issues.

You can select multiple files when uploading by holding down the CTRL (control key) while selecting items with your mouse.

If you have never applied for funds via MGS Online before, please attach a copy of your most recent bank statement from your organisational bank account. This should be the account into which any grant will be paid and the statement must be no more than 3 months old from the date of application.

All first time applicants to MGS Online must upload a bank statement, without it we will not be able to assess your application. You should upload the whole document as one file, do not attach as individual pages.

File	Size

If you have never applied for funds via MGS Online before and you are NOT a charity or government organisation, please upload a copy of your governing document.

Please note that if you fall into this category of applicant and you do not attach a copy of your governing document, we will not be able to assess your application. Please upload the whole document as one file, do not attach as individual pages.

File	Size

Please upload any quotes to support your costings and any other supporting information such as photographs or plans.

We do not require specific supporting documents but you are welcome to attach anything that you feel will help us to understand your proposal. If you choose do so, please make sure that you specifically reference these attachments in the text of your application so that your assessor knows to look at them.

File	Size

7.   Declaration

I declare that the information provided within the application for the project listed above is correct to the best of my knowledge and I agree to advise Museums Galleries Scotland immediately of any variation to the details provided or if the project cannot proceed. I confirm that I have read and understood the General Conditions of Award for the fund and accept that any offer of grant will be subject to these conditions.

Enter your full name

Enter today's date