

YS22 Fund Application



Applicant

* What is the name of the organisation that is applying for funding? You must select the name of your organisation from the drop down list.

If your organisation name does not appear on the list, it is because you have not sent us a registration form - this is a separate process from creating a user account on MGS Online. You can find the organisation registration form at the bottom of the Community Stories Fund [webpage](#) and this must be completed and emailed to us by Friday 11th March at the latest. We will notify you when your organisation has been registered and you cannot start this application until this happens.

By selecting an organisation name you are confirming that you are submitting an application on behalf of that organisation - we can only offer funding to the organisation that submits the application and applications submitted under the wrong organisation name will not be eligible for assessment.

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

Your Organisation

* Tell us a bit about your organisation and what you do (Max. 200 words) The fund is open to organisations and groups working with communities in Scotland that are formally constituted and not for profit and that have a bank account in the organisation's name. All applicants applying for funds via MGS Online for the first time will be required to send a copy of a bank statement in the organisation's name and those that are neither a government-funded organisation nor a registered charity will also need to send a copy of their constitution document. There is a space to upload these in the 'Supporting Info' section of this application form.

Your Activity

* What is the name of your event(s)? The name should be brief, descriptive of the event or series of events and suitable to be carried forward as the permanent project name. We will use this name to refer to your application later.

Please tell us how your event(s) will be delivered

- Live, in-person event(s) only
- Virtual engagement only
- A mix of live and online events

Please tell us if your event(s) will be:

- Standalone new activity
- Additionality to an existing event or programme

Please select which of the five **YS22** strands your event(s) most strongly responds to (refer to the Applicant Guidance for more information about the strands):

- Iconic stories and storytellers
- New stories
- Scotland's people and places
- Local tales and legends
- Inspired by nature

* Please describe your event(s). Describe the event(s) that you will deliver and how they will spotlight, celebrate and promote the wealth of Stories in Scotland.

Remember to mention any groups, organisations or practitioners you will be collaborating with and to tell us if these are new or existing collaborations. This is your opportunity to tell us all about how your event(s) aligns with the fund's purpose and priorities and you should make sure you refer to the Applicant Guidance, and in particular our Assessment Criteria, before you answer this question. There are specific questions addressing details such as your target audiences and your event - dates, venues, numbers etc. following this one.

How many people do you expect to attend your event(s)? Please provide the number of unique individuals you anticipate attending over the course of your planned event(s).

* Start Date Your project must not start before 1 May 2022 and must be the first date on which any funded activity would take place. The date format should be DD/MM/YYYY

* End Date Your project must complete by 31 December 2022. The date format should be DD/MM/YYYY

* Details of your event(s)

Event Component	Day of event	Audience	Tickets	Venue

* Tell us who you are seeking to engage through your event(s) 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 young people, multicultural communities or people that have recently made Scotland their home, and your marketing plans to reach them.

* How do you intend to manage Covid risks and what contingency plans are you building into your approach?

Project Plan

* Please complete the project plan below, ensuring that you include all the key steps of preparing and delivering your activity, such as programming, production, financial management and marketing/PR

Title	Start date	End date	Assigned to

Budget

* Can your organisation reclaim VAT? If you can reclaim VAT DO NOT list VAT in your budget.

- Yes
 No
 Sometimes

Please give us details about what VAT you can and cannot reclaim.

* 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

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

* Amount you are requesting from the Community Stories Fund This should be between £500 and £5,000

£	<input type="text"/>
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* Your organisation's financial contribution You can request a grant covering 100% of your costs, however, in order to make sure our funds can benefit as many events as possible, we are keen to see organisations make a financial contribution to activity wherever possible. Alternatively you may have match funding from other sources to put towards the work (you can show these in the next section).

£	<input type="text"/>
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* Other income sources Please give details of any other funding sources for this activity. This might include other grants that you have applied for or plan to apply for, the cost of any in-kind contributions from other organisations (not your own) and any income you will generate through your event. If you plan to make a charge for any events, you should include a realistic estimate of income from this source, e.g. 70% of your maximum capacity. If your match funding is not yet confirmed, please state when you expect it to be.

Funding source	Amount	Date confirmed or date decision expected
	£ 0.00	

Please note that the total of the amount you are requesting from us, your organisation's financial contribution and other income sources should equal the total project costs – we need to see that you have sufficient resources to fund the whole project.

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 organisation's 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
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If you have never applied for funds via MGS Online before and you are NOT a charity or government-funded 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
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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 to 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
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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.

Enter your full name

Enter today's date