

ICH

APPLICATION FORM

Test

1. Protection Through Connection: Safeguarding ICH in Scotland

The 'Protection Through Connection' programme is being funded and delivered by NLHF and the ICH Scotland Partnership. Your application will therefore be assessed by representatives from each delivery partner organisation: Museums Galleries Scotland, Historic Environment Scotland (HES) and TRACS (Traditional Arts and Culture Scotland). It is therefore necessary for your application and the data provided therein to be shared with both HES and TRACS as part of the assessment process. The information you have provided may be used to contact you in connection with the application and to monitor any awards offered to you. Additionally, in order to meet our reporting and audit obligations, we may share your information with the Scottish Government and other relevant governing bodies.

If you would like to find out more about how your personal data is used, you can find our respective privacy policies at:

- Museums Galleries Scotland Privacy Policy (<https://www.museumsgalleriesscotland.org.uk/privacy-policy/>)
- TRACS Privacy Policy (<https://tracscotland.org/landing-page/about-tracs-traditional-arts-and-culture/policy-documents/>)
- Historic Environment Scotland Privacy Notice (<https://www.historicenvironment.scot/privacy-notice/>)

In addition to the questions below, you will need to submit the following supporting documents:

- Your organisation's constitution
- 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.
- Your Project Plan
- Your Project Budget
- The Partnership Agreement you have written to formalize the partnership between culture/heritage organisation and ICH community/individual

If you have any questions about the application process, please contact peterh@museumsgalleriesscotland.org.uk (<mailto:peterh@museumsgalleriesscotland.org.uk>).

2. Organisation

Please note: the main applicant can be either the 'ICH Community' or the culture/heritage organisation, but the main applicant must be a constituted organisation with organisational bank account.

*** What is the name of your organisation?**

*** What is your organisation's address?**

*** What is your organisation type?**

For example local authority, charity, community group, community interest company?

*** Who is your project partner?**

Please upload your organisation's constitution and most recent bank statement with your supporting documents at the end of this application.

3. Contacts

For audit purposes, all applications to MGS require a Primary Contact and a Signatory Contact. The Primary Contact should be someone MGS can contact about the project within office hours. The Signatory Contact should be someone from your organisation who has the authority to submit an application on behalf of the organisation. This may be the Chair of the Board, the organisation's CEO, the Treasurer or another person that the organisation has given authority to. The Primary Contact and the Signatory Contact cannot be the same person.

Primary Contact

* First Name

* Last Name

* Role in the organisation

* 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. The same person cannot act as both Primary Contact and Signature Authority by using different log-in details.

* First Name

* Last Name

*** Role in organisation**

*** Email address**

*** Telephone**

4. Your Project

This section will ask you about your project; how you will deliver it, and what you hope it will achieve. Refer to the Assessment Criteria document to ensure you are including the detail our assessors will be looking for. Please feel free to use full sentences and paragraphs, or bullet points if you prefer. Include as much detail as you can.

You can find advice on developing your application at this link: [Developing Your Project and Application \(https://www.museumsgalleriesscotland.org.uk/fundings/developing-your-project-and-application/\)](https://www.museumsgalleriesscotland.org.uk/fundings/developing-your-project-and-application/).

*** What is the name of your project?**

*** What is the name of the intangible cultural heritage you are working with, and how would it be defined in terms of the 7 categories of ICH as indicated in the Assessment Criteria?**

You can find the assessment criteria at this link: [Assessment Criteria - Protection Through Connection \(https://www.museumsgalleriesscotland.org.uk/project/ich-protection-through-connection/\)](https://www.museumsgalleriesscotland.org.uk/project/ich-protection-through-connection/).

*** Tell us about the status of the ICH you are working with.**

Please give an overview of the ICH which is the focus of your application. Who currently practises it? How many people practise it? Where and when is it practised? Are those practising it involved in your application as a partner?

*** Is the ICH at risk?**

Please tell us if and how the ICH you propose to work with is at risk. You can provide statistics or figures if you have them, or evidence from the people who work with the ICH in question.

*** What is your project idea?**

Please give an overview of what you are planning to do. Describe the activity you will carry out; who will be involved in the project and its delivery; where the project will take place and what resources you will need in order to deliver the project. Please indicate how you will safeguard the ICH you are working with, and provide details about how one or more of the UNESCO Safeguarding Principles (see Assessment Criteria) will be addressed by your project.

*** Partnership working**

A key purpose of this fund is to strengthen relationships between culture/heritage organisations and ICH communities/practitioners. Please tell us about the partnership you have between the ICH community and the culture/heritage organisation for this project. How will the ICH community in question be included and represented in the planning and delivery of your project?

*** Impact - for project participants and impact for sector**

Please provide a rough indication of what you expect to result from the project, and how you plan to measure and evaluate your work. We appreciate that projects involving co-creation may not necessarily know their outputs in advance - if this is the case for your project, please provide any additional information about how you plan to co-create the work and how you will embed evaluation from the beginning.

5. Planning

This is your opportunity to demonstrate that you have planned your project appropriately and that it will be feasible to deliver in the time and with the resource available.

What is the project plan?

We have provided a template which may help guide you. It's helpful to lay out all the stages of the project and think about how long each stage could take. We understand that your project plan might change throughout the planning and delivery stages, and we are happy for you to make changes to your project plan after your project has been awarded a grant. A clear project plan will help you to successfully deliver the outputs of your project and can make it easier to make necessary changes to the project during delivery. Please upload your project plan with your supporting documents at the end of this application.

* Is your organisation able to reclaim VAT?

We are asking this as we are unable to cover VAT that your organisation will be able to reclaim. If you can reclaim VAT on costs, please do not include the cost of VAT in the budget table.

- Yes
 No
 Sometimes

If you have answered Sometimes, please explain your VAT status

What is the project budget?

We have provided a template which may help guide you. We understand that the project budget might change during the project. A detailed project budget will help you keep track of how much money the project has and make it easier to make necessary changes. As you fill in the project budget, please break down the costs as much as you can and include everything you will need. Please make sure you are considering costs that will enable participants to take part such as childcare, travel costs, translation, and catering costs. Please upload your project budget with your supporting documents at the end of this application.

* How much money are you applying for from MGS? You can apply for between £3000 and £10,000

£	
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* Your organisation's financial contribution

If you are requesting a grant covering 100% of your projects costs, please enter zero here.

£	
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Other income sources

Please include any other income you have secured, or hope to secure, to deliver this project. This could be other grants, sponsorship or income generated from project activity. Include the date this support has been confirmed or when you are expecting a decision to be made.

Funding source	Amount	Date Confirmed
	£ 0.00	

Please ensure that the amount you are requesting from MGS, your organisation's financial contribution and other income sources add up to the total project cost. We need to see that you have sufficient resource to fund the whole project. The only circumstance in which this figure can exceed the total project cost is when you are generating income through the project itself.

6. Supporting Documents

*** Please upload the following documents**

- Your organisation's constitution
- 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.
- Your Project Plan
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No items selected	

File	Size
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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.

Enter your full name

Enter today's date