

Preservation & Conservation – Stage Two – Example Form

Section One – Organisation

- Contact details
- Type of organisation
- Charity Number
- What year was your organisation established?
- Number of employees
- Number of active volunteers
- Please provide brief details of your trustees and say how regularly they meet
- Please give the names and contact details of two people authorised as signatories
- Briefly tell us about your organisation and its aims and objectives
- If your organisation is a registered charity are your most up to date audited accounts on the Charity Commission website?

Section Two – Organisation's Financial Details

- Please provide the following financial information for the most recent financial year (Income, expenditure, Total Net Assets, Tangible Fixed Asset (e.g. Buildings) Investments (inc cash))

Section Three – Primary Contact Details

- Provide contact details of your primary contact for the application

Section Four – Your Funding Request

- Scheme (Grants under £5000 or Grants over £5000)
- Project Title and Summary
- Please select the region where majority of the project will take place
- Date on which you anticipate the project starting
- Estimated date for project completion

- Briefly explain what you are asking the Pilgrim Trust to fund and why
- What is the total cost of the project?
- What is the current shortfall on funding?
- What is the total sum you are requesting from the Pilgrim Trust?
- Please describe the significance of the collection, object or building that is the subject of this application, if applicable
- What is the problem you are seeking to address and how have you identified the problem?
- How do you intend to tackle the problem?
- Please upload relevant photographs for this application
- Do you have an up to date condition report or survey, if applicable?
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- If applicable, have you received all the relevant permissions?
- Please include a specification for the work with this application including details of materials to be used
- Please say who you are working with and who might yet yet be involved in the work
- What experience do you have of similar projects?
- Give details of the people who will be key to the deliver of the work and explain how they are qualified to be involved
- How will the building, object or collection ben preserved, maintained and enhanced in the future?
- If applicable, what benefits will accrue from the work and what arrangements will be made for public access?
- How will the project be monitored and how will its success be evaluated?

Section 5 – Budget

- Please complete the table with items of expenditure, e.g. building costs
- Please list organisations and amounts committed for project
- Please list organisations and amounts requested for project

Section 6 - Further Information

- Please include here any other information that is relevant to your application
- Are your most recent audited accounts available on the charity commission website?
- Please provide a copy of your most recent audited accounts
- Please provide project plan and budget
- Please send us other information in support of your application if it relevant and if the questions above have indicated that you should.