

GRANT APPLICATIONS*by Frank Straw*

These notes are based on the preparation of a grant application by the Friends of Tredegar House, Newport, to the Clore Foundation for the conversion of a stable into an Education Room at Tredegar House. The notes, obviously, cannot be comprehensive covering all types of application but are intended to suggest points which should be addressed. Other factors relating to the specific project would have to be included in addition, or instead of, those listed below.

1: It should be assumed that the organisation receiving the application knows nothing about the museum or the Friends. State the obvious, it may not be obvious to the recipient, but it helps to give a complete background to the application.

2: Give an overall description of the project such as the provision of a building, the adaptation of an existing room or building or the provision of equipment.

3: What is available at the present time, if anything, and the need for the project, whether the provision of something new or the enhancement of an existing facility.

4: Indicate the long term use of the project. Some benefactors, including the Clore Foundation, are reluctant, or even unwilling, to consider giving grants for projects which have a limited life, say two to three years.

5: Estimates of costs must be provided and these must be as detailed as possible. Individual items, such as chairs, tables, floor coverings and other equipment should be priced, from a current catalogue if possible giving reference numbers where appropriate. Global figures for the complete project, without some detail, would generally be unacceptable.

6: Include a location plan of the museum and of the rooms or area which are the subject of the application.

7: Sketch plans should be provided of:

- a) The existing position
- b) The proposals

These plans should be roughly to scale and main dimensions should be given.

8: The aims and objectives of the Friends should be set out. These are probably set out in the Friends' Constitution. The Friends relationship with the Trust or other organisation, which owns the museum, should be given.

9: An account of the recent activities of the Friends should be given. A copy of the Chairman's Annual Report and the current newsletter would probably suffice.

10: A copy of the Friends annual accounts.

11: A brochure or guide book to the museum.

12: An application form to join the Friends could be included as it usually gives details of subscription rates and other basic information.

13: A letter of support from the owners of the museum is essential, especially if they are to support the project on its completion.

14: Any other items or information, which support the project, should be included.

Some of the items mentioned above will not apply to all applications and there will be relevant information required, in some cases, which has not been mentioned. Additional information, even if peripheral, should be included as it helps to give a complete background to the application.