



Manx National Heritage

Eiraght Ashoonagh Vannin

Donald Collister Heritage Strategy Grant Application Form – Round 2

MANX MUSEUM AND NATIONAL TRUST

For guidance and further information about completing this application form, please refer to our Guidance Notes.

Please submit your completed form and any supporting information.

Please note we will require sight of original copies for proof of identification (or the copies will require verification by a notary). Please arrange to visit the Manx Museum with your original proof of identity documents (Photographic ID, for example passport or driving licence, and a recent utility bill for proof of address) by contacting the following:

By email: karen.kewish@gov.im

By post: Karen Kewish, Charity Finance & Administration Officer
Manx National Heritage
Manx Museum
Kingswood Grove
Douglas,
Isle of Man
IM1 3LY

By phone: (01624) 648000

Introduction

We are committed to being open and accessible, and want to make sure our grant application process is accessible to everyone. We realise some applicants may experience barriers making a grant application. If you require help to make an application, or have any queries about the strategy or grant programme please contact us for information and support.

Who are we?

Manx National Heritage (MNH) is the trading name of the Manx Museum and National Trust. We exist to take the lead in protecting, conserving, making available and celebrating the Island's natural and cultural heritage for current and future generations, whilst contributing to the Island's prosperity and quality of life.

The Manx Museum and National Trust was originally set up in the 19th century by the Isle of Man's Parliament, Tynwald, to look after the Island's archaeological sites. The organisation is still supported by the Isle of Man Government. On a day to day basis the Trust operates at "arms length" but has close relationships with Government Departments.

The Trust has charitable status (registered in the Isle of Man under no. 603) and works closely with other voluntary sector bodies such as the Manx Wildlife Trust.

Trustees set the overall direction of the organisation and are accountable to the Manx Community for its performance and effectiveness.

The day to day operations of the Trust are carried out by a team of professional staff. Our team of public servants are employed by the Isle of Man Government. We also benefit from economies of scale through access to Government systems and contracts such as insurance, computing and telecommunications.

Further details can be found on our website at www.manxnationalheritage.im.

How we use your information

Manx National Heritage is a data controller for the purposes of the Data Protection Act 2018 and the Data Protection (Application of GDPR) Order 2018 and the Data Protection (Application of LED) Order 2018, together with any regulations made under them (Manx Data Protection Legislation).

Manx National Heritage will process your data for the purposes of evaluating your Donald Collister Grant application. If successful we will additionally process your data to administer the Donald Collister Grant. Manx National Heritage will not use your data for any purpose other than for evaluating and, if successful, administering your Donald Collister Grant, without your prior consent. You are free to withdraw your consent at any time.

You are under no statutory or contractual obligation to provide data to Manx National Heritage during the application process. However, if you do not provide the information, Manx National Heritage may not be able to process your application properly or at all.

If you would like to know more details about the information we collect, your rights and how to contact our Data Protection Officer please read our full Privacy Policy which can be found on our website at www.manxnationalheritage.im or by writing to the Manx Museum.

1. Name of Applicant (Charity/Group/Organisation etc.) and any registration details (e.g. VAT, charity, companies registry).

Name:

Registration:

2. Name of Person Completing Application (the Applicant's representative).

Name:

3. Contact Details of Applicant's Representative.

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Post Code	
Telephone	
Email	
Authority to act on behalf of the Applicant	Please outline details of relationship/confirmation of your authority to act on behalf of the Applicant body E.g. Chairman/Secretary/Group Leader etc. Please include written authorisation where necessary

4. The Applicant's Registered Details (e.g. official registered address of charity/group etc.).

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Post Code	
Telephone	
Email	

5. Please Indicate Your Preferred Contact for this application (application queries, communication etc.).

either *Applicant* or *Representative* (please delete)

6. Please provide a summary of the Applicant's primary purpose, aims and objective.

7. Please provide the names and positions of the Applicant's membership (e.g. committee/charity/group members. Continue on separate sheet if required).

Example:

Name (e.g. Mr John Smith)	Role/ Official/ Position (e.g. Chairman)
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8. Please provide bank account details for the Applicant.

(Note: we will not make payments into personal bank accounts and funds can only be paid by BACS to the organisation named in box 1 above).

Name of Account	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

9. Please attach for the bank account details provided in Box 8.

**a copy of a recent bank statement
(dated within the last 3 months of the date of this application)**

Or

a copy of a cheque

Or

a copy of a pre-printed paying in slip

A scanned copy of any ONE of these documents signed by an organisation official is acceptable

10. Please provide the name of your project/funding request, this shall be used as a reference to this application. Please provide a summary of your application including your motivation, aspirations and expected outcomes. Please continue on separate sheet if required.

Name of Activity/Project:

Summary:

11. Please outline how your application demonstrates its impact on the key objectives of the programme as described in the guidance notes (use additional sheets where required):

12. Please provide any specific reference or connection in this application to the late individual Mr Donald Collister of Colby, Isle of Man if applicable.

13. Please outline how your activity/project once completed will be shared with others in the community (e.g. exhibition, PR, community event etc.).

**14. Please provide details of the steps you are going to take to acknowledge the support from the Manx Museum and National Trust Donald Collister Heritage Strategy.
(E.g. this may be permanent, temporary, name of a place, activity in the name of Donald Collister, PR, plaque, publication etc.).**

15. Where necessary, please provide details and evidence of proof of ownership / leasehold relevant to this application.

16. Where necessary, please provide details and evidence of statutory permissions required or obtained relevant to this application.

17. Please provide details of proposed timescales.

(e.g. start/end date, construction timescales, duration of project and any specific project phases).

18. Please provide details of the proposed payment schedule required.

(Please submit copies of quotations, costs of materials, equipment, labour etc. and if relevant include copies of pro forma invoices where cash flow constraints are likely for the Applicant). N.B. We require a minimum of two quotes for any work to be undertaken.

**19. Please provide details of any third party support.
(e.g. financial support – amount, source; in kind/ volunteer support – amount, frequency, volume, sponsorship etc.).**

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20. Please provide any other relevant information (continue on additional sheet if required).

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21. Please note we shall require written confirmation from you, confirming the final costs, benefits and outcome realised (with photos where relevant) as outlined within the application. Copies of invoices, receipts etc. shall also be required to be submitted.

22. Checklist for inclusion with the application form:

- a) Signed & completed application form.
- b) Proof of IOM bank account for BACS payment to be made to.
- c) Proof of applicant's identity (e.g. passport and utility bill, or similar), to be provided in person.
- d) Copies of quotations (minimum of two) and/or cost breakdown etc.
- e) Any other supporting documentation.

23. Please sign and date your application and acceptance of the requirements of this application process.

Print Full Name	
Signature	
Are you the applicant's representative?	Yes/ No
Date	