



Please read the Grant Scheme guidelines available on the Association's website before completing this application.

SUMMARY

Applicant Details

Title:	Surname:
First Name:	
Nationality:	
Institution:	
Position:	
Address:	
Telephone:	Email:

Project Details

Project title:	
Project category (Select one):	
Project summary (100 words):	
Total amount requested:	
Expected project start date:	Expected project end date (Maximum 12 months from start date):

CURRICULUM VITAE

Please attach a summary of your CV or resume (**maximum 2 pages**) including details of experience and training relevant to your grant application. This can be sent as a separate document.

PROJECT CATEGORIES

Please indicate which category your funding applications falls into:

<p>Preservation and Conservation*</p> <p>* Please check that your project is not more appropriate to the Association's Collection Care and Emergency Response scheme.</p>	Conservation of an individual manuscript or group of manuscripts	
	Purchase of tools, equipment, and supplies for preservation or conservation	
	Tests and laboratory analysis of pigments, papers, or other materials	
	Other (specify):	
<p>Imaging of Manuscripts</p>	Digital photography of individual manuscripts or a group of manuscripts	
	Purchase of hardware and equipment including cameras book cradles and microfilm scanners	
	Specialist software for the creation and maintenance of online viewing platforms	
	Staff training in manuscript handling for digitisation projects	
	Facilities for data archiving, storage and migration	
	Other (specify):	
<p>Cataloguing</p>	Initial collection surveys and full catalogues	
	Cataloguing software enabling access for researchers and the public	
	Staff training in cataloguing standards	
	Other (specify):	
<p>Publishing and Editing</p>	Publication costs for critical editions and translations of manuscript texts, including colour reproductions	
	Maintenance costs during write-up of established research on manuscripts	
	Other (specify):	
<p>General</p>	Organisation of, or attendance at, conferences and training events related to the Association's key activities	
	Project planning and delivery	
	Specialist consultancy costs	
	Pilot schemes and feasibility studies	
	Other (specify):	

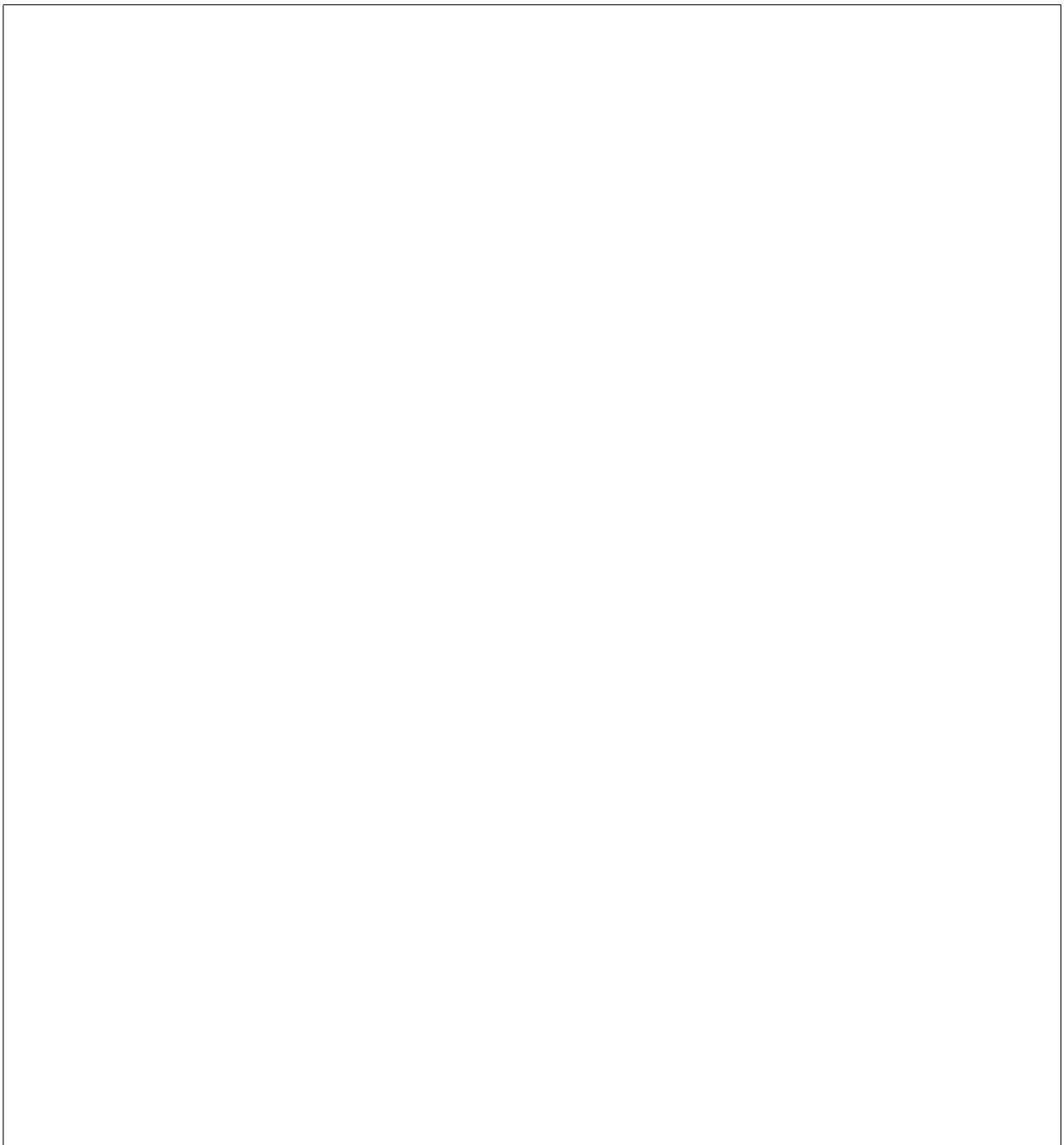
DETAILED PROJECT PROPOSAL AND SUMMARY OF AIMS

This should be written in a style suitable for a reader with good knowledge of the subject area. You should clearly define the stages of the project for which funding is sought.

You may continue on an additional sheet.

Please address the following points:

- Aims and Objectives
- Methodology
- Sustainability
- Timetable
- Bibliography/References



Please summarise the immediate output of the research project below.

Monograph or Critical Edition

Article(s)

Conservation Report

Digital Resource

Catalogue

Other (please specify) _____

Plans for Publication/Dissemination

Please describe the proposed output from the project, including any publications or resources that have already appeared, and outline your plans for future publication or other dissemination of your research. Please identify the long-term impact and significance of your project, and any education or training that will be provided for others as a result of it.

FINANCIAL DETAILS

Please fill out all that is applicable to your project below, providing a complete breakdown of expected costs for the duration of the project in Pounds Sterling. Please continue on a separate sheet if necessary.

Where possible, please support figures with evidence in the form of quotations, price lists, ticket price estimates, etc. Carefully prepared and well researched applications are more likely to be approved.

Personnel Expenses:

Please list all individuals who will be contributing to this project to show the following:

Name (if known) and job title	Contribution to project	Hours of expected work/week	Period of employment	Salary and/or stipend
Proof of estimated costs provided?	Yes	No		Total Cost: £

Travel and Accommodation Expenses:

Airfare:

	Trip 1	Trip 2	Trip 3	Trip 4
Number of people travelling				
Flight origin and destination				
Purpose of travel				
Estimated price per ticket				
Proof of estimated costs provided?	Yes	No		
				Total Cost: £

Ground Transportation:

	Trip 1	Trip 2	Trip 3	Trip 4
Number of people travelling				
Type of transportation				
Origin and destination				
Purpose of travel				
Estimated price				
Proof of estimated costs provided?	Yes	No		
				Total Cost: £

Accommodation:

	Trip 1	Trip 2	Trip 3	Trip 4
Type or name of accommodation				
Number of accommodation units required				
Duration of stay				
Estimated rate				
Proof of estimated costs provided?	Yes	No		
				Total Cost: £

Equipment and Material:

Type of material/equipment	Quantity	Price per unit	Cost
Proof of estimated costs provided?	Yes	No	
			Total Cost: £

Other:

As above, please list all items and include proof of estimated costs whenever possible.

Expenses	Cost
Proof of estimated costs provided? Yes No	Total Cost: £

Total funding amount requested:	£
---------------------------------	---

Other Sources of Financial Support

Please give details of project funding you have both received and applied for.

Funding body	Amount applied for/granted	Date awarded or result expected

Previous support from The Islamic Manuscript Association

Please give details of project funding you have both received and applied for.

Have you received a grant from The Islamic Manuscript Association before? Yes No

If yes, is the current application or additional funding for a project previously supported by the Association? Yes No

If yes, please indicate the title of your previous project and the year in which you received funding:

Title _____

Year _____

RECOMMENDATIONS AND AUTHORISATION

Your referees should be able to provide The Islamic Manuscript Association with an independent opinion on the proposed research project. They must not themselves be closely allied with the project. Recommendation letters should be typed on institutional letterhead and signed, and can be sent as hard copies to the Association's office, or sent as a scanned email attachment from the referees' institutional email address or by fax. Please note you are responsible for ensuring that your recommendations reach the Association by the deadline at 18.00 GMT on 1 February.

Referee 1 details

Title			
Full Name			
Institution			
Position			
Address		Tel.	
		Fax	
		Email	

Referee 2 details

Title			
Full Name			
Institution			
Position			
Address		Tel.	
		Fax	
		Email	

Institutional Authorisation (if required)

Title			
Full Name			
Institution			
Position			
Address		Tel.	
		Fax	
		Email	

DECLARATION

I certify that the information on this application is accurate and that any permission I require in order to carry out my project has been obtained.

I certify that I am a paid member for the current year and therefore eligible to apply.

The Islamic Manuscript Association reserves the right to withdraw a grant should it be discovered that any applicant has made a false statement or omitted significant information.

Applicant's Signature _____

Date _____