



THE ISLAMIC MANUSCRIPT ASSOCIATION

COLLECTION CARE AND EMERGENCY RESPONSE

GRANT APPLICATION FORM

Please submit a completed
questionnaire, reference and letter of
institutional support with this
application form

APPLICANT DETAILS

General Details

The applicant must be a member of the Islamic Manuscript Association whose membership fee for the current year has been paid.

Title		Gender	
First Name (s)		Date of Birth	
Surname			
Nationality			
Position			
Institution			
Address		Tel.	
		Fax	
		Email	

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.

Partner Institution Details

Main liaison staff member (if applicable):

Title		Gender	
First Name (s)		Date of Birth	
Surname			
Position			
Department			
Institution			
Address		Tel.	
		Fax	
		Email	

APPLICATION CATEGORY

Assessments of institution's preservation and conservation programmes	
Consultancy and training	
Condition surveying	
Monitoring and control of library or museum environments	
Development of strategies for integrated pest management and mould control	
Basic collection-wide preservation strategies	

Exhibition policies and procedures	
Security policies and procedures	
Disaster planning	
Emergency disaster response, including any necessary equipment	

PROJECT INFORMATION

Project Title	
Are you applying for emergency disaster intervention funding?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Summary of Project	(100 words)
Expected Start Date	
Total Duration (Maximum 12 months from Start Date)	
Total Funding Requested from the Association	GBP £

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 may continue on an additional sheet.

Please address the following points: Background and current condition of the collection; applicants' link to the collection/partner institution; importance and urgency of the project (including supporting evidence such as condition surveys or media reports); in-house or public documents to be generated during the project and how they will be disseminated; education or training to be provided; sustainability; potential impact of the work on the institution's services and mission (both during and after its implementation).

Applicants should clearly define the stages of the project for which funding is sought and in particular its completion point, in order to receive the final 20% of the grant (where applicable). Financial details should not be provided in this section.

Please detail your other professional commitments during the proposed grant period.

(100 words)

FINANCIAL DETAILS

Please give a complete breakdown of expected costs for the duration of the project both in your local currency and in Pounds Sterling. If the assistance applied for is part of a larger project, you may wish to give the total budget and indicate what portion of it you are requesting from the Association

Travel costs should be fully itemised; *per diem* rates should be explained; hourly or monthly rates of consultants should be specified. Where possible, please support figures with evidence in the form of quotations, price lists, estimates, etc. Carefully prepared and well researched applications are more likely to be approved.

Expenses	Local Currency	Pounds Sterling
Total Amount		£

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

Have you received funding from the Islamic Manuscript Association's Collection Care and Emergency Response Grant Scheme before?

☐Yes ☐No

If yes, is the current application for 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.....

REFEREE

The referee should be a professional working in conservation, preservation, or manuscript research who is able to provide the Islamic Manuscript Association with an independent opinion on the proposed project and on the applicant's ability to carry it out successfully. They must not themselves be closely allied with the project, or an employee of the partner institution. The reference letter should be typed on institutional letterhead and signed, and can be sent as hard copy to the Association's office, by fax, or sent as a scanned email attachment from the referee's institutional email address.

Referee details

Title		Gender	
Full Name			
Institution			
Position			
Address		Tel.	
		Fax	
		Email	

INSTITUTIONAL AUTHORISATION AND TERMS AND CONDITIONS

Please supply a letter of institutional support from a representative of the partner institution, typed, signed and printed on institutional letterhead.

A senior representative of the partnering institution should also tick the box below to confirm they have read and accepted the Islamic Manuscript Association's Collection Care and Emergency Response Grant Scheme terms and conditions, available on the Association's website and by request from the Association's office.

☐ Representative's signature..... Date.....

Representative's name and position.....

APPLICANT 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.

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.....