

* Required before final submission

Archives and Libraries Professional Training Application Form

Please submit by **GMT 17:00, Friday, 10 September 2021**. Please read the [Application Guidance](#) to help you complete the online application. If you need further assistance, please contact us via the [Contact Us](#) link at the top of this page.

Please note that your application page must remain 'active' when completing the form. In order to keep the form active and save the text written so far, you can either click 'Next' to navigate to the next page and then return to the previous page or click 'Save and Finish Later' which will take you to your account dashboard. If the application is left inactive for more than 50 minutes, you will receive an alert before you lose any unsaved changes.

Please add mailuk@grantapplication.com and echosign@echosign.com to your safe senders list to ensure you receive all system communications.

Summary Information

* Name of organisation

* Country of organisation

* Geographic Area Served by Organisation

Applicant, Primary Contact:

* Title

* First Name

* Last Name

* E-mail

* Project Title

* **Total amount requested from the Foundation.** Sum total for all months/years to the nearest pound. ⓘ

The total requested amount must be the same as the total requested amount that appears on the project budget table (available in the Attachments section). Amount in £ sterling (GBP). Do not enter any currency symbols e.g. £, \$, € or full stops.

* **Total Project Budget.** To the nearest pound. ⓘ

The total project amount must be the same as the total project amount that appears on the project budget table (available in the Attachments section). Amount in £ sterling (GBP). **Please include the requested amount above in your calculation.** Do not enter and currency symbols e.g. £, \$, € or full stops.

* What is the start date of your proposed project? If this application is towards a new part of an existing project, when does the new part start.

Please note the earliest possible start date is 01 January 2022.

* How long will you require funding for?
(In whole months only; 36 months maximum)

* Project Summary

Please describe in no more than 150 words the key elements of your proposal.

Project Description

* Please describe, in as much detail as possible, the structure and content of the planned training programme (subjects to be covered, structure of the lessons / workshops/mentorship, total number of hours, frequency of training, names of presenters / experts, location of training.) Please indicate what, if any, work has already been carried out in relation to the project.

Maximum 1000 words.

Word count 0 of 1000

* Why is this project needed? Do members of staff at your organisation need to acquire or hone specific skills? How will participating staff members implement what they have learned?

Maximum 500 words.

Word count 0 of 500

* If you are planning to arrange training visits to different organisations, please describe the organisations, and the staff of those organisations who will be involved in the proposed training.

Maximum 300 words.

Word count 0 of 300

* If you are applying for a relevant expert to visit your organisation, please describe the skills and expertise this person will impart to staff at your organisation

Maximum 300 words.

Word count 0 of 300

* Please explain the risks involved in this project and your proposed strategies to manage them.

List the risk first; then the strategy. Maximum 350 words.

Word count 0 of 350

* How will COVID-19 impact on the implementation of your project? What measures have you taken to address any potential difficulties?

Maximum 250 words.

Word count 0 of 250

Project Staff

* Please describe the staff's experience in running projects of this nature.

Organisation Information

* Please describe the nature of your organisation's archival or library holdings and area of speciality (if any) of your archive or library.

Maximum 350 words.

Word count 0 of 350

* Please list up to three highlights / main achievements of the archive or library in the last 18 months.

Please put each highlight on a new line. Maximum 250 words.

Word count 0 of 250

* Please describe the types of communications you use to promote your organisation, its collections and activities. How might these be used to showcase your project?

Maximum 250 words.

Word count 0 of 250

* How has COVID-19 affected your organisation? What measures have you taken to adapt to the current circumstances?

Maximum 200 words.

Word count 0 of 200

What is the number of paid staff members, board members and volunteers involved in running your organisation?

Please indicate whether they are full time or part-time:

- * • Paid employees
- Board members/trustees
- Volunteers

Please provide numbers to the following questions:

Number of Visitors per month

Number of Email inquiries per month

Size of physical holdings

Please estimate number of linear metres.

Size of digitised collection

Please estimate the number of images.

If possible, please estimate what percentage of your holdings contain materials of direct relevance to Jewish history.

* What is the majority language of your collections?

Project Evaluation and Monitoring

How do you plan to monitor and evaluate the implementation of the project? Please be specific about the evaluation tools (questionnaires, observations, reports) and the criteria that you plan to use to determine if the project was successful.

Maximum 300 words.

Word count 0 of 300

Any other Information

Please provide any additional information that is relevant to the project and is not covered elsewhere in the application form.

Maximum 300 words.

Word count 0 of 300

Primary Contact Information

* Position at the organisation

* Direct Landline

Include country code.

Mobile Phone

Include country code.

* Would you like us to register you to RFHE's mailing list to receive occasional emails about grant rounds and other opportunities? (declining to register will not influence our assessment of the application)

Please select Yes or No.

Authorised Signatory (please complete if different from primary contact)

Authorised Signatory for signing grant letter and agreement (e.g. Organisation Director; Chair of the Board). Only provide if the person is not the primary contact, do not repeat primary contact details in this section.

Title

First Name

Last Name

Position at Organisation

E-mail

Direct Landline

Include country code.

Mobile Phone

Include country code.

Would you like us to register the authorised signatory to RFHE's mailing list to receive occasional emails about grant rounds and other opportunities? (declining to register will not influence our assessment of the application)

Please select Yes or No.

Organisation Details

* Address

Number and Street Name.

* City

* Postal Code

* Website Address 

* Landline department phone number

Include country code.

* Year the organisation was established

Organisation Status

Which best describes the legal status of your organisation? (please state yes or tick one box only)

Note: Proof of charitable status will vary from country to country and according to the type of organisation making the application. In all cases, the activities of the organisation must qualify as charitable within the United Kingdom. For more information please consult the [charity commission website](#).

Is your organisation a Registered Charity?

Tick if yes.

Registered Charity Number

If you selected 'yes' to Registered Charity.

* Organisation in process of registration

Select 

* Public or Non Profit Organisation

Select 

Note: If your organisation is awarded a grant, charitable status must be in place within three months of having received notification of the grant, or your grant may be cancelled.


Referees

Please supply the name and full contact details of two external referees who can provide us with a confidential assessment of your proposal. We will contact them when deemed necessary. By supplying contact details of your referees you confirm that they are aware that you are sharing their information with RFHE for the purposes of acting as referees for this application. External referees must not be:

- An employee
- A board member
- Anyone related to an employee or board member
- Anyone who might personally benefit from the project

Referee 1

* Title

- Select One - 

* First Name

* Last Name


* Position

* E-mail

* Organisation

* City

* Country

- Select One - 

* Phone Landline

Include country code.

Mobile Phone

Include country code.

Referee 2

* Title	* First Name	* Last Name
<input type="text" value="- Select One -"/>	<input type="text"/>	<input type="text"/>
* Position	* E-mail	
<input type="text"/>	<input type="text"/>	
* Organisation		
<input type="text"/>		
* City	* Country	
<input type="text"/>	<input type="text" value="- Select One -"/>	
* Phone Landline	Mobile Phone	
<input type="text" value="Include country code."/>	<input type="text" value="Include country code."/>	

Attachments

[Printer Friendly Version](#)

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them. This applies to applicants, including those that have received funding in the past. Documents must be uploaded under the relevant drop-down attachment headings below.

1. Budget table and budget explanation for the proposed project (required) - download [here](#).
An example of a completed budget form can be downloaded here: [sample](#)
Please save a copy of the document to your PC and upload your completed budget and budget explanation below.
2. CVs of key staff members working on the project (maximum 2 pages for each staff member). This should reflect their experience in undertaking projects such as the one outlined in this application. Please combine all CVs into one document before uploading (required).
3. Official proof of your institution's charitable/non-profit status (required).
4. The most recent available audited accounts or financial statement stamped by the financial authority in your country (required).
- 4a. If the submitted accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.
5. If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organization and how your project fits within that.
6. Certification from the tax authorities.
7. If appropriate and relevant, please include up to 10 photographs (saved together into one word document or PDF) of the targeted collection(s). These images should include some examples of the materials to be conserved and the state of the material itself. Please ensure that each photo is no larger than 1MB. Please note that you have a combined application file size allowance of 25Mb.
8. A one-page update on any other grant you may have currently with the Foundation.
9. Final report(s) for any outstanding grants funded by RFHE (please only include these if you have not yet submitted them to the Foundation).
10. OPTIONAL: Any additional supporting documentation to support your application.

For English translated documents - Upload your English translation to the corresponding title above, so you may have up to two documents per heading - one for original documentation and one for translated material.

Please note: Please ensure that non-Latin characters or symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *, spacings) appear in the title of the documents you intend to upload and html and JPG files are not admissible.

Collecting Personal Data Declaration

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again. For more information please read our [privacy policy](#).

* I am aware that the personal identifiable information submitted in this application including names, email addresses, phone numbers, business addresses, as well as demographic information will be used by RFHE to process this application.

Please tick this box.

* Our institution/organization is compliant with our country's guidelines regarding the management of COVID-19 and will adapt to changes in policy as appropriate.

Please tick this box.

* Our institution/organization is compliant with our country's laws regarding safe-guarding policies for vulnerable people, we have written guidelines available for inspection and our staff have had appropriate training.

Please tick this box.

I am the Chair, Director, Dean, Head or Principal Curator (authorised signatory) of the applying organisation or department, with the authority to accept a grant should one be awarded. If I am not an authorised signatory, then I have his or her express permission to submit this application and I have consulted with him or her prior to doing so. Please note that failure to have obtained permission from the authorised signatory prior to submitting an application will result in automatic disqualification from the application process.

* Please tick this to confirm that you are either the authorised signatory or that his/ her permission has been granted.

* I declare that the information supplied in this form is accurate to the best of my knowledge.

Please tick this as your electronic declaration.

End of Application.