# ROTHSCHILD FOUNDATION HANADIV EUROPE

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\* Required before final submission

## Collections Management Application Form - first stage

Please submit by **GMT 17:00, Tuesday, 13 June 2023**. Please read the Application Guidance to help you complete the online application. If you need further assistance, please contact us via the Contact Us.
If the application is left inactive for more than 50 minutes, you will lose any unsaved changes. In order to keep the form active and save changes, ensure you click 'Next' or 'Save and Finish Later'.
Please add **mailuk@grantapplication.com** to your safe senders list to ensure you receive all system communications.

### 1. Summary Information

\* Department and Institution/Centre/Organisation Name

\* Website Address ℹ️

\* Country of organisation
- Select One -

\* Geographic Area (Country/ies) served by this project.

**Primary Contact:**

\* Title
- Select One -

\* First Name

\* Last Name

\* E-mail

\* Position at the organisation

## 2. Project Summary

**\* Project Title**

**\* Total amount requested from the Foundation (£ Sterling GBP). Sum total for all months/years to the nearest pound.** ℹ️
This must be the same as the total requested amount that appears on the project budget table. Do not enter currency symbols e.g. £, $, € or full stops.

**\* Total Project Budget (£ sterling GBP). To the nearest pound.** ℹ️
This must be the same as the total requested amount that appears on the project budget table. Do not enter currency symbols e.g. £, $, € or full stops.

**\* Start date of the 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 2024.

01/01/2024 📅

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

**\* Project Summary**
Please describe your proposal in no more than 150 words.

Word count 0 of 150

## 3. Project Information

**\* Tell us about the material to be included in this project and why it is of special significance. Please also include as much detail as possible about the type of material, estimated sized of the collection, current physical condition, ownership and location of these materials.**
Maximum 400 words.

Word count 0 of 400

**\* In which ways will this project contribute to the preservation, documentation and public dissemination of Jewish heritage?**
Maximum 200 words.

Word count 0 of 200

**\* Tell us about your organisation, how this project fits with your strategic plan and why you are unable to fund it internally?**
Maximum 200 words.

Word count 0 of 200

**\* Is the collection accessible on the internet?**
Yes ▾

If yes, please provide the URL address and, if required, a guest login and password.

\* Are there any intellectual property issues, privacy and/or other legal issues associated with the material?

Yes ▾

If yes, please give brief details
Maximum 100 words.

Word count 0 of 100

\* In line with the Foundation's commitment to open access please confirm that the material being conserved, preserved or digitised will be freely accessible to the public.

Yes ▾

If no, please explain the reasons for restricted access.
Maximum 100 words.

Word count 0 of 100

\* How will users will be able to access the material once the project is complete?
Maximum 100 words.

Word count 0 of 100

\* Please list the main staff members / external consultants who will be involved in the project.
Maximum 100 words.

Word count 0 of 100

## Organisation Details

\* Address
Number and Street Name.

\* City

\* Postal 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.

**Attachments**

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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.

Please do not upload information that has not been requested, it will not be accepted as part of your application at this stage.

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. **Official proof of your institution's charitable/non-profit status** (required)

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) do not appear in the title of the documents you intend to upload.

**Upload**
The maximum size for all attachments combined is 20 MB. Please note that files with certain extensions (such as "exe", "com", "vbs", or "bat") cannot be uploaded.

Title: [1. Budget Table - use form provided. Valid file types: xls, xlsx.(Required) ▾]

File Name: [Choose file] No file chosen

[Upload]

## 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.

\* 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.

[ - Select One - ▼ ]

\* 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/organisation 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.
☐

\* 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 the authorised signatory, then I have their express permission to submit this application and they have reviewed the application, proposed budget and any plans to hire personnel for the project. 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