



Required before final submission

## Archives and Libraries Professional Training: First-Stage Application Form

Please submit by **GMT 17:00, Friday 13 March 2020**. Please read the [Notes of 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.

### Summary Information

\* Name of applying organisation

\* Country of the organisation

\* Project title

\* **Total amount requested from the Foundation.** Sum total for all months/years to the nearest pound. [i](#)

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. [i](#)

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.

### Project Dates

\* What is the start date of your proposed project? Or 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 September 2020.

\* For how long will you require funding?

(In whole months only; 36 months maximum)

## Project Description continued

\* What other organisations are doing similar work in Europe? If relevant, what is your relationship to them?

\* Tell us about the relevant experience of the main staff (up to 3 people) responsible for the project.

\* Purpose of organisation?

Maximum 500 words.

## Organisation Details

\* Address

Number and Street Name

\* City

\* Postcode

\* Website address 

\* Landline department phone number

Include country code

\* Year the organisation was established

Is your organisation a previous grant recipient from the Foundation?

Please tick the field if you have been a previous grant recipient.

## 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

\* Public or non-profit organisation

**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.

## Primary Contact

\* Title  \* First name  \* Last name

\* Position at the organisation  \* E-mail

\* Direct landline  Mobile phone number   
Include country code Include country code

Skype address

\* 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

## 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
- \* I declare that the information supplied in this form is accurate to the best of my knowledge.  
please tick this as your electronic declaration.

[Attachments](#)

[Printer Friendly Version](#) | [E-mail Draft](#)

- Please provide a budget breakdown and budget explanation using the table provided [here](#)  
An example of a completed budget form can be downloaded [here](#) [example](#)  
Please save a copy of the document to your PC to complete then upload your completed budget table below.

**Please ensure that non-Latin characters or symbols (for example: à, ø, ß, Å, é, ü, ž, \*, ", !, \*, spacings) do not appear in the title of the documents you upload.**

## Upload

The maximum size for all attachments combined is 15 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:  (Required)

File Name:

End of Application.