

**Museums, Archives and Libraries Division**

**Welsh Government**

Transformation Capital Grant Programme 2020/21

Expression of Interest Application Form

**Note**

You must use this form to submit an Expression of Interest (EOI) for the Transformation Capital Grant Programme.

You should read the EOI Criteria guidance before completing this form. Please complete all sections of the form. Incomplete forms may not be accepted.

If your EOI is successful we will invite you to develop and submit a full application. Please note that a successful EOI does not guarantee that we will fund your project.

Send your completed EOI to [MALD@gov.wales](mailto:MALD@gov.wales) by 27 September 2019. We will not accept applications after this date.

The Welsh Government takes the protection of your data seriously. We may share any data you provide to us with fraud prevention agencies and third parties for the purposes of preventing and detecting fraud. Any personal data we collect will be managed in accordance with our Privacy Notice which is available to view here: <https://gov.wales/docs/caecd/publications/180518-privacy-notice-en.pdf>

**Expression of Interest**

**Project Summary**

**Project title** (Please provide a short descriptive working title for your project)

Please indicate which funding band your project falls within:

|  |  |
| --- | --- |
| **Band A** (£50,000 - £120,000) |  |
| **Band B** (£120,001 - £300,000) |  |

**Priority of project**(If submitting more than one application **you must** indicate the priority of each project on an organisation wide basis, with 1 / 2 being the highest priority, 2 / 2 the second priority.)

**About your Organisation**

**Name of parent organisation:**

**Name of service / institution:**

**Type of service:**

|  |  |
| --- | --- |
| Museum |  |
| Archive |  |
| Library |  |

**Main contact for the project**

Name:

Address:

Email:

Telephone:

Service address, if different from main contact:

**Is your organisation VAT registered?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If yes, what is your VAT registration number?

**Is your organisation a registered Charity?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If yes, what is your Charity registration number?

**Project overview**

**Project description (maximum 250 words)**Please briefly but clearly describe what the project is about, what improvements will be made, why these are needed, and the intended outcomes of the work. (Further detail can be provided in subsequent sections).

**Project location**

Building name:

Address:

**Please provide details of the opening hours for the service point covered by the project:**

**Is the building solely used as a museum, archive or library?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If no, please provide details of shared use:

**Does your organisation own or rent the building / location?**

|  |  |
| --- | --- |
| Own |  |
| Rent |  |

If your rent the building, who is the owner?

If you rent the building, how many years are left on the lease?

**Project timescale**

Proposed Start Date:

Likely End Date:

Please confirm that all grant funded project elements will commence after 1 April 2020 and be completed by 1 February 2021:

**Does your project involve a listed building or a scheduled ancient monument?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If yes, please provide details.

**Does your project need Planning Permission or Listed Building Consent to proceed?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Please provide evidence of the planning / consent requirements for your project, including any arrangements for obtaining the necessary permissions, and when these will be in place:

***Please note: projects without necessary permissions in place at stage 2 will be rejected.***

**Project costs**

|  |  |
| --- | --- |
| Total project cost |  |
| Grant requested |  |
| Other sources of funding |  |

Please explain arrangements for obtaining the necessary match-funding, and when this will be confirmed:

**Advice**

What advice have you sought for this project? Please provide details.

**Priority criteria**

Please explain how your proposed project will deliver against the Transformation Capital Grants scheme EOI priority criteria (please refer to section 6, pages 5-8 for guidance).

1. **Sustainable Development (maximum 300 words)**
2. **People (maximum 300 words)**
3. **Collections (maximum 300 words)**
4. **Strategic Fit (maximum 200 words)**
5. **Standards (maximum 200 words)**

**Declaration by Applicant**

On behalf of the governing body, I confirm that the work described has not started and to the best of my knowledge and belief the application information is correct.

Name:

Position:

Address:

Email:

Phone:

Signature:

Date: