**Copland Foundation Grant Application Form**

This form is to be used for all applications except for **Scholarships** and **Acquisitions**. For scholarships use the relevant Scholarship Application Form and for acquisitions use the Acquisitions Application Form.

**Step 1: Complete section A - Key Data. This can be found on page two.**

**Step 2: Complete one only of either section B, C or D.**

Sections B, C and D are explained below. Complete the section which you feel best applies to your project***.***

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**Sections B, C and D explained.**

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**Section B is for grants for projects involving the conservation and interpretation of historic houses, buildings and places**

It includes the conservation of buildings, interiors, collections and landscapes as well as interpretation and other projects.

**Section** **C is for grants for the conservation of Moveable Cultural Heritage**

It includes the conservation of paintings, sculptures, musical instruments, machinery and items of technology. If the moveable cultural heritage is part of an historic house, building or landscape complete Section B not Section C.

**Section D is for interpretation, education, publication and any other projects not covered by Sections B and C**

If your project is not within the scope of Sections B and C then complete Section D.

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**Applicants must complete no more than two Sections of the application. Section A which is mandatory and one only of Sections B, C or D.**

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| **Section A KEY DATA** |
| **Organisation’s Legal Name** |  |
| **Charities Commission Registration No** |  |
| **Are you an endorsed Australian Taxation Office Deductible Gift Recipient?** | **Y/N** |
| **Name and address of the museum or building which is the focus of the project.** |  |
| **Project Name (max 6 words)** |  |
| **Amount sought from the Copland Foundation ex GST** | **$** |
| **Is the property open to the public?** | **Y/N** |
| **What are its opening hours?** |  |
| **What is its annual visitation?** |  |
| **Does it have a website?** | **Y/N** |
| **Enter the website’s address.** |  |
| **ADMINISTRATIVE CONTACT** |
| **Position**  |  |
| **First Name**  |  |
| **Last Name** |  |
| **Email** |  |
| **Phone Number** |  |
| **Postal address** |  |
| **CURATOR/PROJECT MANAGER** |
| **Position** |  |
| **Professional Qualifications** |  |
| **First Name** |  |
| **Last Name** |  |
| **Email** |  |
| **Phone Number** |  |
| **FINANCIAL DETAILS (you must attach a copy of your most recent audited financial report** |
| **I have attached a copy of the most recent audited financial report** | **Y/N** |

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| **Section B: Grants for projects involving the conservation and interpretation of historic houses, buildings and places** |
| **1.** | Name of the museum or building |  |
| 2. | Organisational background (in no more than 50 words) |
|  |
| 3. | Project Name (max 6 words) |  |
| 3. | The project is for (mark with an X all which apply): | Conservation of building/s |  |
| Conservation of interiors |  |
| Conservation of collections |  |
| Conservation of the landscape |  |
| An exhibition |  |
| An education program |  |
| A publication (virtual or actual) |  |
| Other |  |
| 4. | Does the property have a conservation and management plan [CMP]? | Y/N |
| 5. | Enter the author’s name, the date of completion and name of the conservation and management plan |  |
| 6 | Attach a copy of the Statement of Significance  |  |
| 7. | If there is no CMP has a heritage impact statement been prepared for the proposed works? | Y/N |
| 8. | If Y then attach a copy of the Heritage Impact Statement |  |
| 9. | Total amount required from the Copland Foundation excluding GST |  |
|  |  |

**10. Aims and Objectives of the Project**

**11. Target Audience**

**12. Description of the project including an overview and then a description under the sub-headings you have ticked in question 3 above.**

**13. List the names and qualifications of the people involved in the project including architects, curators and conservators. For tradespeople provide their name, business name and the names of some historic building conservation projects they have been involved in.**

**14. Provide an itemised budget** **noting the GST component. All grants will be paid exclusive of GST.**

Please note that if your application is successful you will be notified of the amount of the assistance awarded. 50% will be paid initially with the remaining 50% paid on completion of the project.

PLEASE ATTACH ANY ADDITIONAL INFORMATION, IF NOT ENOUGH SPACE IS PROVIDED.

**SUBMIT THIS APPLICATION TOGETHER WITH ANY ADDITIONAL INFORMATION VIA THE PORTAL ON OUR WEBSITE, WWW.COPLANDFOUNDATION.COM.AU**

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| **Section C: Grants for the conservation of Moveable Cultural Heritage including fine art, decorative art, ethnography, antiquities, science and technology, books, documents, photographs** |
| **1.** | Name of the gallery or museum |  |
| 2.  | Organisational Background (in no more than fifty words) |
|  |
| 3. | The name of the object or group of objects which are to be conserved |
|  |
| 4. | Total amount required from the Copland Foundation excluding GST  |  |

**5. Object Details**

1. Description
2. Dimensions
3. Provenance/History
4. Please attach a full condition report

A good quality digital image of the overall object must be supplied along with a detailed, image of the areas requiring work

1. Treatment Required (Please also attach a report with a quotation)
2. Name and contact details of conservator/artisans and their qualifications

**6. Is the conservator/artisan a member of any relevant professional body?**

 If “yes” please list which body:

**7. Name of two objects on which the conservator has worked with contact details of the owner:**

**8. Significance of the object:**

**9. Relevance to the museum/institutions collection:**

**10. Has a National Library of Australia Significance Assessment been prepared for the object/s Y/N**

**11. Provide an itemised budget** **noting the GST component. All grants will be paid exclusive of GST.**

Please note that if your application is successful you will be notified of the amount of the assistance awarded. 50% will be paid initially with the remaining 50% paid on completion of the project.

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| **Section** **D: Grants for interpretation, education, publication and other projects not covered by Sections B and C** |
| **1.** | Name of the gallery or museum |  |
| 2.  | Organisational Background (in no more than fifty words |
|  |
| 3. | Project Name (max 6 words) |  |
| 4. | Total amount required from the Copland Foundation excluding GST  |  |

**5. Aims and Objectives of the Project**

**6. Target Audience**

**7. Detailed description of the project**

**8. List the names and qualifications of the people involved in the project and similar projects they have been involved in.**

**9. Provide an itemised budget** **noting the GST component. All grants will be paid exclusive of GST.**

Please include a breakdown of costs (itemised budget) noting GST component. All grants will be paid exclusive of GST.

Please note that if your application is successful you will be notified of the amount of the assistance awarded. 50% will be paid initially with the remaining 50% paid on completion of the project.

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