

## **Barry Amiel & Norman Melburn Trust**

### **Funding Procedure**

The Barry Amiel & Norman Melburn Trust welcomes funding applications from individuals or institutions for projects which fall within the funding remit of the Trust.

The Trust funds a variety of projects which include conferences, seminars, publications, research, archiving, translations, art & culture projects and documentaries. The Trust funds both national and international projects.

The Trust publishes on its website an indexed and searchable online database of socialist and radical writings including material which it has funded.

Please note that the Trust does not award funds to subsidize the continuation or running of University/College courses; cover transportation costs to or from Conferences; or subsidize fees/maintenance for undergraduate or postgraduate students.

Applications can be made for either a **Regular or Major Project Award**.

### **Application Guidelines**

- **Applications must be made on the current application form, which can be downloaded from <http://www.amielandmelburn.org.uk/apply-for-an-award/>.**
- Applications must be made in accordance with the application deadlines on our website. In general, applications may be required to be submitted up to two months in advance of the specific funding meetings.
- **Once an application for funds is complete, you are required to submit 12 copies to The Barry Amiel and Norman Melburn Trust, PO Box 76805, London SE24 4DG. If fewer than 12 copies are submitted your application will not be accepted.**
- In addition, an electronic copy of the completed application form must be uploaded here:

<http://www.amielandmelburn.org.uk/apply-for-an-award/upload/>

- **Both hard and digital copies must be *received* by last post on the deadline date.**
- If possible, please print all hard copies double-sided.
- **Keep all appendices to no more than five sides of A4, and do not send extra accompanying paperwork, cover letter, booklets or books.**
- STAPLE together all pages of each hard copy and attach ALL appendices to your application form *with staples only* - *no paperclips or document folders.*
- **For digital copies, please group ALL appendices together with your application form in one document ONLY, and include your organisation or the main applicant's surname in the filename, e.g. Application\_Burton.doc**
- Please note that all questions on the application form must be answered fully and clearly, otherwise your application is liable not to be considered by the trustees.
- On receipt of an application, the Trust reserves the right to review and request further information prior to the application being submitted to trustees for consideration.
- The Trust reserves the right not to submit an application for funding to the trustees should it, in its entire discretion, consider that the application does not meet the requirements of the Trust.
- Under exceptional circumstances, the Trust reserves the right to rescind a funding award (in part or in whole).
- The Trust will require a project report and a statement of financial account indicating how the Trust money has been used from all successful applicants on completion of their project or, if over a long period of time, an annual report.
- The Trust will require an acknowledgement which reflects the Trust's contribution on all funded projects. Acknowledgement wording and

details of the proposed context of the acknowledgement should be forwarded to the Trust for approval prior to any publication. Any credit should also include the Trust's logo – which can be forwarded on request.

- The Trust will expect to publish details of all funded projects online on its website, and where appropriate to reproduce, or provide a link to, any written or visual material produced by the project.

### **Regular Funding Awards**

- The Trust considers regular funding applications bi-annually at our January and July meetings.
- Regular Funding Awards are limited to a maximum funding total of £7,000.
- Applicants must conform to the application guidelines as outlined below.
- Applicants will be notified of funding decisions (if any) within 2-3 weeks of the funding meeting.

### **Major Project Awards**

- The Trust considers applications for major project awards only once a year.
- Major Project Awards include all applications over £7,000, and the trust normally funds one or two major projects a year.
- Applications for major project awards must be submitted for initial consideration at the January meeting in accordance with the application deadlines.
- Applicants must conform to the application guidelines as outlined below.
- Major Project Award applications will be subject to an initial shortlisting process at the January meeting, the shortlist normally consists of no more than 4 projects. No funding decisions will be made at the January meeting.
- Applicants will be notified whether or not they have been shortlisted for a major project award within 2-3 weeks of the January meeting.
- Following the shortlisting process, the Trust may elect to request further information, approach referees and approach independent consultants in order to facilitate its assessment of applications.

- In addition, one or more trustees may be appointed to consider applications in detail.
- Subject to receipt of further information (if applicable), the Trust will make a final assessment of major project applications at the April meeting.
- Applicants will be notified of funding decisions within 2-3 weeks of the April meeting.
- The Trust reserves the right to postpone final consideration of major project applications at any time until all further requested information has been received.
- The Trust will appoint a trustee as liaison to monitor each successful major project award. In addition, the Trust will advise as to the frequency of status reports required to be submitted to the Trust or the liaison trustee.