

Regional Furniture Society

Grant application guidelines

Through bequests made by its members the Society is able to offer occasional grants. There are separate guidelines and application forms for grants and research bursaries. Please ensure that you apply for the appropriate type.

Eligibility

- 1 You do not need to be a member of the Society to apply for a grant. Non-members should arrange for a reference to be sent accompanying their application, written by a qualified person who is familiar with the project.
- 2 The outcome of the project for which a grant is sought must be of importance in furthering the objects of the Society which are
to advance the study of the history, design, production, distribution and use of regional furniture in the British Isles and areas under British influence, and of Continental and other overseas influences on British regional furniture; and to further public knowledge and appreciation of it.

In furtherance of these objects the Society's powers are:

to encourage the conservation and preservation of examples of all such furniture and related archives both in museums and in other collections, and their current use as sources for study.

to encourage research in all aspects of regional furniture, and to promote the development of interest in regional furniture in relation to social and economic life and history and in the relationship between regional furniture design and architecture and other arts and crafts.

to publish material selected by its Editorial Board, to organise exhibitions and meetings alone or in conjunction with other bodies, and to record and store information in appropriate institutions.

to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds for its charitable objects.

- 3 Grants will normally be made only in those cases where the project could not be undertaken without funding from the Society. Payments for activities which have already taken place are ineligible, as are day rates for the applicant.

Process

- 4 Applications must be submitted on the attached form.
- 5 The deadlines for receipt of applications are 31 January and 31 July. All applications are initially considered by a small group of trustees who make recommendations to the Society's full Council. Applicants will normally be notified of their success or failure within one month. In cases of exceptional urgency, the Society may consider applications at other times of the year.
- 6 The maximum amount for any grant is £5,000. The Society in its absolute discretion may attach conditions to any grant made. Money may be advanced in one payment or in instalments. The decision of the Society's Council in the granting of any sum of money is final and binding.

What the Society requires from you

- 7 Your application must clearly show how it will advance the objects of the Society, that the proposal is viable, that you have the ability to complete it and that the impact is identifiable.
- 8 Your application must include a time frame for completion of the project.
- 9 Your application should provide up to three measures which will demonstrate the successful outcome of your project.
- 10 Your application must state why the project could not be undertaken without funding from the Society. If you are applying for funding elsewhere, or have secured such funding, you must provide details in your application including any conditions or restrictions placed on funds from elsewhere and how the different elements of funding will be used.
- 11 You will be asked to submit a report within three months of conclusion of the project. It will normally be in the form of an article to be published in the Society's Journal or Newsletter.
- 12 In any form of publication of the project elsewhere the support of the Regional Furniture Society must be acknowledged. Where appropriate, the Society may require sight of publicity material.

Regional Furniture Society

Grant application form

Please complete this form and send it to the Bursary Secretary, Nick Humphrey by email to nickhu@vam.ac.uk or by post to Furniture, Textiles and Fashion Dept., Victoria and Albert Museum, London SW7 2RL

Your personal details

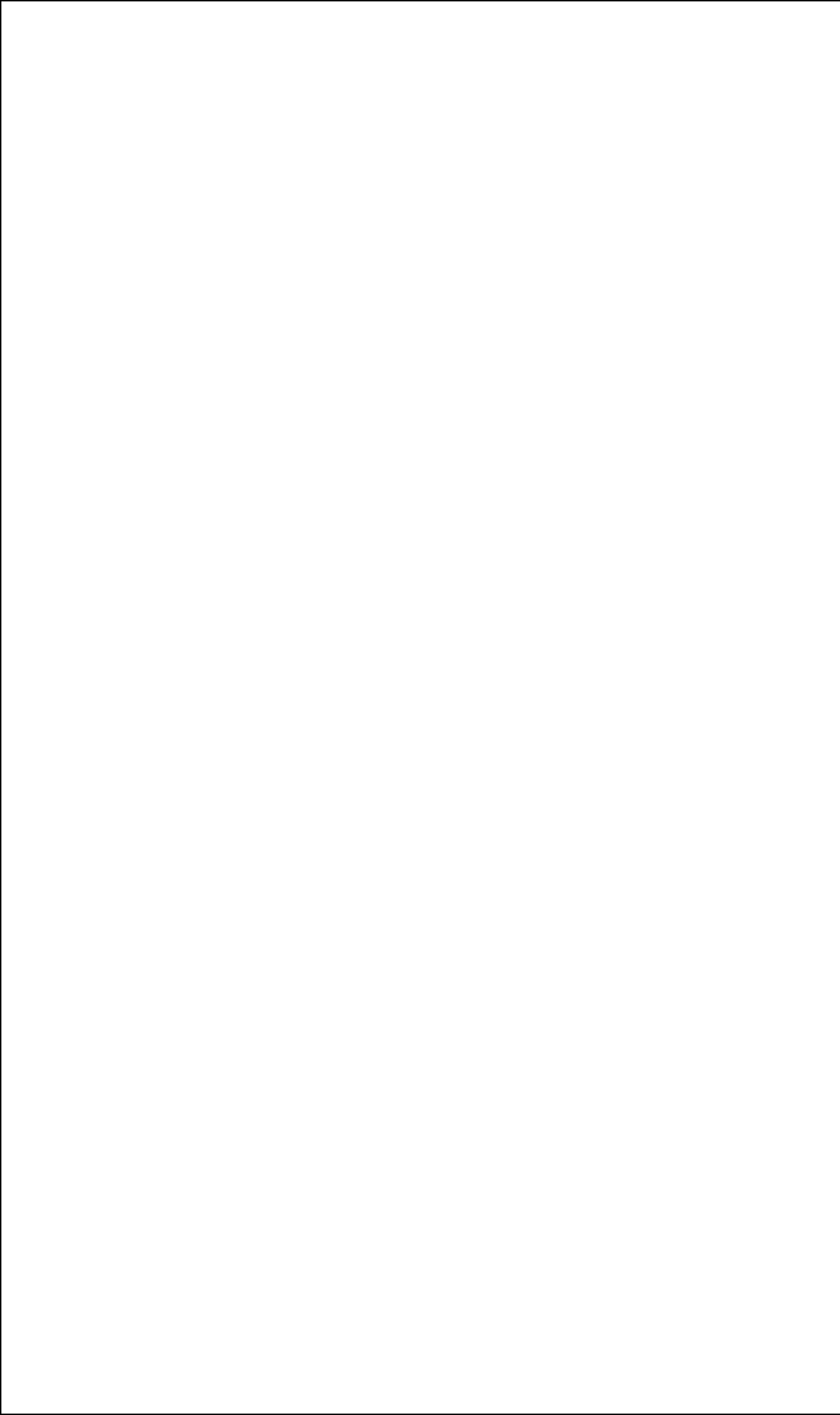
Name
Address including postcode
Contact telephone number(s) and Email address
Are you a member? If not, name the qualified person providing an attached reference for your application, and state their relation to you.

Project for which the grant is sought

Describe your project in **not more than 500** words. Include sections on the importance of the project, who will be responsible for it (yourself alone, a group, etc.), evidence that the proposal is viable and that you are capable of completing it and how the impact is identifiable. State why the project could not be undertaken without funding from the Society and provide up to three measures which will demonstrate the successful outcome of your project.

If the proposal involves **research**, please include details of any previous research that has been undertaken on the subject, the methods to be used, assurance that access can be obtained to documents, objects, and what form publication will take. If the project involves **conservation**, please describe the choice of methods and plans for the future management and display of the object. If it involves a **web-based resource**, please give details of who will host the resource, how public access will be ensured and how the cost of ongoing support will be met. If it involves a **museum**, explain why the particular museum is appropriate.

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Your relevant experience

Describe in not more than 250 words your experience in undertaking projects of the kind for which a grant is sought.

How your project will further the objects of the Society

Describe in not more than 250 words how your project will further the objects of the Society (see guidance notes for details of what must be included in this section). If the application is to support an existing project, explain how the RFS contribution will be identifiable.

Amount required

How much are you applying for? Include an itemised budget which explains the need for each funded item and which clearly demonstrates the financial viability of the project. The budget (presented in £) should provide rates (e.g. per mile) as applicable. If services are to be purchased, explain your choice of supplier. Does the budget represent all or part of the project cost (if part, how will the other costs be met)? If you are also applying for funding elsewhere or have secured such funding, provide details including any conditions or restrictions placed on funds from elsewhere and how the different elements of funding will be used.

Declaration

I declare that the information given in this application is true and complete to the best of my knowledge and I hereby apply to the Regional Furniture Society for a grant in the sum of £

Signature

Date