

**Tru Vue® Conservation & Exhibition Grant Scheme**

Application form

**Section 1: Applicant Details**

Please provide details of the lead contact. This should be the individual to whom all communication should be directed towards.

|  |  |
| --- | --- |
| **Forename** |  |
| **Surname** |  |
| **Organisation** |  |
| **Job Title** |  |
| **Email Address** |  |
| **Phone Number** |  |

**Section 2: Organisation**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Address** |  |
| **Company number** (if appropriate) |  |
| **Charity number** (if appropriate) |  |
| **Annual visitor numbers** |
| **2022** |  |
| **2021** |  |
| **2020** |  |

**Section 3: Project Details**

You may supply up to four images alongside your application to provide detail of the object(s) this grant application relates to.

|  |  |
| --- | --- |
| **Project title** |  |
| **Project dates**  |  |
| **Project location** |  |
| **Please provide an outline of your proposed project.** This should cover the following and be no more than 300 words.* How will the grant be used?
* Who will be involved in the project?
* What is the timescale of the project?
 |
|   |
| **Please explain which unique challenges the project will address.**This should cover the following and be no more than 200 words.* What are the conservation or display issues relating to the object(s)?
* How will the project mitigate these risks?
 |
|  |
| **Please explain how the Tru Vue® materials will be used as part of the project.**This should cover the following and be no more than 300 words.* Which Tru Vue® materials would you be using?
* How will these materials be used?
 |
|   |
| **You will be responsible for acquiring the Tru Vue® materials for the project. Please provide details for your proposed supplier and costs.**This should cover the following and be no more than 300 words.* Which supplier would you be using?
* What are the shipping, fabrication, and cut material-to-size costs involved in this project? (Please provide the quote from your supplier in the budget section).

To learn more about distribution in your area visit: <https://tru-vue.com/find-a-distributor/>Any questions, please contact Tru Vue’s representative Andrew Haycock at ahaycock@tru-vue.com |
|   |
| **Please outline the intended outcomes of your project.** This should cover the following and be no more than 300 words.* What will the outcomes of your project be?
* How will you measure these outcomes?
* How will your project benefit your organisation?
* How will the project benefit your visitors?
 |
|  |
| **Please outline how you will share the impact of this project.** This should cover the following and be no more than 150 words.* How will you demonstrate your achievement?
* Who will you share the outcomes with?
 |
|  |

**Section 4: Reporting**

On completion of the project, we will expect you to submit a short report outlining what the project achieved and describing the positive outcomes. This could be a written report with a selection of photographs, or it could be a short film. Templates for written reports and guidelines for films can be found in Annex A and B respectively.

The report must be submitted no more than 6 months after the project completion date stated in section 3, unless unexpected circumstances arise which we are made aware of. Extensions to this deadline can be discussed with Tru Vue and Icon representatives.

 Yes / No

|  |  |
| --- | --- |
| I understand by applying for this grant I must submit a report of the completed project in accordance with the attached guidelines. |  |
| I commit to submit the report after completing the project and no more than 6 months after. |  |
| I grant Tru Vue and Icon permission to use the report, images, and video of the project for future publications.  |  |

**Section 5: Project Budget**

Ensure that you provide accurate costs**. Ensure that shipping, cut-to-size, and fabrication costs are accounted for in this budget.** If successful, you will be required to submit receipts for the costs shown. If the actual cost of the project is lower than listed here, then any unspent grant funding must be repaid

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Details** | **Cost (£) (before vat)** | **VAT (£)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add additional rows as required.*

|  |  |
| --- | --- |
| **Total project cost** |   |

|  |  |
| --- | --- |
| **Other Grant funding (secured)** |  |
| **Other Grant funding (applied for)** |  |
| **Your contribution** |  |

**Declaration**

This application must be signed by the legally authorised individual within your organisation.

|  |  |
| --- | --- |
| I declare the information submitted in this application is accurate and truthful. I recognise that failure to submit accurate information will result in my application being dismissed.  |  |
| Please tick here if you are happy for your contact details to be shared with Tru Vue Inc.  |  |
| **Name** |  |
| **Job Title** |  |
| **Signature** |  |
| **Date** |  |

**Please submit your application in word or pdf format only via email to the Icon team at** **office@icon.org.uk****. Applications received after the deadline will not be accepted.**

**Annex A: Template for the written report**

|  |  |
| --- | --- |
| **Grant year:** |  |
| **Project completion date:** |  |

 **1. About the objects:**

|  |  |
| --- | --- |
| **Object/artwork:** |  |

|  |  |
| --- | --- |
| **Artist/maker:** |  |

|  |  |
| --- | --- |
| **Year:** |  |

|  |  |
| --- | --- |
| **Medium:** |  |

|  |  |
| --- | --- |
| **Size:** |  |

|  |  |
| --- | --- |
| **Historical and cultural value:** |  |

**Please copy the table above and fill in the details for every object in the project.**

**2. About the awardee:**

|  |  |
| --- | --- |
| **Institution:** |  |

|  |  |
| --- | --- |
| **Institution category:** |  |

|  |  |
| --- | --- |
| **City, country:** |  |

|  |  |
| --- | --- |
| **Is the artwork on public display?** |  |

**3. Project brief: what were the conservation and display challenges? (300 words)**

**4. How was the grant used to address these challenges? Who was involved in the project and what technical solution was applied? (250 words)**

**5. What Tru Vue products were used?**

 **(mark with an x)**

|  |  |
| --- | --- |
|  | **Optium Museum Acrylic®** |
|  | **UltraVue® Laminated Glass** |

**6. Which characteristics of the Tru Vue products were most suitable for your project? (200 words)**

**Specifications:** [**Optium Museum Acrylic® - Tru Vue, Inc (tru-vue.com)**](https://tru-vue.com/solution/optium-museum-acrylic/)

[**UltraVue® Laminated Glass - Tru Vue, Inc (tru-vue.com)**](https://tru-vue.com/solution/ultravue-laminated-glass/)

**7. What are the outcomes of the project? How do they benefit your organisation? How will the project benefit your visitors? (250 words).**

**8. Please share any articles/links about this project.**

**9. Please share photos of the process and completed project as separate attachments to your email.**

 **Please include images of:**

* **Project initial stages**
* **Project progress**
* **Project completed**
* **Event and articles to announce the project**

**Annex B: Guidelines for the film report.**

**Topics to be included in the video:**

* **Overview of the object/s, and artwork/s, including details of the artist/maker, and historic/cultural value.**
* **Describe the conservation and display challenges that were to be solved.**
* **Explain how the grant was used to address these challenges? What technical solution was applied?**
* **Who was involved in the project?**
* **What Tru Vue products were used?**
* **Describe the characteristics of the Tru Vue products that were most helpful for your project?**
* **Explain the outcome and how they benefit your organisation and audience/visitors.**

**Images/shots to be included in the video:**

* **Project initial stages**
* **Project progress**
* **Project completed**
* **Event and articles to announce the project**