

The Headley Southeast European Cultural Heritage Fund

Guidance Notes

Hints and Tips on completing the application form

Introduction

Here are some general hints followed by information related to each section of the grant application form.

General advice

Do

- ✓ Start early!
- ✓ Read the whole form and these notes fully before you start.
- ✓ Prepare “true copy” translation in English of the requested documents.
- ✓ Remember we are always pleased to offer advice and support. If you are not sure whether your project, or some of the costs involved, is feasible, or whether it could be funded, contact Fund’s Coordinator Milena Milošević Micić at milena.m.micic@gmail.com until **25 April 2025**.
- ✓ Think about presentation – for example using bullet points rather than narrative text. Complete all the sections of the form in detail. If anything is not clear, or you need help, contact us.
- ✓ Has the text of your finished application been proofread by someone who has not seen it before?
- ✓ Think about the application from the assessors’ point of view. Is it clear? Is it concise?

Don’t

- ✓ Don’t assume we know anything about your project. Write it as though it will be read and assessed by someone who is coming across the project for the first time.
- ✓ If you have some important documents that are relevant and supporting your project idea feel free to include the links in the application.

The Application Form

About your museum/organization/institution

We need this information so that we can keep in touch with you. We also need to know about your institution/organization so that we can understand more about how the project might work. So please make sure this information is accurate and up to date. It is your responsibility to notify us of any changes. This section also asks about your partner organization, if you have one.

- ✓ Name of the museum/organization/institution
- ✓ Please list the links for your website and social media channels that we can find you on.
- ✓ Contact person for this application - project manager (please keep us notified of any changes)
- ✓ Contact telephone number of project manager
- ✓ Country of the headquarter of your museum/organisation/institution
- ✓ What is your museum's/organisation's/institutions's approximate annual budget?
- ✓ How many people work in your museum/organization/institution full time / part-time/ volunteers (unpaid) – please provide information about all three categories
- ✓ The name of partner museum/organisation/institution (if applicable)
- ✓ Country of the partner museum/organisation/institution
- ✓ How do you know this partner museum/organization/institution? Tell us a little bit about the partnership.

Your project

Project title	A word or phrase that sums up what the project aims to do and which we can all use when we refer to the project. We will use this on our website and for public communication.
When will your project start? When will your project finish?	Give us the first and last dates of your project. Be realistic about the duration of activities.
This project develops (please choose one primary area for your project)	We want to know which broad category your project fits into, so select one box that best describes your project. You can describe impact on other thematic in the objectives of the project.

Please provide a description of the problems and needs you are solving with your project (not less than 100 words)	The project is designed to contribute towards solutions to some difficult situations, either in the museum/organization/institution itself or its community. Give a brief description of the problem, how big it is and how you plan to contribute to its solution.
What is the methodology of the project implementation? Please also explain community engagement (not less than 100 words)	Examples of implementation methodologies include educational activities, networking with partner organizations or media promotion activities. Please be clear about the community/ies you are engaging with and how you will develop.
What groups will benefit from this project?	List and describe the groups that will benefit the most from the project. For example young people from 14-20 years of age. Please provide sufficient details.
How is the project relevant for the context of your organisation (collection of the museum and cultural heritage of the region/country? (not less than 100 words)	Explain the connection between the project outcomes and your museum's organisation's/institution's strategy. How will this project help your organisation/institution develop?
What are the objectives of your project?	These are the specific things you will achieve. An objective is a description of an intended outcome, written in specific terms. The objectives need to be specific, measurable, attainable, realistic and time bound. Please describe them using these terms. What will you do? By when? To what standard? How will you know you've done it? Why are you doing it?
Please list the main results of your project.	Results are tangible deliverables (such as a new infrastructure) or new services. Results of the project are also increased knowledge and awareness about an issue. Results are direct outputs of your project. What activities will you implement to achieve these results?

Who will deliver this project (please tick all that apply)?	Choose all the roles that are applicable for your project team (Staff employed in the museum/organization/institution; Freelancers; Contracted staff; Volunteer(s); Specialist consultant(s))
Please, describe your project team. How many persons are in the project team? List the names and titles, and the name of the partner they are engaged in. What is each persons' role (short description)?	List all members of the team and their roles
Please provide the name(s) of the consultant(s) (if applicable).	List if applicable

Evaluating your Project

Describe how you are going to determine if your project is successful (not less than 50 words)	Describe how you are going to evaluate your project. What methods will you use to find out if your project is successful or not? How will you find out about the experience of people who take part in the project? How will you document everything you learn as you deliver the project? This is important because it will support you to improve your practice in the future. Please remember that failing to achieve specific objectives often results in learning that is important for your organisation and others.
Describe how you plan to disseminate learning outcomes from the project to staff, external colleagues, volunteers and the public?	We would like this project to have a wider impact so we are interested to know how you will tell others about your experience, what worked and what didn't and what you might do differently next time. How will you tell others in your museum, the sector and the public?
Project summary (no longer than 50 words)	Write your project summary as the last section that covers all the above-mentioned aspects of your project.

Project costs

I am applying for a small or a large grant	Mark if you are applying for 5.000 EUR or 10.000 EUR.
Requested grant amount in EUR	What is the figure you are requesting from this Fund? Make sure that the costs are based on actual price (research in advance as it will be very difficult to change the budget lines). Please, calculate all taxes and VAT and include them in the budget.

Total cost of the project in EUR (grant + your contribution if any).	This is the whole figure, everything you will have to spend to deliver the project. If you have other sources of funding please include them.
Please describe how you will raise the remaining project costs (if the costs are larger then the grant you are applying for)	If you are asking BMN for less than the whole project cost, how will you raise the rest? For example, do you have another grant, or will it come from the museum/organisation/institution's budget? Please explain if these sources of funding are committed or still to be confirmed.

Remember – If you have any concerns or questions, do not hesitate to contact Fund's Coordinator Milena Milošević Micić via email milena.m.micic@gmail.com