



## 2024-25 Conservation Example Application Form

This form is intended as an example of the form you will use to submit an application through the [www.lechetrust.org](http://www.lechetrust.org) website. You must apply through the website.

All enquiries should be sent to [info@lechetrust.org](mailto:info@lechetrust.org)

### Contact

- A1 Name and title of man contact for this application:  
*First Name*  
*Last Name*  
*Title / Role*
- A2 Address of main applicant, if different from organisation main address:  
*Address 1*  
*Address 2*  
*Town / City*  
*County*  
*Post Code*
- A3 Contact Methods  
*Daytime Telephone Contact Number*  
*Email Address*

### Organisation

- B1 Full Legal Name of Organisation if different than on Charity Register  
*Legal Name*
- B2 Which of the following best describes the status of your organisation?  
*Registered, Exempt or Exempted Charity*  
*Local Authority*
- B3 Address of organisation  
*Address 1*  
*Address 2*  
*Town / City*  
*County*  
*Post Code*
- B4 Telephone number
- B5 Website address

## Project

- C1 Project title and summary  
*Title*  
*Summary (500 words)*
- C2 Location of project  
*Choose Project Location*  
*Additional comments on location (200 words)*
- C3 Does your organisation own the item that is the subject of the application?  
*Yes / No*
- C4 Describe the item(s) to be conserved (500 words)
- C5 Provide a brief summary of proposed conservation work (500 words)
- C6 Name, qualifications and professional affiliation/s of conservator/s who will undertake the work (250 words)
- C7 Project Timelines  
*Expected start date of project*  
*Expected end date of project*
- C8 How will the item be housed/cared for following treatment?  
*Describe aftercare plans (250 words)*
- C9 How will the public be able to access the item following treatment?  
*Describe public access (250 words)*
- C10 What is the total costs of the project?  
*Enter numbers only*
- C11 Provide a breakdown of the key costs
- C12 List any confirmed sources of income to date
- C13 Other pending grant applications
- C14 Other projected sources of income
- C15 State the amount of funding you are seeking from the Leche Trust  
*Amount requested*
- C16 Please upload your organisation's most recent signed annual accounts
- C17 Please upload copy of professional conservation assessment report
- C18 Please upload at least two, and up to six, images of the subject of the application
- C19 How will the project be managed?  
*Describe project management process (250 words)*
- C20 How will you measure the success of the project?  
*Describe success management (250 words)*