The Richard and Siobhán Coward Foundation

Registered Charity SCO47266

|  |  |
| --- | --- |
|  | Application for analogue photography  Cover Form |

**This cover form must be completed and included with each application for a grant.**

**About you:**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Address including post code: |  |
| Email: |  |
| Phone: |  |
| Project start and end dates |  |
| How did you hear about the Foundation? |  |

**About your project:**

Please note that the words you use here to describe your project will be what we will use to describe it on our website and elsewhere. It is in your interest to think carefully about wording and portray your project as you would want it seen by wider audiences.

|  |  |
| --- | --- |
| What do you want your project to be called? |  |
| Please summarise your project (as described elsewhere in your application) in no more than 50 words, stating what you will do and what you aim to achieve. |  |
| What will your project cost? |  |
| How much of the cost are you asking us for? |  |

**Data protection:**

By submitting an application, you hereby consent to your name, photographs and details of your project being used by the Foundation for publicity purposes and for publication on the Foundation’s website.

All personal data will be held securely by the Foundation. It will only be used in the process of administering grants in the exercise of the Foundation’s task and will not be transferred to any third party. At the close of the relevant application dates, personal data relating to all the successful applicants will be retained by the Foundation for administrative and archival purposes. Personal data relating to unsuccessful applicants will be destroyed within one month of a decision being made.

All applicants will have the right: to ask what the Foundation holds on them; to restrict how the Foundation uses it; to update or to delete the information held by the Foundation.

**Checklist for applicants**

All applications must consist of:

1. Application cover form
2. Project description – one A4 sheet
3. Budget – one A4 sheet
4. Brief CV – one A4 sheet
5. No more than 4 jpeg images at 72-120dpi, to be sent separately with your name, caption, project title and year shown on each