

Maak Foundation aims and priorities

Maak Foundation is committed to supporting and promoting studio ceramics. By providing funding for research and projects that result in the publication of books and literary material dedicated to studio ceramics the purpose is to advance the education and understanding of studio ceramics for the wider public.

Funding is available to individuals and organisations through grants with applications open for submission two times per year.

Our funding priorities are:

- Funding research into important individual ceramic artists, groups of ceramic artists or broader artistic developments in studio ceramics for subsequent publication.
- Funding research for written material to support non-commercial exhibitions of studio ceramics intended to provide educational opportunities to the general public.

We would not normally support any commercial exhibition or event where works are offered for sale.

Please see Maak Foundations full Grant Making Policy available at www.maakfoundation.org.uk for further information.

How to complete this form

We have designed this form to be as clear and straightforward as possible.

Throughout the different sections, you will find a series of questions in bold text. Underneath these, you will find some explanatory text and some prompts to consider.

These prompts are meant to help you write full answers. However, some might be more relevant to your project than others. Please focus on the areas that are most pertinent to your idea.

We strongly advise you to be as concise as possible in your answers and limit these to approximately 300 words per answer. We encourage you to use bullet points and short sentences where possible.

If a question has an asterisk (*) next to it, that means it is mandatory – please make sure you provide an answer in those sections.

Your information

Information requested is for the purposes of administering, monitoring and evaluating grants. Our privacy policy is available at www.maakfoundation.org.uk.

Please ensure you have relevant consent from any third parties to share any personal details with us.

If you have any queries regarding the above, or require access to the guidance or the application form in an alternative format, please contact marijke@maakfoundation.com.

Grant Application

1. Application summary

<p>Application heading *</p> <p><i>Please set this out in the following format: your or your organisation's name, the project title</i></p>	
<p>Please provide a short summary of the project you are applying for funding for. *</p> <p><i>If successful, this summary may be used in future to publicise your project.</i></p>	

2. Your Information

First Name	
Surname	
Address	
Email	
Telephone	

If you are applying on behalf of a Company or other Organisation please provide further details below.

Name of Company or Organisation	
Primary contact	
Job Title	
Email	

Telephone	
Organisation Address	
Organisation website	
Charity registration number	
VAT number	

<p>Where did you hear about Maak Foundation's grants programme?</p> <p><i>Please select one</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Maak Foundation Website <input type="checkbox"/> Maak Foundation Social Media <input type="checkbox"/> As a previous Maak Foundation grant recipient/applicant <input type="checkbox"/> Maak Contemporary Ceramics <input type="checkbox"/> Contemporary Studio Ceramics Subject Specialist Network <input type="checkbox"/> Recommendation from sector colleagues <input type="checkbox"/> Networking, marketplace or similar event <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
<p>If you picked 'other', please give details</p>	

3. Your Project

In this section we would like you to tell us about your project in more detail and more specifically how the grant will be used and put forward a strong case for support.

We are looking to understand how the activities for which you are applying for funding will advance the principle aims of Maak Foundation.

<p>Please tell us about the project you are applying for funding for in greater detail.*</p> <p><i>This is your chance to tell us all about the project overall.</i></p> <p><i>You should also describe what materials or resources will be created as a result of your activities.</i></p>	
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4. Funded Activities

Please outline the specific activities for which you are applying for funding. *

In this section, please explain the specific activities for which any grant received would be used to fund. You should refer to the Maak Foundation grant policy to ensure you are clear on what our funding priorities are.

5. Eligibility

How does your project achieve the aim of Maak Foundation? Which of our priorities does it address? *

In this section, please explain how your proposed activities and outputs relate to our aim and advance one or more of our funding priorities.

6. Management

How will you manage the grant and deliver the proposed activities? *

Please tell us about the key individuals responsible for overseeing the various activities.

We will want to read about:

- Relevant skills and experience
- How you will ensure best practice standards and/or create work of a high quality.
- Any support from partners outside your organisation
- Any challenges or conflicting priorities that might affect this project.

7. Audiences

Who will benefit from this project? *

In this section, we would like you to tell us about your intended audiences and how people will be able to access your proposed activities.

When you answer, please consider:

- Will the results of your activities be easily available to the wider public.*
- What will the cost of accessing your activities be to the wider public.*
- Will access be physical and/or virtual.*

8. Delivery

What agreements do you have in place to ensure your research or activities will be published and/or accessible to your audiences and the wider public? *

Our key aim is to ensure that any research or activity results in the publication of the research or other event to make the research accessible to the wider public.

Please provide information of how this will be achieved. You should include details of publishing agreements already in place.

9. Budget and timescales

Budget

In this section, we would like you to tell us about your activity costs and how much funding you would like from Maak Foundation.

Grants offered are normally between £1,000 and £5,000 and can cover up to 100% of the cost of your project.

All grants awarded must be used to cover costs that are directly connected to carrying out the activities that Maak Foundation has agreed to fund (Funded Activities).

Grant request

Total cost of project (£) *	
Cost of Funded Activities (£) <i>This is the specific activities within the project for which funding is being sought.</i>	
Amount requested from Maak Foundation (£) *	

Full budget breakdown

Please upload a supporting budget that details how the grant will be spent and any income you can contribute towards the project.

Other income is not a requirement, but if you have other funding, non-cash contributions, volunteer or staff time you'd like to include, please reference this in your budget breakdown.

We will want to see that your budget is reasonable and accurate, and that your project represents good value for money.

You will find a budget template in Appendix A. If you would rather, you can complete your own budget template. However, please use ours as a guide - this will help you to provide all the information we need to review your application.

Timescales for delivery

<p>Please provide the key dates and milestones for your planned project delivery.</p> <p><i>We will want to be confident that your timetable is realistic and achievable.</i></p> <p><i>You are welcome to write out the timetable in the text box, or you can add this information as a supporting document. Please keep the information clear and concise.</i></p> <p><i>Be aware that we are looking to support projects where the expectation is for the publication of research to take place within 2 years of receipt of a grant.</i></p>	
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10. Submission

Terms and Conditions

Our Terms and Conditions can be accessed at www.maakfoundation.org.uk.

Have you read and understood the Terms and Conditions? *	Yes/No
Can you confirm that the Director of your organisation, and any partner organisations, is aware of this application and agrees to abide with the Terms and Conditions? *	Yes/No

Please submit your application to info@maakfoundation.org.uk