



**PROJECT PROPOSAL FORM 2
Partnerships and Collaborations**

The Chapter of Canterbury recognises the benefit of building partnerships and working collaboratively with other organisations, institutions and community groups. We welcome proposals which aim to support the Chapter of Canterbury’s values as set out in the Strategy Plan, including the development of the Cathedral as a centre of excellence for education and learning, and The Canterbury Journey Activity Plan, which aims to engage new, diverse, young and hard-to-reach audiences through wider learning and participation across an accessible range of disciplines and platforms.

Project Proposals are considered against the Cathedral’s existing and developing programmes, relevance, capacity and available resources.

Intention to name Chapter as a partner, requiring letters of support or to be referenced in any funding bids or sponsorship applications **must** be agreed and approved by the Chapter of Canterbury in **advance** of any submission.

Outcomes must be of equally mutual benefit to all partners with an agreed approach to sharing resources, outputs and outcomes.

Full name	
Position	
Organisation	
Email address	
Telephone numbers	
Postal address	
Website	
Total cost of project	
Confirmed funds	
Unconfirmed funds	
In-kind contribution	
Partners	
Stakeholders	

Project title

Anticipated start date

anticipated end date

Project description (no more than 500 words)



Why is Canterbury Cathedral important to your project? (less than 250 words)

How is the project relevant to the Cathedral? (less than 250 words)

What part of the Cathedral's historic fabric or collections, if any, will need to be accessed for your project? (less than 250 words)

Who is your audience? Describe your target audience and anticipated numbers (less than 250 words).

Who will be taking part? This volunteers, work placements etc. (less than 250 words)

What are the project outputs and outcomes? (less than 250 words)

Terms and conditions

1. Provide information of any proposed funding bids intended to support this proposal where the Cathedral might be named as a participant or partner **prior** to their submission.
2. Provide draft copies of all press, PR, media, marketing and interpretation materials for the Cathedral's comment and approval **prior** to release.
3. Promotion, marketing and interpretation materials must be accessible to a range of people with differing intellectual and physical abilities.
4. The Cathedral logo (and in some instances the HLF logo) to be displayed on publicity material.
5. Measure and report on the impact, outcomes and outputs by providing a detailed Evaluation Report.
6. Provide copies of all outputs for the Cathedral's free licence to use for learning purposes and to support the ongoing work of the Cathedral in engaging people.
7. Cathedral staff or volunteers are not responsible for any loss, damage or theft to any person or property.
8. Applicants are responsible for their own, and other peoples' insurance, health, safety and welfare whilst on site.
9. Applicants will not damage any part of the Cathedral, environs or property.
- 10. Applicants will not cause any reputational damage to the Cathedral, its staff, volunteers or community.**
11. The Cathedral reserves the right to amend this agreement subject to changes beyond its control.
12. Support from Chapter may include access to the collections, spaces, audiences, staff time and publicity. **The Cathedral does not provide funding, equipment or materials, and in some cases, fees may be applied for additional use of staff time and resource.**

Decision turnaround is approximately 6-8 weeks – in some cases longer if additional information or permissions from the Fabric Advisory Committee (FAC), the Cathedrals Fabric Commission England (CFCE) or the Cathedral's Collections Management Group (CMG) are required.

Signed _____ Date _____

Print name _____