**Loan Application Form to borrow works from the Methodist Modern Art Collection**

**(to follow submission of an Expression of Interest for initial approval)**

The Methodist Modern Art Collection is owned by the British Methodist Church.

The Methodist Council act as Managing Trustees but delegate the management of the Collection to the Methodist Modern Art Collection Management Committee who consider applications to borrow the Collection on a regular basis.

Before completion of this form please confirm with the MMAC Administrator that you have had your organising group and venue approved (following completion of an **Expression of Interest** form) and have had a visit from a member of our Management Committee.

Please then complete this form to request an official loan of works from the Collection. This will be considered by the Management Committee at its next meeting. Some of your plans may not be finalised at this stage but please give as much detail as you can. You will be informed of the Committee’s decision within one week of the Management Committee’s meeting.

The loan fee for the entire Collection is £1,500. Part-loans attract part-fees, though not strictly pro-rata. It is suggested that half the Collection should normally be £1,000. Quarter Collection £500, and fewer than 10 works £250. You are invited to offer more if you would like to help the Management Committee to cover the costs of caring for the Collection.

**APPLICATION FORM**

Full name of the organising body making the request

……………………………………………………………………………………………………….

Name of Local Exhibitor (LE), ie. lead contact name

 ………………………………………………………………………………………………………

Address …………………………………………………………………………………………….

Phone ………………..……. email address………………………………………..………….

What are the dates you require the exhibition? ………………………………………….…….

Please confirm that you have discussed the loan documentation required with your

Management Committee Link (MCL) who is (enter name below) including the

requirements of a facilities report.

………………………………………………………………………………………

Please indicate the exact number of works you wish to borrow and give details including title and artist

………………………………………………………………………………………. /cont over

………………………………………………………………………………………………………………

Please give details of the venue(s) for the exhibition, including full addresses and outline security arrangements.

Please explain in not more than 100 words your exhibition concept with the main themes and title if it has been confirmed.

Please outline key partners with whom you will be working

(other churches, schools, universities, local art galleries or museums)

Please outline how you plan to hang the exhibition, including wall surfaces you will be hanging works on and what technical support you will have for this process (include any plans of buildings and hanging layouts if you have these as attachments).

Please set out how you plan to promote the exhibition to maximise awareness within your community.

Please give outline plans for funding the exhibition, including potential sponsorship.

Signature: ………………………………………………………Date ……………………

Please return this form to Liz Millard, MMAC Administrator, Methodist Church House,

25 Marylebone Road, London NW1 5JR [Tel 020 7467 5214] or by email to

artcollection@methodistchurch.org.uk

**Thank you for completing this form. We will be in touch as soon as we have**

**considered your Loan Application.**

The Methodist Modern Art Collection Management Committee. LoanApp/9.3.18