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|  | **Application for commemoration by the University** |

All applications for commemoration by the University under the Commemoration Policy must be submitted using this form. Please type in the shaded areas of the form, or use the drop-down boxes, as appropriate. Handwritten applications will also be accepted.

Applications can be made by more than one applicant, but please detail below the lead applicant with whom the University will correspond.

Applicants are advised to carefully read the University’s Commemoration Policy and Procedure, paying particular attention to ensuring that:

1. The proposed commemoration falls within the scope of the Commemoration Policy (see section 3 of the Policy);
2. The application responds to the categories under which commemorations are considered (see section 4 of the Policy).

Please note that the information provided on this application, and in any additional supporting evidence you choose to submit with it, will form the basis of the University’s consideration of the request. Applicants should not expect the University to conduct further research to evidence the merit of the proposed commemoration. Applicants are advised to provide sufficient detail to enable the committees considering the request to understand and appreciate the justification for the commemoration without reference to prior knowledge, experts or other sources. Where statements are made regarding the importance or impact of a person, event or idea, reference should be made to recognition by external organisations or authoritative sources.

Applicants should be aware that any commemoration resulting from their application may require funding. Applicants are advised to contact the University History and Heritage Office to discuss their ideas in advance of submitting an application.

This form should be returned by post or email to: University History and Heritage Office, 186 Waterloo Place, Oxford Road, M13 9PL. Queries and applications by email should be directed to James Hopkins, University Historian and Head of Heritage, [james.hopkins@manchester.ac.uk](mailto:james.hopkins@manchester.ac.uk)

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| **1. About your application** |
| |  | | --- | | Please select the type of application: | |

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| **2. About the lead applicant** |
| |  | | --- | | Name of organisation (if applicable): | | Title:  First name: | | Surname: | | Faculty/School/Directorate (UoM internal applicants only):  Postal address:  Email:  Tel: | |

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| **3. About the other applicants (if applicable)** |
| |  | | --- | | Please list the names and organisations (if applicable) of any other applicants: | |

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| **4. About the person, event or idea to be commemorated** (to be completed for all applications) |
| |  | | --- | | Is this application to commemorate a person, event or idea?  Is there a personal connection between the applicant(s) and person, event or idea to be commemorated?    Connection of the person, event or idea to be commemorated to the University of Manchester or the University’s estate (please provide as much detail as possible):  Does the person, event or idea have a connection to a particular University building? (please include dates of connection):    Is there a reason that a commemoration should take place in the near future (such as an anniversary)?    The University will determine the most appropriate form of commemoration, though applicants are invited to suggest a form of commemoration that they believe to be suitable and to explain the reasons for the suggestion (see section 3 of the Commemoration Policy): | |

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| **5. Reasons for commemoration** (to be completed for all applications) |
| |  | | --- | | With reference to section 4 of the Commemoration Policy, please provide the reasons that the person, event or idea should be considered for commemoration under any or all of the following categories. Please ensure that sufficient information is provided to enable the committees considering the request to understand and appreciate the justification for the commemoration without reference to prior knowledge, experts or other sources. Where statements are made regarding the importance or impact of a person, event or idea, reference should be made to recognition by external organisations or authoritative sources.  **Place in history**    **Contribution to the world**    **Benefit of commemoration**    **Connection to the University** | |  | |

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| **6. About a person to be commemorated** (only complete this section if your application is to commemorate a person) |
| |  | | --- | | Full name of the person: | | Date of birth:  Place of birth: | | Date of death:  Place of death: | | Are any surviving relatives of the person to be commemorated aware of this application? | |

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| **7. About an event or idea to be commemorated** (only complete this section if your application is to commemorate an event or idea) |
| |  | | --- | | Event or idea to be commemorated: | | Date of event or idea: | | Are any of the individuals connected with the event or idea still alive? | | Are any individuals connected to the event or idea still alive?    Has contact been made with the surviving individuals to make them aware of the application? | |

Any additional information or supporting evidence which you wish to provide in connection with your application should be supplied on submission of this application form. Additional material maybe attached on additional sheets.

Signed:

Print name:

Date:

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| **Version amendment history** | | |
| Version | Date | Reason for change |
| 1.0 | July 2019 | Original document |
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| **Document control box** | |
| Policy / Procedure title: | Commemoration Application Form |
| Lead contact email | [james.hopkins@manchester.ac.uk](mailto:james.hopkins@manchester.ac.uk) |
| Date updated: | July 2019 |
| Approving body: | Planning and Resources Committee |
| Version: | 1.0 |
| Supersedes: | Commemorative Plaques Application Form |
| Previous review dates: | n/a |
| Next review date: | July 2021 |
| Equality impact outcome: | n/a |
| Related Statutes, Ordinances,  General Regulations: | None |
| Related policies/procedures/guidance etc | University Commemoration Policy and Procedure |
| Policy owner: | Dr. James Hopkins, University Historian and Head of Heritage |
| Lead contact: | Dr. James Hopkins, University Historian and Head of Heritage |