

Appendix 1

SE Museum Development Programme Ready to Borrow Capital Grant Scheme 2017-18

Guidelines

This document explains the purpose and process of the SE Museum Development Programme Ready to Borrow Grant Scheme (operated on behalf of the Arts Council England as part of a £2.4m programme of one-off investment in the museums and libraries sector in 2016-17 and 2017-18). After reading this document, it is strongly recommended that you discuss your proposal with your MDO before submitting your application.

Introduction

The Ready to Borrow Capital Grant Scheme aims to deliver:

- An increase in the number of Accredited non-national museums able to take loans from National museums or Major partner museums
- An improvement in the longer term infrastructure and capacity of the SE region to manage significant and strategic loans

Your Museum doesn't need to have a specific loan item in mind from a national museum or major partner museum; nor is obtaining or applying for GIS an essential criteria to securing a small grant. This funding is intended to support capital improvements which enable a museum to develop its loans programme in the future; and which adds to the infrastructure of the region.

Priorities and Key Requirements

- Museums can apply for capital grants up to a maximum of £50,000
- Museums must be working within the Arts Council England Accreditation Scheme.
- Preference will be given to museums who have not had a loan from a National or Major partner museum before or been able to meet the requirements of GIS
- Museums must be able to capitalise the related capital expenditure on their balance sheet
- **Grants must be committed by 31 March 2018. Activities must have started before 31 March 2018 and any funds committed need to be spent and capitalised by 31 March 2019. All receipts/evidence of expenditure and case study material must be provided to SE Museum Development Programme by March 2019.**
- Environmental impact must be a criterion in decision making, with preference given to lower carbon impact proposals. Museums should demonstrate in their application what the environmental impact will be
- Grant recipients must provide a minimum of 10% match funding in cash or in kind support
- Major partner museums are not eligible to apply

Grants must be for **capital expenditure**, i.e. money spent on the purchase, improvement, restoration, construction or creation of an asset, including expenses or costs that are directly attributable to delivering the capital project.

This might include:

- buying assets such as furniture and equipment
- installing new technologies and upgrading buildings
- buying digital and broadcast equipment such as cables, cameras or screens
- environmental sustainability costs including installing or retrofitting sustainable technologies
- professional fees associated with capital spending on your project, providing the appointments have been made in accordance with the procurement requirements set out below
- legal fees associated with capital spending on your project
- VAT that you cannot recover from HM Revenue and Customs
- building work if you have our written agreement beforehand

Examples of expenditure that would **not** count as capital expenditure:

- **expenditure that will not be capitalised on your balance sheet**
- costs of research or feasibility work
- costs for developing architectural drawings
- building work if you do not have written agreement beforehand
- capital assets that you plan to sell
- costs you have to pay for before a decision is made on an application to the Museum Development provider
- projects that demonstrate little or no potential to benefit the public
- costs that are already covered by other funding
- general running costs and overheads that are paid for by other income, including your own funds after the project is complete. This includes overheads related to equipment or buildings, such as insurance and maintenance costs
- additional revenue funding to support increased running costs
- capital projects required to support activities for educational purposes necessary by law
- goods and services, including consultants and contractors, that have not been appointed in accordance with the requirements set out

How to apply

- Discuss your application in advance with your Museum Development Officer (MDO).
- The deadline for this round of applications is 6th September 2017.
- Application forms are available from <http://southeastmuseums.org/>
- Applications should be submitted electronically to southeastmuseums@gmail.com
- Applications must be supported and signed by a second person at senior level, e.g. Chair, Director or Manager.
- In the case of partnership applications; partners should nominate a lead applicant for communication and payment, and clearly specify details of this lead contact on the application.
- Only fully completed application forms will be considered.

- Your application must enclose the following details:
 - A description of the small capital project aims, outcomes and objectives
 - Key performance indicators and proposed targets
 - Timetable and milestones for the project
 - Project budget with clear indication of levels and nature of match funding (minimum of 10% is required).
 - An indication as to whether the museum is VAT registered, and your approach to VAT in the project figures.
- Please confirm that the Museum will comply with all applicable current UK public regulation procurement laws when buying any goods or services that will be used directly or indirectly in relation to the capital project; and in relation to contracts for goods or services, and make quotes, tenders and contract procedures available for review if requested by SEMDP, on behalf of ACE.

Assessment

- Applications will be acknowledged by email only.
- Applications will be evaluated by the South East Museum Development Programme.
- When reading applications, the reviewers ask themselves whether this capital development activity will:
 - Enable the applicant Museum to take National/Major Partner Museums loans in future?
 - Increase the overall infrastructure for loans from National museums into the SE or sub region?
- A decision will be provided not more than 15 working days after the 30th September.
- Successful applicants will receive an offer letter by email. This will confirm the amount of the Grant and any special conditions applied, in addition to the general expectations set out in this document.
- The grant offer letter

Acceptance of Grant

- The offer letter will be accompanied by an acceptance form. To accept the Ready to Borrow Grant on the terms offered, this must be completed, signed and returned by the deadline stated in the letter, or the offer may be withdrawn.

Grant Payment

- In order to transfer the Grant amount to your organisation's bank account, a 'New Suppliers Form' may need to be completed and returned.
- Once details have been received, a Purchase Order number will be sent to your museum. You should keep a record of the PO number.
- Please note that it may take up to 40 days from receiving your New Suppliers form for the payment to be transferred into your organisation's or your consultant's bank account. Your project plan may need to take this delay into account.

Conditions of Grant

- Successful applicants are required to complete sign and return the Acceptance form.
- The grant activity should be completed within the timetable stated in the application. Any variation in timing must be notified to the MDO as soon as possible. Slippage beyond March 2017 will result in the cancellation of a grant.
- Grants may not be used for any other purpose than that stated in the application, otherwise you will be liable to payback these costs in full.

- The lead contact for a museum, network or partnership application must ensure that evaluation is carried out and that evidence of expenditure is sent to the SE Museum Development Programme within 6 weeks of the agreed end of the project.
- Successful applicants should also provide details of what capital assets they have bought with the funding they received; an evaluation of the impact of the funding on capacity/infrastructure; and copies of photographs of funded activity.
- All successful applicants and case studies of funded projects will be publicised on the South East Museums website and newsletters produced by the MDO.
- Publicity about the activity must acknowledge that it has been funded by a Small Capital Grant from the South East Museum Development Programme, supported using public funding by Arts Council England. Logos will be provided as necessary.