

South East Museum Development

Collections Care Grants 2018-2019

In this document you will find:	
Guidance	1-4
Terms and conditions	5-6

Overview

The South East Museum Development Programme (SEMDP) grant schemes are funded by Arts Council England (ACE). These grant schemes provide funding to support museums across the South East to meet their development needs.

The SEMDP Collections Care Grant is open to all accredited/formally working towards accreditation museums in the South East. We encourage applications for projects and/or development activities that contribute to one or more of the following:

- Purchase of equipment or materials to improve collections care and/or preventive conservation.
- Collections care training for staff or volunteers.
- Consultancy or specialist costs towards conservation audits/assessment of specific objects.

How much can I apply for?

Your museum can apply for **up to £500** from our Collections Care Grants. We have £3000 in the Collections Care Grant programme for 2018-2019.

If you are seeking funding for a larger collections care or conservation project, you can submit an application to our Level Up: Improvement Grant.

Am I eligible?

Collections Care Grants are open to:

- Museums, networks and partnerships operating in the South East.
- Accredited, Provisionally Accredited and formally Working Towards Accreditation museums in the South East.

- Museums that have received an assessment visit from the SEMDP Preventive Conservation Officer, which has resulted in a Preventive Conservation Audit in the current financial year.

You are not eligible if:

- You are not accredited, or actively working towards accreditation.
- You are seeking to cover costs for activities, projects or purchases that have taken place before you apply for a Collections Care Grant.
- You have already successfully secured a Collections Care Grant during the current financial year or have been successful in securing a Level Up: Improvement grant for the same project or activity.

When can I submit an application?

The Collections Care Grant will remain open until the grant fund is spent. There are therefore no set deadlines, and applications will be considered on a first-come/first-served basis. The final date for us to receive applications is **12pm on the 31st December 2018**.

How do I submit an application?

- **Contact the Preventive Conservation Officer** to discuss your application.
- **Read this guidance** document to help you with your application.
- **Complete a Collections Care Grant Application Form**. Only fully completed forms will be considered and processed.

What should I include in my application?

- Your application must include full details of the proposed activity, explaining in your application how your proposed project or development activity meets our identified priority areas. This should include a project plan, containing:
 - What will your project or activity achieve?
 - How will this project or activity improve your standard of collections care?
 - How long will the project or activity take?
 - How much will it cost?
- Supporting evidence for your application should be included where appropriate, e.g. a draft brief for a consultant (remember, our Preventive Conservation Officer can offer advice and support around writing a brief); quotations for expected costs for supplies and/or provision of professional advice/consultancy; a price list for equipment etc.

- Your application must be supported and signed by a second person at senior level from your organisation, e.g. Chair, Director, Manager, before it can be submitted.
- In the case of partnership applications, partners should nominate a lead applicant for communications and payment, and clearly specify details of this lead contact in the application.

What can't I claim for?

You cannot apply for a Collections Care Grant to cover the following:

- Costs to cover use of your own venue and facilities.
- Staff time, unless you can clearly demonstrate a need to backfill staff time or fund additional activity undertaken by staff on part time contracts.
- Any costs that relate to core running costs – e.g. costs of equipment maintenance, domestic cleaning materials/equipment etc.
- Anything not related to the successful proposal you submitted for a Collections Care Grant.

How will my application be assessed?

- Applications will be acknowledged by email only.
- Applications will be evaluated by two assessors from the Museum Development Programme team. This will be the Preventive Conservation Officer and your Museum Development Officer. When reading applications, the assessors ask themselves the following questions:
 - Does the project or activity address an area for improvement outlined by the Preventive Conservation Audit Report, or advice given by the Preventive Conservation Officer as a result of an assessment visit?
 - Does the activity address an important challenge for the museum(s)?
 - Will there be lasting benefits for the museum(s)?
 - Does the activity represent good value for money?
 - Is it clear how the money will be spent?
- A decision will be provided within 15 working days after the application is received.

How do I claim my Grant?

- Successful applicants will receive an offer letter by email. This will confirm the amount of the grant award and any special conditions in addition to the general expectations set out in this document (see **Standard Conditions of Grant**).

- The offer letter will be accompanied by an acceptance form. To accept the grant under the terms it is offered, this acceptance form must be completed, signed and returned by the deadline stated in the offer letter, or the grant offer may be withdrawn.
- If the application is rejected, feedback will be provided to assist the applicant in submitting future applications.
- A new financial supplier form (where required) should be returned, so that payment can be made to the museum. You will be sent this form if it is required.

Who are my key contacts?

Our Preventive Conservation Officer is your key contact. They can provide you with advice and guidance on completion of the application form, and additional support around developing your project or activity idea if needed.

Emily Nisbet-Hawkins	Preventive Conservation Officer	Emily.Nisbet-Hawkins@Brighton-Hove.gov.uk
-----------------------------	---------------------------------	--

Terms and Conditions

The funding we provide through the SEMDP is thanks to continued support from Arts Council England (ACE). As these are public funds, we need to ensure they are spent responsibly and transparently. We also need to ensure that our publicly funded support helps to advocate for our programme and our work - to demonstrate why public investment in museums is of crucial importance. We also want to ensure we make resources available to be used by the widest possible range of museums in our region.

Our grants are therefore provided as part of a contract with you.

Standard Conditions of Grant

- ACE and SEMDP should be acknowledged in any publicity or promotional material produced by the recipient in association with the project or activity (please contact us where branding for ACE and SEMDP is required).
- All grant recipients are expected to submit case studies. These case studies are important as they show whether the initial aims and objectives of the activity have been met and provide a useful resource for future applicants. They are also a good way of spreading good practice, and encourage museums to share their success stories. Case Studies may comprise a form to complete and/or a short presentation to be given at a SEMDP training event. ACE and SEMDP reserves the right to publicise case studies and associated information on successful applications.
- We must receive proof of payment for the requested expenditure, e.g. copies of receipts or orders. These must be sent to your SEMDP contact by the date given.
- Staff should not be asked or expected to take annual leave to attend any training or development activities associated with your application.
- Choice of trainers and consultants should be made in consultation with the Preventive Conservation Officer, and there must be evidence that a consultant or trainer has responded to a brief.
- Any conservators used as trainers or consultants must have obtained Professional Accredited Conservator Restorer (PACR) status.
- You agree to complete an evaluation form or evaluation discussion with the Preventive Conservation Officer, at the Preventive Conservation Officer's request should one be required.
- Your activity must be completed within the timetable stated in your successful application. You must notify the Preventive Conservation Officer should any timings need to change as soon as possible, and any revised timescales should be agreed with the Preventive Conservation Officer. Severe slippage around delivery timescales may result in SEMDP cancelling your grant.

- The Collections Care Grant must not be used for any other purpose other than that stated in the successful application form.
- By accepting a Collections Care Grant funding, you agree to complete the South East Museum Development Programme Annual Return by an agreed deadline.
- Subsistence and/or travel costs will only be covered in very exceptional circumstances. Where it is agreed that a Collections Care Grant will cover these costs:
 - This will not exceed the HMRC guidance rates of £5 for breakfast, £5 for lunch and £15 for an evening meal. Breakfast and evening meal costs can only be included for activities that require an overnight stay. Alcoholic drinks are not included.
 - This will be for standard class travel on public transport. Any mileage will be reimbursed at 25p per miles (for individual activity) or 45p per mile (for project related activity).