

South East Museum Development

Level Up: Improvement Grants 2018-2019

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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 Level Up: Improvement Grant is our standard grant package, 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 Arts Council England (ACE) five goals, and key aims in the South East Museum Development Business Plan 2018-2022:

ACE GOAL 1 Excellence is thriving and celebrated in the arts, museums and libraries	
SEMDP Aims	<p>South East Museum Development will look to support projects and developmental activities that:</p> <ul style="list-style-type: none"> ➤ Use collections to challenge, stimulate and enrich people’s lives. ➤ Use collections to address local agendas and priorities, such as health and well-being. ➤ Seek to digitise more collections. ➤ Work with a wider range of partners to help achieve collections excellence. ➤ Partner with universities to unlock the research potential of collections.
ACE GOAL 2 Everyone has the opportunity to experience and to be inspired by the arts, museums and libraries	
SEMDP Aims	<p>South East Museum Development will look to support projects and developmental activities that:</p> <ul style="list-style-type: none"> ➤ Provide an improved visitor experience. ➤ Reach new and diverse audiences. ➤ Increase digital engagement and use of social media. ➤ Work with a wider range of partners to help develop and diversify audiences.

	<ul style="list-style-type: none"> ➤ Collaborate through partnerships between museums and other arts organisations.
ACE GOAL 3 The arts, museums and libraries and resilience and environmentally sustainable	
SEMDP Aims	<p>South East Museum Development will look to support projects and developmental activities that:</p> <ul style="list-style-type: none"> ➤ Support effective forward and business planning, and support more diverse and reliable income streams. ➤ Seek to create strong leadership and governance. ➤ Use partnership approaches to increase organisational and sector resilience. ➤ Supports environmentally sustainable operations.
ACE GOAL 4 Leadership and workforce in the arts, museums and libraries are diverse and appropriately skilled	
SEMDP Aims	<p>South East Museum Development will look to support projects and developmental activities that:</p> <ul style="list-style-type: none"> ➤ Reflect the diversity of their communities in their leadership and workforce. ➤ Improve volunteer recruitment and management; develop volunteer skills. ➤ Working with partners to help upskill museums.
ACE Goal 5 Every child and young person has the opportunity to experience the richness of the arts, museums and libraries	
SEMDP Aims	<p>South East Museum Development will look to support projects and developmental activities that:</p> <ul style="list-style-type: none"> ➤ Improve the visitor experience for children and young people. ➤ Seek to engage more children and young people in museum collections, activities and events. ➤ Seek to develop digital platforms and social media to engage young people. ➤ Embrace opportunities for young people to get actively involved in museums, such as youth panels and take-over days. ➤ Work closely with schools, colleges and universities.

The Level Up: Improvement Grant is open to any project or development proposal that reflects one or more of the above goals. Under the key headings outlined above, examples of how grants might be used include:

- Funding developmental training enabling museums to acquire the skills, capabilities and confidence they need to meet the challenges and demands of their work in the sector;
- Commissioning consultants to provide advice in areas where the museum does not have the available skills in house;
- Supporting collaboration by a group of museums to commission a learning activity that meets a common need;
- Funding activities that bring museums together with other partners to learn, share and develop common approaches to shared areas of activity;
- Enabling museums to hold in-house events where external experts help them to find new and better ways to do things;
- Supporting museums in brokering partnerships and sharing between museums and other sectors;
- Making it possible for individual employees, Trustees or volunteers to take part in learning activities outside the area, for example specialist courses or conferences.
- Purchasing equipment that specifically supports a developmental activity.

How much can I apply for?

Your museum can apply for **up to £2000** from the Level Up: Improvement Grant fund. We have £20,000 within the Level Up: Improvement Grant programme for 2018-2019. This will be split equally between two rounds. See '**When can I submit an application**' below for further information on the deadlines for these rounds.

Partnerships or networks can apply for **up to £4000**.

Am I eligible?

Level Up: Improvement 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 applying for development opportunities for specific staff, trustees and volunteers working in Accredited museums in the South East.
- Applications from networks and partnerships between museums and other organisations are also strongly encouraged. Partnerships can include non-museums (e.g. schools, charitable cultural or heritage organisations, and community groups). However, the lead applicant for any network or partnership project or activity must be an accredited museum in the South East.

Priority will be given to applications from museums/partnerships that have not received funding from the South East Museum Development Programme’s grant funding streams in the last two years.

You are not eligible if:

- You are not accredited, or actively working towards accreditation.
- You are seeking to cover costs for activities or projects that have taken place before you apply for a Level Up: Improvement Grant offer.
- You have already successfully secured a Level Up: Improvement Grant during the current financial year. In order to encourage wide access to our grants, there are limits on how many applications you can submit during each financial year:

A single museum (unless applying as lead organisation for a network or partnership – see below)	1 application per year
A network or partnership	1 or 2 applications per year

- An NPO museum can only apply as part of a network or partnership with non-NPO museums.

You can also apply for a Level Up: Improvement Grant to support any **CPD proposals** involving museum networks, and/or multiple numbers of staff and/or volunteers from one museum.

When can I submit an application?

There will be two rounds for the Level Up: Improvement Grant. The deadline for the first round of applications will be **5pm on the 7th September 2018**, all applications will be assessed together by the Museum Development team. The deadline for the second round will be **5pm on the 30th November 2018**. If there are any remaining funds we will issue another application window.

How do I submit an application?

- You should **contact your MDO** to discuss your application.
- You should **read this guidance** document to help you with your application.

- You should **complete a Level Up: Improvement Grant Application Form**. Only fully completed forms will be considered and processed.
- You should **submit a copy of your Forward Plan** with your application.

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:
 - Project aims, outcomes and objectives (**What will your project or activity achieve?**)
 - Key performance indicators and proposed targets (**How will you measure the success of your project or activity?**)
 - Timetable and milestones for the project or activity (**How long will the project or activity take?**)
 - Budget proposal with an outline of costs (**How much will it cost?**)
- Supporting evidence for your application should be included where appropriate, e.g. a draft brief for a consultant (remember your MDO can offer advice around writing a brief); quotations for expected costs for supplies and/or provision of professional advice/consultancy; a price list for equipment etc.
- If you are applying for funding to cover over £1,000 of consultancy costs, you must demonstrate that a competitive process was used to recruit the consultant (e.g you sought 3 quotes for the works), or provide a suitable reason for the consultant used in the event of a single tender.
- 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. If the application is on behalf of a network or partnership, two senior representatives from different organisations must sign the application 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 Level Up: Improvement 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.
- Overhead costs can be included in applications by a network or partnership only up to 10% and by museums only up to 5%.

- Anything not related to the successful proposal you submitted for a Level Up: Improvement Grant.

How will my application be assessed?

- Applications will be acknowledged by email only.
- Applications will be assessed against criteria by the Museum Development Programme team at a grant panel meeting in September and December 2018. When reading applications, the assessors ask themselves the following questions:
 - Does this development activity address an important challenge for the museum(s)?
 - Is there a clear link between the proposed development activity and the museums organisational priorities?
 - Does this challenge lend itself to the proposed project or development activity?
 - Would funding this project or development activity contribute to one or more of the key aims of South East Museum Development 2018-2022?
 - Does the project or development activity create, develop or utilise opportunities for sharing, collaboration and networking?
 - Will it be completed in the time allowed?
 - Will there be lasting benefits for the museum(s) and the wider sector?
 - Does the project or development activity represent good value for money?
 - Is it clear how the money will be spent?
 - Is there evidence of in-kind or financial contribution or other support from the applicant organisation(s)?
- 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?

Your area Museum Development Officer (MDO) 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.

For projects or activities around collections care, you can also contact the SEMDP Preventive Conservation Officer for advice and guidance around your application.

Helen Derbyshire	East Sussex and Surrey (Waverley, Guildford, Woking & Surrey Heath Districts)	Helen.Derbyshire@Brighton-Hove.gov.uk
Elaine Sansom	West Sussex and Surrey (Elmbridge, Runnymede, Spelthorne, Mole Valley, Reigate & Banstead, Epsom & Ewell, and Tandridge Districts)	Elaine.Sansom@Brighton-Hove.gov.uk
Samantha Bowen	Kent & Medway	Samantha.Bowen@Brighton-Hove.gov.uk
Joanna Low	Kent & Medway	Joanna.Low@Brighton-Hove.gov.uk
Sarah Menary	Oxfordshire & Buckinghamshire	Sarah.Menary@Oxfordshire.gov.uk
Stephen Lowy	Hampshire & Berkshire	Stephen.Lowy@hampshireculturaltrust.org.uk
Vacant	Hampshire Solent	TBC
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 project case studies. These case studies are important as they show whether the project's initial aims and objectives 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 your MDO, and there should be evidence that a consultant or trainer has responded to a brief.
- You agree to complete an evaluation form or evaluation discussion with your MDO, at your MDOs request should one be required.
- Your activity or project must be completed within the timetable stated in your successful application. You must notify your MDO should any timings need to change as soon as possible, and any revised timescales should be agreed with your MDO. Severe slippage around delivery timescales may result in SEMDP cancelling your grant.
- The Level Up: Improvement Grant must not be used for any other purpose other than that stated in the successful application form.
- By accepting Level Up: Improvement Grant funding, you agree to complete the South East Museum Development Programme Annual Return by an agreed deadline.

- Where funding for subsistence is agreed, 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.
- Where funding for travel costs is 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).