

## South East Museum Development

### Level Up: Development Fund 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: Development Fund is open to accredited/working towards accreditation museums that have completed a Museum MOT with their MDO. The Museum MOT is a process that highlights priority areas for working with Museum Development over 12 months by outlining the areas you want to invest in to create a more sustainable, resilient and confident museum. Museums that undertake a Museum MOT may be going through periods of change, or may have outstanding Areas for Improvement around accreditation.

The Museum MOT results in a bespoke SEMDP Action Plan for your museum, drawn up by your Museum Development Officer (MDO). Your Museum MOT Action Plan will guide how SEMDP will work with you over 12 months to support your development priorities.

You can find out more about the Museum MOT on our website.

The Level Up: Development Fund is a budget to support you in meeting the objectives and activities outlined in your Museum MOT Action Plan. The Level Up: Development Fund may therefore be used:

- By your MDO to fund activities, training or support to meet an objective in your Museum MOT Action Plan, either as a bespoke offer to your museum or as a collaborative activity with other museums sharing similar Museum MOT Action Plan objectives.
- By your museum, through the submission of a proposal, to meet an objective in your Museum MOT Action Plan.

The information below outlines how you can submit a proposal for funding to cover costs associated with recommended activities, projects or training outlined in your Museum MOT Action Plan.

### **How much can I apply for?**

Your museum can access a maximum of **£4000** in funded support to meet the needs highlighted in your Action Plan. However, this figure includes any financial support used by your MDO to fund activities, training or support to meet objectives in your Museum MOT Action Plan. You will need to ensure you have spoken to your MDO prior to submitting a proposal to the Fund.

Museums that have completed a Museum MOT are still eligible to apply for the **Level Up: Improvement Grant** and the **Skills Builder: CPD Grant**.

### **Submitting a Proposal**

The Level Up: Development Fund is open to proposals from museums in the South East that:

- Are Accredited, provisionally Accredited or formally working towards Accreditation.
- Have completed a Museum MOT with their MDO, which has resulted in an agreed SEMDP Museum MOT Action Plan for your museum.

In addition, a museum that has completed a Museum MOT can apply for funding towards a collaborative project or museum network activity if:

- The network or partnership is lead by an accredited museum, and,
- The lead museum has completed a Museum MOT, and
- The Museum MOT Action Plan highlights an area of development or improvement around one of the central outcomes or benefits of the collaborative project or activity.

Proposals by museums for network or partnership activities can include networks and partnerships with other non-museum organisations, such as schools, charitable, cultural or heritage organisations or community groups only where the museum is the lead.

A museum that has completed a Museum MOT can apply to the Level Up: Development Fund **for more than one project or activity up to a collective maximum total of £4000**. This figure includes any bespoke or collaborative projects, activities or training coordinated by your MDO in relation to the development tasks or activities in your agreed Museum MOT Action Plan.

You are not eligible if you are:

- A museum that has not completed a Museum MOT, resulting in an agreed Action Plan by your MDO.
- Your proposal does not relate to activities or projects that are linked to your SEMDP Museum MOT Action Plan.
- A non-accredited museum (excluding Working Towards).
- An Arts Council England National Portfolio Organisation (NPO) museum.
- An eligible museum that has already received the maximum allowance of funding of £4000 from the Level Up: Development Fund in the current financial year.
- You are seeking to cover costs for activities or projects that have taken place before you apply to the Level Up: Development Fund.
- An eligible museum that has received a SEMDP grant / funded support in either the previous or the current programme, but have not met the terms and conditions of a previous grant.

### **When can I submit a proposal?**

There is no set deadline for proposals to the Level Up: Development Fund. Proposals will be considered on a first come/first served basis until **12pm on the 31 December 2018** or until the fund is spent.

### **How do I submit a proposal?**

- You should **contact your MDO** to discuss your proposal. It is a requirement of funding that you have discussed your proposal with your MDO, and any proposal must meet criteria laid out in your Museum MOT Action Plan. Your proposal will be reviewed against any previous spend from your £4000 maximum allocation, including any spend directed by your MDO to fund MDO led activities, training or support to meet an objective in your Museum MOT Action Plan.
- You should **read the guidance** document for applicants.
- Your proposal will not be eligible for Level Up: Development Fund support unless you **complete a draft** and send it to your MDO for endorsement. If the proposal involves care of collections or conservation, you must also contact the SEMDP Preventive

Conservation Officer. If you want to work with a consultant, please also provide a draft brief for the consultant – remember, your MDO can help you to write a brief.

- You must **complete and submit a Proposal Form**. Only fully completed forms will be considered and processed.

### **What should I include in my proposal?**

You will need to tell us:

- The aims, outcomes and objectives of your proposed project or activity (**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 (**How long will the project or activity take?**)
- Budget proposal with outline of costs (**How much will it cost?**)

You will also need to provide:

- Supporting evidence for your application 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.
- Evidence to demonstrate that a competitive process will be used to recruit a consultant if consultancy support forms part of your proposal and where consultancy costs exceed £1000, e.g you have sought 3 quotes for the work, or you must provide a suitable reason for using the chosen consultant in the event of a single tender.

**Remember, you will need to tell us how the project or activity meets the objectives of your Museum MOT Action Plan.**

### **What can't I claim for?**

In relation to any proposed project or activity linked to your Museum MOT Action Plan, you cannot apply for 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: Development Fund.

Your MDO will reserve the right to decline any proposal or application to the Level Up: Development Fund, which either (a) does not reflect the objectives and recommendations outlined in your Museum MOT Action Plan drawn up by your MDO; and/or (b) any proposal or application which exceeds the SEMDP Level Up: Development Fund maximum investment per museum per year.

### How will my application be assessed?

- Applications will be assessed by your MDO and one other South East Museum Development Museum Officer to ensure a consistent unbiased approach is upheld across the region.
- Applications will be assessed against your Action Plan proposals and recommendations.

### Who are my key contacts?

Your area Museum Development Officer (MDO) is your key contact. They will have worked with you through the Museum MOT and provided you with an Action Plan to guide how SEMDP will work with you to meet your development priorities. Your MDO will work with you over 12 months to meet the objectives and recommendations in your Museum MOT Action Plan, and will discuss how SEMDP will utilise your allocated Museum MOT budget to support your Action Plan.

<b>Helen Derbyshire</b>	East Sussex and Surrey (Waverley, Guildford, Woking & Surrey Heath Districts)	<a href="mailto:Helen.Derbyshire@Brighton-Hove.gov.uk">Helen.Derbyshire@Brighton-Hove.gov.uk</a>
<b>Elaine Sansom</b>	West Sussex and Surrey (Elmbridge, Runnymede, Spelthorne, Mole Valley, Reigate & Banstead, Epsom & Ewell, and Tandridge Districts)	<a href="mailto:Elaine.Sansom@Brighton-Hove.gov.uk">Elaine.Sansom@Brighton-Hove.gov.uk</a>
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<b>Stephen Lowy</b>	Hampshire & Berkshire	<a href="mailto:Stephen.Lowy@hampshireculturaltrust.org.uk">Stephen.Lowy@hampshireculturaltrust.org.uk</a>
<b>Vacant</b>	Hampshire Solent	TBC
<b>Emily Nisbet-Hawkins</b>	Preventive Conservation Officer	<a href="mailto:Emily.Nisbet-Hawkins@Brighton-Hove.gov.uk">Emily.Nisbet-Hawkins@Brighton-Hove.gov.uk</a>

## 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).
- Proof of payment for the requested expenditure must be submitted to SEMDP. e.g. copies of receipts or paid invoices. These must be sent to your SEMDP contact by the date given.
- 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.
- 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: Development Fund must not be used for any other purpose other than that stated in the successful proposal submission.
- By receiving funds from the Level Up: Development Fund, you agree to complete the South East Museum Development Programme Annual Return by its agreed deadline.

- By receiving funds from the Level Up: Development Fund, you agree to complete the Museum MOT follow-up review by your MDO (to be completed annually).

### **How to claim your grant**

Once the proposed expenditure has been agreed with your MDO you will receive an offer letter by email. This will confirm the amount of the funding award and any special conditions applied, 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 funding 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.

Payment will be made ahead of the activity subject to completing and returning:

- Acceptance of Grant Form agreeing to the terms and conditions listed.
- A new financial supplier form (where required), so that payment can be made to your employer. You will be sent this form if it is required.