

South East Museum Development Programme: Regional Development Grant Scheme 2016-17

How to claim your Grant

- Payments will be made in advance.
- Payment can only be made to an organisation. If you are making an individual application, please ensure that your organisation can reimburse any expenses you may incur.
- Your claim can not exceeding the amount offered in your grant award letter.
- Claim amounts should be net of VAT if your museum is VAT registered.
- Recipients organisations need to complete a 'New Suppliers Form' downloadable from www.southeastmuseums.org/grants.
- Payment of the Grant can only be made on receipt of an invoice from the museum.
- All claims must be received, correctly submitted, by 15 February 2017. Claims received after this deadline will not be paid.

If you have any queries, please email: Katharine.hale@brighton-hove.gov.uk.