



# Museum Accreditation Standard 2018 Getting Started on Grantium

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User support for Grantium:  
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## Contents

<b>Step 1: Set up a User account .....</b>	<b>3</b>
Access support .....	3
<b>Step 2: Set up an Applicant profile .....</b>	<b>4</b>
What is an Applicant profile? .....	4
Linking additional Users to your Applicant profile .....	4
How to set up an Applicant profile .....	5
Naming your application .....	8
<b>Step 3: Validation of Applicant profile.....</b>	<b>8</b>
<b>Step 4: Finding and opening your application form .....</b>	<b>8</b>
<b>Appendix: Linking additional Users to your Applicant profile .....</b>	<b>9</b>
<b>Appendix: Applicant profiles for National Museum Authorities, Museum Services and Local Authorities .....</b>	<b>10</b>

## Step 1: Set up a User account

To use Grantium you need your own personal User account. It is unique to each individual User and log on details should not be shared with anyone. You only need to set up your User account once.

**Top tip:** This is the link to get onto Grantium:  
<https://applications.artscouncil.org.uk/frontOffice.jsf>

Grantium will work in any internet browser, but it needs to be the most up to date version of that browser. You can check if your browser is up to date here:  
<https://www.whatismybrowser.com/>

Click on **Create Profile** in the left-hand menu.

Complete all fields marked with an **asterisk\***.

**You must enter your real first and last names. This name will be used as your digital signature in Grantium. We cannot accept the name of the organisation, we need it be a real personal name.**

Once you've completed all fields, click **Save** to create your User account.

**Top tip:** If you have already used Grantium to apply for Arts Council England funding either on behalf of an organisation or as an individual creative practitioner, you may have already created an individual User account. If so you do not need to do this again and can use the same one.

## Access support

We can provide access support for people with access needs. Please contact your assessing organisation if you experience or expect any barrier with making your application or return or would like more information. You can contact us through our websites, by phone or email.

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If you wish to make an application in the Welsh language, please contact our Accreditation colleagues at the Welsh Government for support at [MALD@gov.wales](mailto:MALD@gov.wales)

**Top tip:** You will not be able to use your browser 'Back' and 'Forward' buttons whilst using Grantium. Instead you need to navigate back and forwards only through Grantium buttons and using the menus. If you try to use your browser buttons you will get an 'unexpected error' message and may need to restart Grantium.

## Step 2: Set up an Applicant profile

### What is an Applicant profile?

Once you have created your User account, you must create an **Applicant profile**. This represents your museum or art gallery in Grantium. Your User account will then be linked to your organisation's Applicant profile.

If you are part of a National Museum Authority, Museum Service or Local Authority then you **MUST** read the additional guidance on this in [Appendix: Applicant profiles for National Museum Authorities, Museum Services and Local Authorities](#).

To create an Applicant profile, you **must** have:

- a **bank account** in the organisation's name (see [section below](#) for why we need this)
- a copy of your **governing document**.

### Linking additional Users to your Applicant profile

You can link additional Users to your Applicant profile. For example, in addition to the mandatory User who has the authority to accept an award (normally a chief executive or equivalent), you could have another User who writes and submits the application for Accreditation. You can link several Users if you wish. They would all then have access to the application and receive notifications through Grantium.



You could choose to add your Accreditation Mentor as a User. Remember that they would then have full access to your organisation's information, so you may wish to agree on a Non-Disclosure agreement. This could be included in your Mentor Agreement. It's optional for your Accreditation Mentor to be a User, as assessors will still copy them into correspondence.

For guidance on how to link additional Users, see the [Appendix: Linking additional Users to your Applicant profile](#)

### How to set up an Applicant profile

Once you have set up your User account and are logged into Grantium, click on **Browse Programmes** in the left-hand menu. Find Accreditation in the list, and click on the **View** icon:



Programme Name 	Programme Start	Registration Start	Registration End	Register	View
Accreditation Scheme for Museums and Galleries in the United Kingdom	01-Jan-2009	01-Jan-2009	01-Jan-2030		

On the next page, read the text and then click **Apply Now**.

**Top tip:** If your organisation already has a profile in Grantium and you are linked to it, then on this next page you will get the option to select the correct an existing Applicant from the dropdown at the top, ignore the bottom section, and click **Save & Next**.

This option is NOT available if you are not already linked to an Applicant profile.

At the **Applicant Type** dropdown, choose **Organisation**.

Enter the **Applicant Name** which should be the operating name of your organisation, i.e. the individual name of the museum, gallery, site or venue.

On the **Applicant details** page, you next enter the **legal name** for your organisation which **MUST** match the name on your **governing document**. This is likely to be your registered constitutional name, i.e. your governing body name.

The **bank account name** must match either your **Applicant name** or your **legal name**. This is because once your applicant profile is validated you will be able to apply for funding for projects through Arts Council National Lottery Project Grants (depending on other eligibility criteria). For more information please read our [bank details guidance](#).

If you are part of a larger organisation such as a National Museum Authority, Museum Service or Local Authority please see [Appendix: Applicant profiles for National Museum Authorities, Museum Services and Local Authorities](#) for more information on this section.

Once you've entered the applicant name, click **Save and Next**.

You now need to complete the following pages, working through the left-hand side menu:

- **Applicant details**
- **Address information**
- **Contact information**
- **Financial background**
- **Governance document attachment**
- **Monitoring information**
- **Declaration**

**Top tip:** Grantium will log you out 20 minutes after you last clicked a button or link - so please remember to click **Save** often. You will receive a warning pop up when you are getting close to being timed out.

Complete all fields marked with an **asterisk\*** in each page

To add a contact on the **Contact information** page, click the **add** icon:



Repeat as necessary for every contact you want to list for the organisation. You must add at least one **museum contact** type. You must choose one person to be the **main contact**. This can be the same person if you wish.

## Glossary

**User:** Person with their own Grantium log on. When linked to an Applicant profile they will see ALL information about ALL applications that the organisation has made through Grantium and will receive ALL notifications.

**Applicant:** Your museum or gallery. Only Applicants can make an application.

**Contact:** Listed mainly for information, we would contact them if we had a question in relation to their role at the organisation. Contacts do not have to be Users of Grantium. If they are not a User, then they will not receive notifications through Grantium.

**Monitoring information:** we may use this information to report to the Government or to monitor the different backgrounds of people who receive awards. We will not use this information to assess any applications you make. If you do not know some of the information or you would prefer not to provide it, you can fill in the 'Not known' or 'Prefer not to answer' boxes.

The last page to complete is the **Submission summary** page. If you have a green tick next to each item in the list, then it will allow you to click **Complete**. If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it:

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant details</a>	15/05/2019	Yes
✓	<a href="#">Address information</a>	15/05/2019	Yes
✓	<a href="#">Contact information</a>	15/05/2019	Yes
✓	<a href="#">Financial background</a>	15/05/2019	Yes
✓	<a href="#">Governance document attachment</a>	15/05/2019	Yes
✗	<a href="#">Monitoring information</a>	Please Complete	Yes
✓	<a href="#">Declaration</a>	15/05/2019	Yes

Notes:

- [The monitoring information is incomplete. The number of members in each category must match the total management figure at the top of the screen. Number whose gender identity is different cannot be greater than the total management figure. Management members must be at least 1.](#)

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### Naming your application

Click **Next** to proceed to your application.

You need to name your application – **Applicant Project Name**. We suggest you use the following format to make it easier to search for in the future:

[Your organisation's operating name] [Accreditation Number] [Year of Submission]  
For example: *The Museum of Galleries 123456 2019*

You will now see a screen informing you that you cannot proceed until your Applicant profile is validated.


### Step 3: Validation of Applicant profile

When you create an applicant profile, we run a check on it. We do this to make sure no duplicate profiles are created on the system, and to conduct some basic counter-fraud checks. This validation process can take up to **ten working days**. Please bear this in mind when you are planning your application or return. We advise you to complete this step as soon as you receive your Accreditation invitation or reminder. An email will be sent to you to confirm when your profile has been validated. You will then be able to start an application.

Please note that this validation process is separate to the eligibility stage within Accreditation.

### Step 4: Finding and opening your application form

As soon as you have received your email to inform you that your applicant profile has been validated, you will be able to start your Accreditation application.


On your Grantium homepage, click on **Submissions** in the left-hand menu. Click on the **orange folder** icon on the right-hand side of your application: 

You have now opened the application form and are ready to start your application. Please refer to **Museum Accreditation Standard 2018: Completing your application on Grantium** for further support.

## Appendix: Linking additional Users to your Applicant profile

You may wish to link other Users to your Applicant profile once you have set it up. For example, this would allow more than one person to work on the application to share workload. Please note however that only one User at a time can work on the application.

Each User must set up their own User account themselves. Once they have done this, the original User who set up the Applicant profile must link them to the organisation. They will need the User name and email address for the person they want to link to.

From your Grantium homepage click **Applicants** in the left-hand menu. Make sure you have the right Applicant selected from the dropdown menu at the top and then click the **Registrants** icon: 

To link another User, click the **Link** icon: 

Enter the User name and email address of the person you want to add.

Click **Add registrant** to complete the process.

On the **Applicant Details** screen, you will now see all the Users linked as registrants.

Once you have linked a User, they will then have permissions to link other Users too.

**Top tip:** All Users linked to the Applicant profile will be able to access ALL information about ALL projects for the applicant. For example, if your organisation has a funding project as well as an Accreditation application, all linked Users will be able to see all the information about both the funding project and Accreditation. All Users receive all notifications about any project the applicant has in Grantium. Please bear this in mind when you link Users.

## Appendix: Applicant profiles for National Museum Authorities, Museum Services and Local Authorities

If you operate as part of a National Museum Authority, a Museum Service or a Local Authority which has more than one site then an **Applicant profile** must be set up for the parent body as well as for the individual site.

For example, if the 'Historical Timbuktu Trust' operated 20 museums, then they would need to set up one applicant profile for the Historical Timbuktu Trust, and then each individual museum would need to set up their own Applicant profile too.

When an Applicant profile is created, we run a check on it. We do this to make sure no duplicate profiles are created on the system, and to conduct some basic counter-fraud checks. At this stage we would link your individual museum applicant profile to its parent Applicant profile.

**Top tip:** The parent body Applicant profile should be set up and validated first, before the individual sites. This will allow us to link the museum or gallery to the appropriate parent organisation profile.

### Applying as part of a National Museum Authority

You may be invited to apply for Accreditation as a two-stage process if you are part of a National Museum Authority. We would ask the parent body to apply first, and then if they are successful we would invite the individual sites to apply as a return, rather than every site having to go through the full new application process. You will be advised if this applies to you by your local Accreditation Assessing organisation who will provide tailored guidance to you as applicable.