

South East Museum Development

Skills Builder: CPD Grant 2019-2020

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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 Skills Builder: CPD Grant supports continuing professional development (CPD). The grant is open to any individual (paid or volunteer, including Trustees) working in a museum in the South East that is accredited (including provisional or 'working towards' status) to either fund (or contribute towards) a Continuing Professional Development (CPD) activity. The host museum must support the application by an individual, and must agree to administer the grant on their behalf.

The Skills Builder: CPD Grant can be used towards conferences or training course fees, and/or travel and subsistence in relation to attending a conference or training.

Any CPD proposal involving museum networks, and/or multiple members of staff and/or volunteers from one museum should apply for a **Level Up: Improvement Grant**.

We would encourage applications to the Skills Builder: CPD Grant for 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><u>South East Museum Development will look to support projects and developmental activities that:</u></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><u>South East Museum Development will look to support projects and developmental activities that:</u></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. ➤ 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><u>South East Museum Development will look to support projects and developmental activities that:</u></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><u>South East Museum Development will look to support projects and developmental activities that:</u></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><u>South East Museum Development will look to support projects and developmental activities that:</u></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.

We are also interested in applications to support growing 'non traditional' museum skills, such as **business, retail and digital.**

You can access **up to £500** to support a CPD activity. This can either fully fund a CPD activity, or comprise a contribution towards a CPD activity. You are limited to one successful application per financial year. We have £4000 in the Skills Builder: CPD Grant programme for 2019-20.

This will be an open grant, available through the year or until funds are spent.

Are you eligible?

You are eligible if:

- You are working in an accredited/provisionally accredited/working towards accreditation museum.
- You are a paid employee, a Trustee or a volunteer.

You are not eligible if:

- You are employed by an Arts Council England National Portfolio Organisation (NPO) museum.
- You are employed by a non accredited museum (excluding provisional/working towards).
- You have already received a Skills Builder: CPD Grant in the current financial year.

What can I apply for?

- Costs to cover (or contribute towards) a training event or activity.
- Costs to cover a CPD objective in a Personal Development Plan (or similar).
- Costs to cover travel, accommodation and subsistence in relation to a CPD activity.

Eligible CPD activities might include **structured training** (an advertised course or training event), attending a **conference**, accessing **peer-to-peer support, online learning, study visits or work-shadowing.**

What can't I apply for?

- Costs to cover AMA (Associateship of the Museums Association) fees.
- Annual subscription costs to a professional body.
- Costs to cover attending training devised, delivered and/or hosted by your own employer / organisation.
- You cannot claim for staff time, in relation to covering your time to attend a CPD event or activity, or for backfilling your role in your absence while attending a CPD event or activity.
- Anything not related to the successful application you submitted for a Skills Builder: CPD Grant.

When can I apply?

The Skills Builder: CPD Grant is an open grant, so there are no deadlines for applications – the grant will be available through the year or until funds are spent.

All applications will be assessed by the Museum Development team through a two stage assessment process, and a decision will be made and communicated to you within 4 weeks of your application.

How to apply?

- You should **read this guidance** document for applicants.
- **Discuss your application** in advance with your Museum Development Officer (MDO).
- You must **complete and submit an application form**. Only fully completed application forms will be considered and processed.

Your line manager (or equivalent – e.g. volunteer coordinator, member of your board etc., or a second person at senior level) must complete the section of the form that confirms they are in support of your application.

Evaluation for the grant may involve asking your line manager (or equivalent) for a brief outline of the impact the training or development opportunity has had on the applicant and how this may have also benefitted the museum as part of future long range evaluation of the Museum Development Programme

This helps us to advocate for continued investment in CPD support.

How will my application be assessed?

- Applications will be acknowledged by email only.
- Applications will be evaluated by two Museum Development Officers from the Museum Development Programme team. When reading applications, the assessors ask themselves the following questions:
 - Does this CPD activity address an important challenge for the museum?
 - Is there a clear link between the proposed CPD activity and the museum's organisational priorities?
 - Would funding this CPD activity contribute to one or more of the key aims of South East Museum Development 2018-2022?
 - Does the CPD activity represent good value for money?
 - Is it clear how the money will be spent?
 - Is there evidence of any in-kind or financial contribution or other support from the applicant's organisation?
- A decision will be provided within 15 working days after the application is received.

Who are my key contacts?

Your area Museum Development Officer (MDO) is your key contact. They can help you to complete a [Skills Builder: CPD Grant](#) application, and can provide advice about CPD courses and opportunities.

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	West Hampshire & Berkshire	Stephen.Lowy@hampshireculturaltrust.org.uk
Katrina Burton	East Hampshire & Solent	Katrina.Burton@hampshireculturaltrust.org.uk

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 terms and conditions 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 you are not already set up on our finance system.
- The grant is paid out in advance of a project or activity. However, you will be required to submit proof of expenditure to SEMDP.
- For any questions regarding invoicing and grant payment, please contact the Assistant Programme Manager or the Programme Assistant:

Juliet Thomas	Assistant Programme Manager	Juliet.Thomas@Brighton-Hove.gov.uk
John Moore	Programme Assistant	John.Moore@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 enable our resources to be used by the widest number of museums in our region.

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

Standard Conditions of Grant

- The applicant agrees they will complete an evaluation form or equivalent (e.g. a case study) in relation to the grant award. The applicant's line manager (or equivalent) also agrees to provide a brief outline of the impact the training or development opportunity has had on the applicant and how this may have also benefitted the museum, if requested.
- We must receive proof of payment for grant expenditure. E.g. copies of receipts for travel or training / conference bookings.
- Payment will be made directly to the museum and not to the individual.
- Employed museum staff should not be asked or expected to use annual leave to attend any training or development activities associated with the application.
- 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).
- Museum Development Officers (MDO) can help applicants to identify the right training for them prior to an application, however MDOs are not responsible for booking training or any associated travel in association with the application or grant award.
- You may be asked to share your learning with other colleagues through the Museum Development Programme, by providing a case study and/or giving a presentation.

Skills Builder: CPD Grant
Application Form

1. About the applicant	
Name of applicant	
Museum of applicant	Job title/ role
Telephone	Email
Name of line manager (or equivalent)	
Job title/Role	Email
Telephone	Permission for application granted (delete as applicable) <div style="text-align: center;"> YES NO </div>
2. About the CPD Training or Activity	
Title/Description of CPD Event/Activity	
Date(s) of Event/Activity	
From	To
Give a brief description of the CPD training, event or activity (max. 300 words) You should include the following: <ul style="list-style-type: none"> • <i>Who is delivering the CPD training, event or activity?</i> • <i>Whether the CPD training, event or activity results in a recognised award or qualification.</i> • <i>Whether the CPD event or activity relates to work shadowing, or peer-to-peer knowledge exchange, etc. and who the key contacts will be.</i> 	

Outline how you have identified this CPD need (150-300 words)

For example:

- *Has this need been identified through a PDP review, or an organisational business plan?*
- *Has this need been identified through discussion with a mentor or peer?*
- *Have you undertaken a review of your CV?*

Describe why you would like to attend this CPD training, event or activity, and how you will benefit (max. 300 words)

Describe how your museum will benefit from a Skills Builder: CPD Grant (max. 300 words)

Describe the anticipated learning outcomes for this CPD training, event or activity (150-300 words)

3. Break down of expected costs

Is your museum VAT registered? (delete as appropriate)

Yes

No

If your museum is VAT registered, provide costs WITHOUT VAT.

A. Costs

	£
	£
Total costs	£

C. Funding requested

Amount of funding requested from <u>Skills Builder: CPD Grant</u>	£
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5. Supporting documentation

Please ask your Line Manager, Museum Director or Chair of Trustees to insert a short paragraph under each bullet point outlining:

- The value of the CPD activity
- The significance of the CPD activity to your overall development
- How it will contribute towards the museum’s objectives

If you are employed, your line manager should also confirm whether you will be required to take annual leave to attend this opportunity (*delete as appropriate*):

Yes

No

Please also attach any relevant documentation, such as the training programme for the course/event you wish to attend, quotes outlining costs etc. that support your application.

Applicant’s signature	Date:
Line Manager (or equivalent) signature	Date:

6. Mailing List

We would like to ensure our contact information is up to date, to ensure we can continue to provide you with updates and opportunities through the SEMDP. Can you confirm that:

We can check the contact details in this application against our mailing list to ensure we are holding the correct/up-to-date details in relation to your organisation? (*delete as applicable*)

YES

NO

If we do not already hold your contact details on our mailing list, can we add them to our mailing list? This will ensure you will receive our newsletter, and updates from our programme, including news about training opportunities, grants, events and services provided or promoted by the South East Museum Development Programme.

YES

NO

To view our Privacy Policy visit our website [here](#)

Please return your completed application with any supporting documents **by email** to your area MDO:

Helen Derbyshire	East Sussex and Surrey	Helen.Derbyshire@Brighton-Hove.gov.uk
Elaine Sansom	West Sussex and Surrey	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	West Hampshire & Berkshire	Stephen.Lowy@hampshireculturaltrust.org.uk
Katrina Burton	East Hampshire & Solent	Katrina.Burton@hampshireculturaltrust.org.uk