

Assessment process and timescales:

Grantium workflow	Assessment stages	
Step 1: Application	<p>You'll receive an auto-email saying we've received your submission.</p> <p>Our target turnaround is to process your application/return within 6 months from this submission date.</p>	2 months
Step 2: Review Assignment	<p>We'll assign to an assessor following an internal assignment meeting.</p>	
Step 3: First Review	<p>We'll aim to start an initial review of your assessment, within 1-2 months after the submission. If it takes us longer than this, we'll be in touch to explain why.</p> <p>You'll hear directly from your assessor by email or phone, so you know who your main contact is, and we can introduce ourselves.</p> <p>Assessor makes contact with other stakeholders including:</p> <ul style="list-style-type: none"> • Museum development colleagues • Accreditation Mentors • Relationship Managers and other Arts Council colleagues as appropriate 	
Step 3b: First Info Request	<p>We might have everything we need already to complete our assessment.</p> <p>Or, if we need more information from you to complete our assessment, we'll request this through Grantium. This is only if further information is still needed.</p> <p>You'll receive a notification through Grantium and then you'll be able to log on and see which areas your assessor has selected for more information. This might mean using the additional attachments section to upload more documents.</p> <p>We'll also send a pdf copy of any assessment queries/requests by email to your Mentor</p>	1.5 months

	<p>and museum development team. This is so they know how best to help and advise you.</p> <p>You'll be set a 4-week deadline to respond at this stage. This is our standard turnaround time.</p> <p>Your assessor will receive an email through Grantium telling them when you've submitted your information.</p> <p>Assessors will consider whether they wish to make an Accreditation site visit and may contact you directly offline to arrange this. We visit all new applicants and a 10% sample of returns as part of our quality assurance checks.</p> <p>Site visits happen before we've finalised our assessments and before we can assign you to a decision-making panel.</p>	
<p>Step 3c: Second Info Request</p>	<p>Option to repeat previous step following review.</p> <p>You'll be set a 2-week deadline to respond. This is our standard turnaround time.</p> <p>Your assessor will receive an email through Grantium telling them when you've submitted your information.</p>	
<p>Step 4: Assessment</p>	<p>Assessor sets draft recommendations (any required actions or areas for development).</p> <p>If substantial number of requirements are unmet, it's unclear when you will submit outstanding items and your assessor will have to spend time chasing/waiting for information we're likely to make a draft recommendation for a Provisional award.</p> <p>If it's quick wins and there's a clear timescale for when you'll get information to your assessor (e.g. have a trustee meeting coming up for signed approvals, main contact is on annual leave etc.) then your assessor will aim</p>	<p>2.5 months</p>

	<p>to hold on to the assessment until the specified date.</p> <p>If no information is received on this date, then they'll usually make a draft recommendation for Provisional 12 months.</p>	
<p>Step 5: Moderation</p>	<p>A quality assurance stage. This is a sample check of assessments by the Museums Accreditation Manager.</p> <p>Assessors may be asked to review their assessments and request additional information from applicants if needed.</p> <p>The moderator decides which panel the assessment will be scheduled to.</p>	
<p>Step 5b: Notification – Application gone to Panel</p>	<p>Assessment is completed, and your assessor confirms their draft recommendation. Options are:</p> <ul style="list-style-type: none"> • Full Accreditation • Provisional Accreditation (usually 12 months) • Remove • Remove and exclude due to deliberation non-compliance <p>For new applicants:</p> <ul style="list-style-type: none"> • Full Accreditation • Not proceed to panel <p>You'll receive a notification through Grantium confirming your assessment has been scheduled to an Accreditation panel meeting.</p> <p>Your assessor will get in touch with you and other stakeholders to share their draft recommendations, usually by email. This will confirm the panel date you're going to.</p> <p>If unsuccessful, your assessor will follow up separately by email to explain why and provide feedback, so you know which requirements you've not met. We'll give you clear guidance on next steps and help</p>	

	signpost any further advice or support you may need.	
<i>Award decision (offline)</i>	<p>Assessment goes forward to an Accreditation panel meeting where an award decision is made.</p> <p>Decisions are agreed by representatives of the UK Accreditation Committee.</p> <p>Panel papers for discussion are auto-generated as reports from Grantium which include assessor draft recommendations and commentary.</p> <p>Assessors go to the award decision-making meeting to help answer any queries from panel members and provide any updates for example about site visits.</p>	
Step 6: Panel outcome	We record award decisions and prepare the meeting minutes. We undertake post-panel activity such as recording decisions on Grantium. We'll prepare the stats report.	
Step 7: Award schedule	<p>Two weeks after the panel meeting the updated statistics and list of Accredited museums can be found here:</p> <p>http://www.artscouncil.org.uk/accreditation-scheme/about-accreditation</p>	

<p>Step 8: Issue decision letter</p>	<p>You'll receive an electronic message via Grantium. You'll be able to log on to see your award status and any agreed recommendations (required actions and areas for development).</p> <p>Your assessor will send a copy of your decision letter (as a pdf) to any other stakeholders for example your Accreditation Mentor, museum development, and relevant Arts Council colleagues.</p>	
<p>Step 8 b</p>	<p>If you've received a provisional award, we'll open up a tailored form for you to complete next time at your provisional review.</p>	
<p>Step 9: Award letter acknowledgement</p>	<p>You'll be asked to sign the terms and conditions as formal acceptance of the award. You'll need to log onto Grantium and complete the electronic declaration as a condition of your award. This should be e-signed by the senior contact for your museum.</p> <p>If you've been awarded Full Accreditation, we'll post out a hard copy of your award certificate.</p> <p>Your award certificate recognises, and celebrates, the hard work that has gone into meeting the Standard. Well done!</p>	