

South East Museum Development Collections Care Grants 2021

In this document you will find:	
About this grant	p. 1-6
Terms and conditions	p. 7-8
Questions on online Grant Application	p. 9-10
Questions on the online Final Report	p. 11-12

About this grant

The South East Museum Development Programme (SEMDP) grant schemes are funded by Arts Council England (ACE).

Our Collections Care scheme offers small grants of up to £1000 to help museums action collection care needs. We expect recipients to complete the funded activity within 12 months of receiving the funds.

Examples of how the grant might be used include:

- Purchasing equipment or material that supports collections care (e.g. dehumidifier)
- Costs for training workforce on preventive conservation measures
- Costs for additional security patrols at temporarily closed and/or rural sites
- Consultation fees with subject specialist (e.g. conservator)
- Purchase and installation of security equipment (e.g. CCTV)
- Costs to secure the building securely in accordance with insurance requirements

How much can I apply for?

Your museum can apply for up to £1000.

Who can apply?

The grant is open to all accredited/formally working towards accreditation museums in the South East (Surrey, East & West Sussex, Oxfordshire, Buckinghamshire, Berkshire, Hampshire, Isle of Wight, and Kent).

We will accept applications from a cluster of organisations, provided the lead organisation meets the eligibility criteria. The maximum ask is per application (not per organisation).

We cannot accept applications from non-accredited museums, national museums or national portfolio organisations (NPOs).

When can I submit an application?

This round of Collections Care funding runs until 31 March 2021, or until all of the funds have been allocated.

This is a 'rolling grant fund' which means there is no official application deadline. We will assess requests as they are submitted. As such, we advise museums to apply as quickly as they can before the pot of funding is fully allocated.

We will let you know the outcome of your application within two weeks of submission. If funds are no longer available, Museum Development Officers will support museums in identifying alternative sources of funding.

For up-to-date information about our small grant schemes, please visit our [website](#).

How do I submit an application?

1. Contact your local Museum Development Officer to discuss your application
2. Read this guidance document to help you with your application
3. Complete the *online* Grant Application Form - only fully completed forms will be considered

We want your application to be successful. Please speak to your local [Museum Development Officer \(MDO\)](#) *before* you submit your application. They may be able to suggest added value that could be brought to your project, either to increase the amount of grant funding you could apply for, or to strengthen your case for funding.

What should I include in my application?

1. Describe the problem you are trying to address with the funding (i.e. what are the risks to your collection).
2. How are you planning to mitigate these risks? What actions will you take?
3. Which team members are involved?
4. What time scale are you proposing?
5. How much will it cost? (i.e. budget proposal with an outline of costs)
6. Supporting evidence for your application, like photographs, quotations (optional)
7. If you are applying for funding to cover consultancy costs, you must provide a suitable reason for the consultant used in the event of a single tender. Alternatively, your MDO can help you draft a brief to help the recruitment process.

8. Your application must be supported by a second person at senior level from your organisation, e.g. Trustee, Director, Senior Manager, before it can be submitted.

What costs can't be included?

- 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
- Costs for which you have already received funding (i.e. double-funding)

How do I submit my grant application?

To submit a grant application, you will need to complete an *online form*. This is a new procedure that we are introducing to enable us to streamline our administrative systems, protect data more effectively, process requests more quickly and facilitate reporting.

A link to the online grant application form is available from our [website](#).

To help you prepare your answers, we have provided a list of the grant application questions which you can find at the end of this document.

How will my application be assessed?

Applications will be assessed against the grant criteria by two members of the Museum Development team.

- Is there a demonstrable need for the funds?
- Is the risk to the collection urgent?
- Will the funds be used within 12 months of receipt?
- Is it clear how the money will be spent? =

A decision will be made and communicated to you (by email) within two weeks of your application.

How do I claim my grant?

Successful applicants will receive an *Offer Letter* by email. This will confirm the amount of the grant award in addition to the general terms and conditions set out in this document.

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 your application is unsuccessful, your local Museum Development Officer can offer feedback to assist the applicant in submitting future applications.

You may be asked to complete a *financial supplier form*, so we can set up your organisation on our financial system. You will only be sent this form if you are not already set up on our finance system.

Once your organisation has been added to our finance system, we will send you a Purchase Order (PO) number. You must then send us an invoice, quoting the PO-number in order to initiate payment.

The Collections Care grant will be paid out in full at the start of your project.

For any questions regarding invoicing and grant payment, please contact our team's Support Assistant:

SEMDP Support Assistant	office@southeastmuseums.org
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Who are my key contacts?

Your local [Museum Development Officer](#) (MDO) is your key contact. They can provide you with advice, guidance and support around developing your project.

Your MDO can also arrange a free one-to-one surgery with conservation specialists, Spencer and Fry, for additional guidance around your application. Alternatively, we have lots of resources and helpful tips about preventive conservation on our [website](#).

What information will I need to provide in the Final Report?

By accepting this grant, you agree to submit a Final Report within 12 months of receiving the funds.

We will ask you to complete your Final Reports via an online survey. Our Support Assistant will send you a link to the online survey when your report is due. To help you prepare for the Final Report, we have provided a list of questions at the end of this document.

Terms and Conditions

Our grant offer is a contract with the recipient.

The funding we provide through our small grant schemes 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. Therefore, we require grant recipients to complete a final report to record how the funding was spent and its impact on the museum. We use these reports to demonstrate why public investment in museums is of crucial importance.

Standard Conditions of Grant (Terms and Conditions)

- 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).
- The recipient agrees to submit a Final Report within 12 months of receiving the funding.
- SEMDP may follow up reports with a request for proof of expenditure (e.g. receipts/invoices, financial report). Failure to produce proof of expenditure will result in SEMDP requesting the return of funds.
- Grant recipients may be invited to present a Case Study either in written form, or as part of a training event. These case studies are important as they show how 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. ACE and SEMDP reserves the right to publicise case studies where appropriate.

- The recruitment of consultants should be made in consultation with your MDO, and there should be evidence that a consultant has responded to a brief.
- Your activity or project must be completed within 12 months of receiving your funds. You must agree changes to your schedule with your MDO. Severe slippage around delivery timescales may result in SEMDP cancelling your grant.
- The grant must not be used for any purpose other than that stated in the successful proposal submission. Requests to change elements of the activity should be discussed with, and approved by, your local Museum Development Officer.
- By accepting the grant, you agree to take part in the Annual Museum Survey (July-October)
- You must comply with your employer's guidelines on liaising/engaging with furloughed colleagues (if applicable).
- 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 45p per mile.

Collections Care Grant online application questions

- Which grant are you applying for?
- Date of application
- Museum: name and address
- Museum Accreditation status
- Lead contact: name, job title, phone and email
- What is this funding for? *Have you identified a problem that you are trying to solve? Is there an idea you would like to test?*
- How will the funding be used? *What do you hope to achieve? Who will carry out the work? When will the activity be delivered?*
- How will you know that the project has been successful? *How will you evaluate the project? What are the success criteria?*
- What is your budget? *If you don't have actual quotes, please list estimated costs. If your museum is VAT registered, please provide costs without VAT.*
 - Itemise the cost of the project
 - Subtotal of costs (A)
 - Total Museum contribution (outside of the grant requested) (B)
 - Total funding requested (A - B = C)
- Provide information of other funding bodies you have or intend to approach to support this project or activity if SEMDP is not the sole funder.
- The application must be supported by a second person at senior level in your organisation (e.g. Trustee, Director, Senior Manager). Name of senior support officer, role, email.
- Can we check your contact details against our mailing list to ensure we are holding the correct details in relation to your organisation?
- If we do not already hold your contact details, can we add them to our mailing list? This will ensure you receive our newsletter and programme updates. We do not share our contact lists with third party partners.

Using the online Grant Application form

You can find a link to the online application form on our Grants [website](#).

You can prepare your answers in advance by using the Grant Application Questions in this document.

Please complete your online application in one go and be sure to 'submit'.

If you make an error, or wish to amend your submission, we can delete the incorrect application and you can resubmit an updated version.

If you need technical advice on how to submit your application, please contact our team's Support Assistant at office@southeastmuseums.org

Final Report Form online questions

- Your name, job title, and email
- Museum: name, postcode
- Your museum's accreditation status (*fully accredited, provisionally accredited, formally working towards accreditation, non-accredited*)
- Type of museum (*independent/local authority, university, etc*)
- Size of museum (*small - up to 20,000 visitors, medium - up to 50,000, large - up to 100,000, extra large over 100,000*)
- Is your museum run by: *volunteers only, up to 5 paid staff + volunteers, up to 20 paid staff + volunteers, over 20 paid staff + volunteers*
- This final report relates with which grant?
- What was the grant amount you received from SEMDP?
- When did you receive the funds? (*month/year*)
- What was the purpose of the grant?
- How was the funding used?
- What went well?
- Did you face any challenges?
- What short-term impact did this grant have on your museum? On your team?
- What longer-term impact will this grant have on your museum? On your team?
- Provide an itemised list of expenditure
 - Include: description, supplier, date paid out, amount paid out
 - If your museum is VAT registered, provide costs without VAT.
- Did your museum contribute funding to the project (e.g. to cover overspend), or did you secure grants from other funders? *Provide summary.*
- If any activity is outstanding, please provide a description and estimated completion date.
- *Optional:* Attach up to 3 good quality photographs (jpg) that relate to the activity and list photo credit information.

Using the online Final Report Form

We will send grant recipients a link to complete the online Final Report via email along with your Offer Letter.

Recipients are asked to submit their Final Report within 12 months of receiving their funding.

We will send a 'reminder' email about 4 weeks before the 12-month deadline.

You can prepare your answers in advance by using the Final Report Questions in this document.

Please complete your online final report in one go and be sure to 'submit'.

If you make an error, or wish to amend your submission, we can delete the incorrect application and you can resubmit an updated version.

If you need technical advice on how to submit your application, please contact our team's Support Assistant at office@southeastmuseums.org