Fundraising Skills Builder Grant
Guidance Notes

About this grant

South East Museum Development grants are funded by Arts Council England.

This scheme offers small grants of up to £750 to help museums develop fundraising and grant writing skills. The grants can be used to support individuals (or teams) engage with training and other CPD activities that improve fundraising skills. Individuals can be members of staff, volunteers, trustees, or trustees. We will accept applications from freelance consultants who have a formal contract to provide fundraising support with an eligible museum.

These grants are intended to support advanced learning beyond the introductory level we offer in our own training programme (see below).

- Grant Writing for Beginners (12 July 2021) – details [here]
- Grant Writing workshops (8 & 22 September 2021)
- Free 1:1 Grant Writing Surgeries – more information [here]

The funds can support a range of activity, including:

- Individual (onsite) participation in the [National Arts Fundraising School 2021]; 7 to 12 November, Alfriston, East Sussex
- On-site group training by specialist trainer or consultant
- Mentoring by specialist trainer or consultant

We encourage museums to 'think big'. Our small grants can be used as match funding, or to pilot ideas for larger grant requests to Arts Council England, National Lottery Heritage Fund and other providers.

How much can I apply for?

Applicants can request funding up to £750.

We want to support as many museums as possible, so we ask you to consider the amount of your grant request carefully.

When is the application deadline?

Deadline on 30 Sept 2021.

Who can apply?

The grant is open to museums that are Accredited, or formally working towards Accreditation located in the South East of England (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).

The grant is to support an individual's, or team's, continuing professional development (CPD).

Individuals can be members of staff, volunteers, trustees, or trustees. We will accept applications from freelance consultants who have a formal contract to provide fundraising support with an eligible museum.

Successful applicants must:
- Complete the proposed activity within 12 months of receiving the funds
- Send us an itemised list of expenditure as part of their final report
- Submit visitor data to this year's Annual Museum Survey (July to October)

How do I submit my application?

- Contact your local [Museum Development Officer](#) (MDO) to discuss your application before you apply.
- Read this guidance document carefully.
- Complete the [online Grant Application Form](#).
- We will email you a PDF copy of your submitted form within 1 week of submission for your own records.
- If you need the application form in an alternative format, please contact us on office@southeastmuseums.org

What should I include in my application?

- A clear description of the activity you would like to undertake, and how it supports your museum's development.
- The names of those involved in delivering the grant and the timescales involved.
- An outline on how you will evaluate the success of your project. Look at the [Evaluation Toolkit](#) prepared by our museum development colleagues at ShareEast for guidance.
- A statement on how you will ensure your project is accessible and inclusive (e.g., using best practice guidance or working with new audiences) and environmentally responsible (e.g., using recycled materials, or sourcing locally).
- A budget proposal listing a breakdown of expected costs.
- Your application must be supported by a second person at senior level from your organisation, (e.g., Chair, Director, Manager), before it can be submitted.

What don't we fund?

The grant cannot be used for:

- Basic utilities and core costs
- Staff time/salaries (unless you are offering additional hours to part-time or casual staff to deliver grant activity).
- Something we, or another funder, has already funded
- Work that has already been undertaken

How will my application be assessed?

- Your applications will initially be assessed against the eligibility criteria by your local Museum Development Officer.
- Grant decisions will be agreed by a panel made up from the South East Museum Development team.
- Museums will be informed of the outcome of their applications by 15 October 2021.

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 signed and returned by the deadline stated in the offer letter, or the grant offer may be withdrawn.
- If the application is not successful, your local Museum Development Officer can provide feedback.
- A **financial supplier form** must be completed and returned, so that we can create a unique Purchase Order (PO) number linked to your grant. You will be sent this form if you are not already set up on our finance system.

- Once you have been given a **Purchase Order (PO) number**, you may send us an **invoice for 90%** of the grant total. Please quote the PO number on your invoice.

- You will be required to submit a **final report** to SEMD at the end of the project at which point you can send your second (and final) **invoice for 10%** of the grant total.

- If the funded activity runs beyond 31 March 2022, we will ask you to submit an Interim Report by 1 March 2022, followed by the Final Report upon the project's completion.

- For any questions regarding invoicing and grant payment, please office@southeastmuseums.org

Who are my key contacts?

Your local Museum Development Officer (MDO) is your key contact. They can provide you with advice and guidance on how to complete the application form, and additional support around developing your project or activity idea.

East Sussex & Surrey	Helen.Derbyshire@southeastmuseums.org
West Sussex & Surrey	Elaine.Sansom@southeastmuseums.org
Kent & Medway	Samantha.Bowen@southeastmuseums.org
Kent & Medway	Joanna.Low@southeastmuseums.org
Oxfordshire & Bucks	Sarah.Menary@Oxfordshire.gov.uk
West Hants & Berks	Stephen.Lowy@hampshireculturaltrust.org.uk
East Hants, Solent & IoW	Katrina.Burton@hampshireculturaltrust.org.uk

Standard Conditions of the Grant

These grants are funded by South East Museum Development (SEMD) and Arts Council England (ACE). As these are public funds, we need to ensure they are spent responsibly and transparently.

- ACE and SEMD should be acknowledged in any promotional material produced about with the project. Download logos and guidelines here.
- The grant must not be used for any other purpose other than that stated in the grant application.
- The recipient agrees to submit a Final Report with an itemised list of expenditure. If the agreed activity runs beyond 31 March 2022, the recipient will submit an Interim Report by 1 March 2022.
- If your project is not set to finish by the agreed date, you must inform your local Museum Development Officer to discuss and agree options. Severe slippage in delivery timescales may result in the grant being reclaimed by South East Museum Development.
- SEMD may request evidence of expenditure (e.g., copies of receipts, invoices, etc.) as part of our audit process. Failure to produce evidence of expenditure may result in SEMD requesting the return of funds.
- Grant recipients are required to submit visitor and admissions data to the Annual Museum Survey (July-October).
- You must ensure the funded activity is delivered in an environmentally responsible way.
- You must ensure that funded activity is inclusive and accessible to all.
- SEMD may ask you to submit or present a project case study as a way of spreading good practice and to encourage museums to share their success stories. ACE and SEMD reserves the right to publicise case studies where appropriate.
- If you plan to use consultants for this work, we ask you to follow the key principles of working with freelance consultants as outlined by our colleagues at South West Museum Development.
- You may be asked to take part in evaluating SEMD's programming and delivery to help us improve our service.
- 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 for cars/vans.

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Online Application Questions

➢ You can find a link to the online application form on our Grants website.

➢ Prepare your answers in advance by using questions listed below.

➢ Complete your online application in one go and be sure to click '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 or access assistance to submit your application, please contact office@southeastmuseums.org

- Which grant are you applying for?
- Name of museum
- Lead contact: name, job title, phone and email
- What would you like to do with the grant? What do you hope to achieve?
- Who will carry out the work? When will it happen?
- How will you evaluate the success of your project?
- How will you ensure your project is environmentally responsible (if applicable)?
- How will you ensure your project is inclusive and accessible (if applicable)?
- Please discuss your proposal with one of our Museum Development Officers before submitting your grant application. Provide the name of the MDO you met with.
- If you plan to use consultants for this work, we ask you to follow the key principles of working with freelance consultants as outlined by our colleagues at South West Museum Development. Confirm whether you have read the principles and agree to uphold them, or that you are not working with freelance consultants on this project.
- Is the museum VAT registered?
- Provide a list of your estimated costs (e.g., consultant's fee £550, storage boxes £35, etc). If your museum is VAT registered, provide costs without VAT.

- How much money are you asking for?
  - A. total sum of your estimated costs
  - B. Total contribution from the museum and/or other funders
  - C. Total amount you are requesting from us (A-B=C)
- The application must be supported by a person at senior level in your organisation (e.g., Trustee, Director, Senior Manager).   Provide their name, role, organisation and email.
- 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.

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Online Final Report Questions

- We will send you a link to the online Final Report with your Offer Letter.
- Submit your Final Report by the date outlined in the Guidance Notes.
- Complete all funded activity within 12 months of receiving the funding.
- Submit an invoice for the final 10% of your grant with your Final Report.
- Prepare your answers in advance by using the questions listed below.
- 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 or access assistance to submit your application, please contact office@southeastmuseums.org

  - 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, other)
  - Size of museum (micro - up to 10,000; 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
  - Which grant does this report relate to?
  - What was the grant amount you received from us?
  - When did you receive the funds? (month/year)
  - How was the funding used?
  - What difference has the funding made to your museum, your team, and your visitors?
  - What challenges did you face? How did you overcome them?
  - What one piece of advice would you give to a museum undertaking a similar piece of work?
  - How did you ensure that the activity was environmentally responsible?
  - How did you ensure that the activity was inclusive and accessible?
  - Provide an itemised list of expenditure (description / supplier name / date paid / amount).   If your museum is VAT registered, provide costs without VAT. We may follow up and ask to see evidence of expenditure (e.g., transaction report, receipts, and invoices).

- Please share up to 3 photographs of the funded activity with us. The photos allow us to better represent the wide range of museum services in our region and help us to advocate for the organisations that we support. We may wish to use your images in reports to our funder, on our website and across social media channels. You can indicate your sharing preferences when you click into our Image Bank. We will credit the source of any photos we use, and automatically delete the images we collect after 4 years. Be sure you have permission to share the images before uploading them into the Image Bank. [South East Museum Development Image Bank](#)