

Collections Care 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 £600 to help museums address preventive conservation concerns that improve the care and condition of their collections.

The grants can be used to support a range of activity, including:

- Purchase of equipment or materials to improve collections care and/or preventive conservation.
- Collections care training for staff or volunteers.
- Consultancy or specialist costs towards conservation audits or assessment of specific risks

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 £600.

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?

Grants will be decided at assessment panels with the following application deadlines:

1 st Round:	4 May 2021 (opens)	15 June 2021 (closed)
2 nd Round:	15 July 2021 (opens)	1 Sept 2021 (closes)
3 rd Round:	1 Oct 2021 (opens)	15 Nov 2021 (closes)

4th Round: 15 Dec 2021 (opens) 1 Feb 2022
(closes)

Successful candidates will be notified within three weeks of the application deadlines.

Who can apply?

The grant is open to museums that are Accredited, or formally working towards Accreditation located in Surrey, East & West Sussex, Kent, Oxfordshire, Buckinghamshire, Berkshire, Hampshire, and Isle of Wight.

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) unless they are part of a cluster application where the lead museum meets the eligibility criteria.

Successful applicants must:

- Complete the 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 next year's Annual Museum Survey (July to Sept 2022). Failure to take part in the Annual Museum Survey will render the museum ineligible for SEMD grants between July 2022 and June 2023.
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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 Collections Care 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 require 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.
- A brief 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 ideas.
- A statement on how you will ensure your project is environmentally responsible (e.g., sourcing local suppliers, minimising waste, using recycled materials and energy saving devices.....). For ideas, look at *MuseumNext's* article [10 ways museums can be more sustainable](#)
- A budget proposal listing a breakdown of expected costs.
- The name and email of a senior manager or Trustee who supports the application.
- The completed *Benchmarks in Collections Care* audit (Sections 3, 4, 6,7 only) which you can [download from our Collections Care Grant webpage](#). Please make sure your scores reflect the area of need to which your grant relates (e.g., if you are asking for funding to purchase environmental monitoring equipment, then we would expect to see lower scores in this area of the Benchmarks assessment).

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 or take place.

Emergencies

- If you are responding to an emergency (e.g., flood, leaking roof...) and cannot wait for the next grant application deadline before taking action, please contact your Museum Development Officer to discuss your case.

How will my application be assessed?

- Your applications will initially be assessed against the eligibility criteria by your local Museum Development Officer.
- Grant awards will be decided by a panel made up from the South East Museum Development team. When necessary, we will seek advice from a conservation specialist (Spencer & Fry) to ensure the proposed activity is viable.
- We assess applications against a set of criteria: eligibility; how the activity support collections care; evidence of need (i.e., Benchmarks assessment); impact; clear outcomes and monitoring, environmentally responsible practise; value for money; and urgency of need
- If we receive a high volume of applications, we will also consider other characteristics in our decision-making (e.g., size, rural location, ability to source grants from other funders....).
- Museums will be informed of the outcome of their applications within three weeks of the closing deadline.
- Unsuccessful applicants may revise and resubmit their application for consideration in following rounds.

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).
- If the application is not successful, your local Museum Development Officer can provide feedback.
- 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.
- 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 100%** 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.
- 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
West Sussex & Surrey
Kent & Medway
Kent & Medway
Oxfordshire & Bucks
West Hants & Berks
East Hants, Solent & IoW

Helen.Derbyshire@southeastmuseums.org
Juliet.Thomas@southeastmuseums.org
Samantha.Bowen@southeastmuseums.org
Joanna.Low@southeastmuseums.org
Sarah.Menary@Oxfordshire.gov.uk
Stephen.Lowy@hampshireculturaltrust.org.uk
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 in association with the project. Download the logos [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 within 12 months of receiving the funds.
- 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.
- 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 next **Annual Museum Survey** (registration deadline July 2022 – survey deadline September 2022). Failure to take part will render the museum ineligible for SEMD grants from July 2022 to June 2023.
- You must ensure the funded activity is delivered in an environmentally responsible way and 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

- Open the online grant application portal [here](#).
 - Prepare your answers in advance by using the 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
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- Which grant are you applying for?
 - Name of museum
 - Lead contact: name, job title, phone and email
 - Why are you asking us for this grant?
 - 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?
 - What would happen if your application was not successful?
 - Please discuss your proposal with one of our [Museum Development Officers](#). Provide the name of the MDO you spoke 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.
 - Complete and attach a partial 'Benchmarks in Collections Care¹' audit (sections 3, 4, 6, 7) to help identify and demonstrate need. You can download the template from our [Collections Care grants webpage](#), or you can contact office@southeastmuseums.org.
 - Is the museum VAT registered?
 - Provide an itemised list of your estimated costs based on real quotes and price lists (e.g., consultant's fee £550, storage boxes £12.99). 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. 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.

¹ Benchmarks in Collections Care, Collections Trust, 2018.

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Online Final Report questions

- Complete all funded activity within 12 months of receiving the funding.
- Open the online Final Report form [here](#).
- 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 assistance, 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 has the funded activity improved issues identified on the Benchmarks in Collections Care audit you submitted as part of your application?
 - 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).
 - Optional: You may upload/attach up to five documents to support your report.
 - Please share up to 3 photographs of the funded activity with us. 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](#)