

Creative Collections 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 £3000 to enable participating museums to carry out new work that aids the development of their collections.

We are asking museums to consider work that explores hidden histories or knowledge gaps within their collections. This could be done by collaborating with under-represented communities, specialist groups or diverse researchers. This could be to co-curate, contemporary collect, or formalise fresh knowledge input into your collections documentation and broaden the way that information is presented or used. We want to encourage museums to try something new and develop the confidence to take risks, explore their own ideas or the ideas of others.

We recognise that it may or may not be successful, but we would like to see how the museum has learnt from this experience and we will expect you to share that learning with others through a case study.

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

- Collaborations that take the form of community-led collections research initiatives, co-curation and co-interpretation of displays and exhibitions and co-designed programmes of events and workshops (e.g., running sessions or activities that explore and record a collection's hidden stories)
 - Commissioning new research or new art works, or contemporary collecting
 - Exhibition or interpretation costs (e.g., a new gallery trail, materials, digital output or a community led pop up exhibition)
 - Travel & subsistence costs (e.g., for research visits)
 - Consultancy or specialist costs (e.g., for facilitating co-curation activities, or to reimburse community or specialist groups/partners)
 - Collections' reassessment and rationalisation, including materials to protect collections
 - Purchase of equipment to set up a new offer
 - Purchase of IT software / licences / hardware to support delivery of a project (e.g., digital delivery methods)
 - Design, marketing, and promotional activity
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How much can I apply for?

Applicants can request funding up to £3000.

When is the application deadline?

- Applications can be made after 1 September 2021.
 - The deadline for this grant is 27 October 2021, 5pm.
 - Successful applications will be confirmed by 5 November 2021.
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Who can apply?

The grant is available to museums that are Fully or Provisionally Accredited from the south east of England that are non-national, non-NPO.

Applicants must:

- Complete the project activity and send a final grant report to SEMD by 29 June 2022.
 - Send us an itemised list of expenditure as part of their final report.
 - Submit organisational data to next year's Annual Museum Survey (July-October 2022)
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How do I submit my application?

- Talk to your local [Museum Development Officer](#) before you complete the application form.
 - Complete the online Creative Collections 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
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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 collections development work.
- 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 both 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, or backfill another member of staff to work on the project)
- Something we, or another funder, has already funded
- Work that has already been undertaken
- Work that does not involve developing the museum collections

How will my application be assessed?

The grants will be assessed by three members of the SEMD team and up to 2 freelancers that have experience working in the collections' development and community partnership. This will be done independently using a standardised matrix and then by a joint grant panel discussion. We will review all the applications and may come back to you for any clarification on your plans and/or to offer relevant support. This is a competitive process as there is a finite pot of money for this grant of £12,000.

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

Further questions?

If you have further questions about how to complete your application, please speak to the project co-ordinator, **Helen Derbyshire**, in the first instance. You can also speak to your local Museum Development Officer (MDO).

East Sussex & Surrey
West Sussex & Surrey
Kent & Medway
Kent & Medway
Oxfordshire & Bucks
West Hants & Berks
East Hants, Solent & IoW

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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 that they are spent responsibly and transparently.

- ACE and SEMD should be acknowledged in any promotional material produced in association with the project. You can download 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. 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 of 29 June 2022, 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 2022).
- You must ensure the funded activity as far as possible 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 sharing 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 [here](#).

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

Complete your online application in one session 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?
- How will you ensure your project is inclusive and accessible?
- What would happen if your application was not successful?
- 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 an itemised list of your estimated costs based on real quotes and price lists (e.g., consultant's fee £550, storage boxes £12.99, 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 Grant 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](#)