

Museum Network Grant - Guidance Notes

About this grant

South East Museum Development grant schemes are funded by Arts Council England.

This scheme offers grants of up to £2000 to help museum networks deliver local training, undertake research and development, or work collaboratively with their participating organisations.

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

- Workforce training
- Collaborative marketing campaigns
- Digital investment/training
- Improvements to access, diversity, and inclusion
- Green initiatives
- Consultation fees for research that is relevant to the network's purpose
- Local conferences/sharing events

We encourage you 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 £2000.

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?

Applications are assessed monthly on a rolling basis until 1 March 2022.

There is a finite pot of funding available, so we encourage you to submit your application as soon as possible.

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

Who can apply?

The grant is open to museum networks (or networks that support museums). The museums must be based in the south east of England (Surrey, East & West Sussex, Oxfordshire, Buckinghamshire, Berkshire, Hampshire, Isle of Wight, and Kent).

The application must be submitted by a museum that is Accredited or formally Working Towards Accreditation in the south east of England that is non-NPO, non-national.

We will accept applications from a cluster of organisations, provided the lead organisation meets the eligibility criteria.

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
 - Encourage their members to participate in the next Annual Museum Survey 2022 (July to September)
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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 Grant Application Form](#)

- We can email you a PDF copy of your submitted form for reference.
- 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 the development of the museums in the network.
- The names of the organisations involved in your network
- The names of the individuals involved in delivering the activity 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 and environmentally responsible.
- 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
- Claiming venue hire fees for the use of network members' venues
- 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
- Maximum 10% of the grant can be used for network overheads (refreshments, room hire, etc).

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 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).
- 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 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 (within 12 months of receiving the funding).

- If the funded activity runs beyond 31 March 2022, we may ask you to submit an Interim Report, 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

Juliet.Thomas@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 in association with the project. 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 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.
- 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.
- 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.

ANNUAL MUSEUM SURVEY

We ask that you encourage the museums involved in your network to take part in the next Annual Museum Survey (July-Sept 2022).

Museum Network Grant

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
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- Why are you asking us for this grant?
 - Name of museum
 - Lead contact: name, job title, phone and email
 - List the museums involved in your network:
 - 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. 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.

Museum Network Grant

Online Final Report Questions

- Here is the link to the [online Final Report](#).
- Submit your Final Report by the date outlined in the Guidance Notes.
- Complete all funded activity within 12 months of receiving the funding.
- 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
 - Your network: What is the purpose of the network?
 - Please list the museums involved in your network.
 - Which grant does this report relate to?
 - What was the grant amount you received from us?
 - How was the funding used?
 - What difference has the funding made to the museums you support?
 - What challenges did you face? How did you overcome them?
 - What one piece of advice would you give to a network 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. [South East Museum Development Image Bank](#)