

Grant Writing Toolkit for Museums

Appendix 1

Cost/benefit analysis

worked example: £1000 SEMD Collections Care Grants

Benefit: the costume collection is repacked in acid free boxes. The museum may have no budget for this type of work - and this is the only way to get it done. Volunteers may be time-rich, but cash-short.

Costs:

- 1 hour to complete the required benchmarks document
- 2 hours to look up the costs of materials; read the guidelines and complete the application form; and upload quotes/price lists/benchmarks documents
- 30 to 60 mins to respond to grant award letter; provide bank supplier details if not on funder's system; and accept grant
- 30 mins to complete post-grant 'case study form' and send evidence of expenditure (i.e., invoices/payments)
- 1 to 2 hours to gather data on last year's operations, and complete annual survey for Museum Development (a requirement of accepting a SEMD grants)
- Opportunity costs i.e., what you could have done with the 5-6 hours if you hadn't gone for the grant.