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SEMD Grant Guidance

1. ABOUT OUR GRANTS

South East Museum Development offers a range of small grants to the region’s museums. We do this with funds we receive from Arts Council England.

The Creative Collections and Innovate to Generate schemes are co-funded by Art Fund as part of their continued effort to help museums recover from the Covid pandemic.

Grant amounts, deadlines and requirements vary depending on each scheme.

1.1 Collections Care grants

This funding scheme offers grants of up to £1000 to help address preventive conservation concerns that improve the care and condition of collections.

The scheme supports the Ambition & Quality investment principle in Arts Council England’s Let’s Create strategy for the cultural sector.

Application deadlines are 1 July 2022 and 1 February 2023.

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, assessments, or interventions

Successful candidates will be notified within three weeks of the application deadlines.
1.2 Skills Builder grants

This funding scheme offers grants of up to £750 to help individuals working in museums to develop their professional skills and build confidence to better support their museum’s resilience.

The scheme supports the Ambition & Quality investment principle in Arts Council England’s Let’s Create strategy for the cultural sector.

The grants can be used to help individuals (or teams) engage with training and other continuing professional development (CPD) activities.

Individuals can be paid staff, volunteers, or trustees. We accept applications from freelance consultants who have a formal contract with an eligible museum.

The application must come from the museum, who will be the grant recipient (i.e., we do not pay the individual directly).

This is a rolling grant, which means that you can apply anytime up until 1 March 2023.

The funds can support a range of activity, including:

- enrolling in training courses
- attending conferences
- research & development excursions
- team training by specialist or consultant
- mentoring by specialist or consultant

Successful candidates will be notified within four weeks of submission.

1.3 Accreditation grants

This funding scheme offers grants of up to £1000 to help museums attain or retain museum accreditation.

This is an ‘emergency’ grant for museums required to submit an accreditation return within 12 months.
The scheme supports the Ambition & Quality investment principle in Arts Council England’s *Let’s Create* strategy for the cultural sector.

This is a rolling grant, which means that you can apply anytime up until 1 March 2023.

Grants can be used to support a range of activity. However, the activity must relate directly to an outstanding accreditation requirement.

Successful candidates will be notified within four weeks of submission.

### 1.4 Organisational Health Check grants

This funding scheme offers grants of up to £2000 to help museums address key development priorities identified during the Organisational Health Check.

The scheme supports the Ambition & Quality investment principle in Arts Council England’s *Let’s Create* strategy for the cultural sector.

The grant is open to museums that complete an Organisational Health Check self-assessment with us in 2022-23.

Participating museums can submit the grant application anytime up until 1 December 2022.

Grants proposals must respond to one or more of the recommended ‘development priorities’ identified in the OHC Advisory Report.

Successful candidates will be notified within four weeks of submission.

### 1.5 Creative Collections grants

This funding scheme offers grants of up to £3000 to help museums carry out new work that aids the development of their collections to become more inclusive and relevant to the communities we serve.

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.

This scheme is co-funded by Art Fund and Arts Council England as part of their continued efforts to help museums recover from the Covid pandemic.

The scheme supports the Inclusivity & Relevance investment principle in Arts Council England’s Let’s Create strategy for the cultural sector.

The application deadline is 1 October 2022.

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
- commissioning new research, art work, or contemporary collecting
- exhibition or interpretation costs
- 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’ assessment 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

Successful candidates will be notified within three weeks of the closing deadline.

### 1.6 Innovate to Generate grants

This funding scheme offers grants of up to £3000 to help museums develop a new income generation scheme.

The scheme is co-funded by Art Fund and Arts Council England as part of their continued efforts to help museums recover from the Covid pandemic.
SEMD Grant Guidance

This fund supports the Dynamism investment principle in Arts Council England’s *Let’s Create* strategy for the cultural sector.

The application deadline is 1 October 2022.

The grant supports innovation. We recognise that the activity 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.

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

- purchase of equipment to set up a new offer
- purchase of IT software / licences / hardware to support income generation (e.g., payment systems for online events)
- design, marketing, and promotional activity around a new income generation offer
- market research costs (e.g., running focus groups to test a new idea)
- product design and prototyping (e.g., creating bespoke designs for a print on demand range)
- signage, display equipment or redecoration costs (e.g., to create a co-working space)
- travel & subsistence costs (e.g., for research visits)
- consultancy or specialist costs towards creating an income-generation offer (e.g., web design costs for an online shop)

Successful candidates will be notified within three weeks of the closing deadline.

1.7 Going Green grants

This funding scheme offers grants of up to £2000 to help museums introduce, improve, or promote environmentally sustainable initiatives.

The scheme supports the Environmental Responsibility investment principle in Arts Council England’s *Let’s Create* strategy for the cultural sector.

The application deadline is 1 December 2022.
Grants can be used to support a range of activity, including:

- commissioning new research
- purchasing equipment to lower carbon emissions
- consultancy or specialist costs
- supporting partnerships and collaborations
- creation and delivery of programme programmes to educate visitors about environmental issues
- design and marketing costs to promote initiatives and good practice

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

### 1.8 MuseumWIDE grants

This funding scheme offers grants of up to £2000 to help museums improve how they support diversity, inclusivity, and accessibility within their workforce, and across their programming and collections.

The scheme supports the Inclusivity & Relevance investment principle in Arts Council England’s *Let’s Create* strategy for the cultural sector.

This grant is only open to museums that take part in our MuseumWIDE development programme that aims to strengthen equity, diversity, and inclusion within museums.

- Participants involved in the 2021/22 programme must submit their grant application by 1 July 2022.

- Participants involved in the 2022/23 programme must submit their grants application by 1 March 2023.

Grants proposals must respond to one or more of the ‘priority actions’ identified in their museum’s Equality Action Plan.

Successful candidates will be notified within three weeks of the closing deadlines.
1.9 Making Connections: Museums & Schools grants

This funding scheme offers grants of £3000 to support partnership working between museums and schools. The focus of the project is to explore new ways to establish sustainable (longer-term) partnerships between schools and their local museums.

The primary focus is on supporting continuing professional development of teachers/educators. A secondary (optional) focus is to create tangible resources (e.g., session plans, CPD programmes, learning resources).

The scheme supports the Ambition & Relevance and the Inclusivity & Relevance investment principles in Arts Council England’s Let’s Create strategy for the cultural sector.

This grant is only open to museums selected to take part in the Making Connections which SEMD is running in partnership with Artswork.

- Museums involved in the 2021/22 programme are asked to submit their grant application by 30 September 2022.
- Grant funded activity must be delivered by February 2023, with a final report (i.e., Case Study) submitted by 15 March 2023.

Grant applications will be assessed within three weeks of submission.
2. ELIGIBILITY

2.1 Who can apply?

South East Museum Development grants are available to museums located in the south east of England:

- Surrey
- East Sussex
- West Sussex
- Oxfordshire
- Buckinghamshire
- Berkshire
- Hampshire
- Isle of Wight
- Kent and Medway

We can only award grant funding to museums that are enrolled in the Museum Accredited Scheme either as fully or provisionally accredited, or that are formally ‘working towards accreditation’.

We cannot award funding to museums that are:

- non-accredited
- national museums
- national portfolio organisations

2.2 Group applications

We will accept applications from a consortium of organisations, provided the lead organisation meets the eligibility criteria. The maximum ask is per application (not per organisation).
2.3 What we don’t fund

Our grants cannot be used to fund:

- 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
3. HOW TO APPLY

3.1 How do I submit a grant application?

We ask museums to submit their grant requests using an online application form which is hosted on SmartSurvey. Links to the application forms are listed below (Section 3.2) and on the SEMD Grants webpage here.

Please complete the following steps before you open the online grant application link.

i. Read through the Grant Guidance Notes carefully.
ii. Speak with one of our Museum Development Officers to discuss your ideas and ascertain if your proposal fits the grant criteria.
iii. Prepare a draft version of your answers in a Word document using the notes provided in Section 3.5.
iv. Ask a Museum Development Officer to review your draft answers.

Once you have completed these steps, you are ready to open the online grant application. We suggest you aim to complete the application in one go as the system doesn’t allow you to save and return to your application at a later stage.

Contact office@southeastmuseums.org if you require access assistance or experience any difficulty with the online platform.

3.2 Where can I find the online grant application link?

The link to the online grant application can be found on the South East Museum Development website on the Grants page under each grant description. Click here.

The links are also listed below:
Collections Care grant – link to online application
SEMD Grant Guidance

Skills Builder grant – link to online application

Accreditation grant – link to online application

Organisational Health Check grant – link to online application

Creative Collections grant – link to online application

Innovate to Generate grant – link to online application

Going Green grant – link to online application

MuseumWIDE grant – link to the online application

Making Connections grant - link to the online application

3.3 Who can I talk to about my application?

Please speak with one of our Museum Development Officers (MDO) or Accreditation Advisor before you submit your application. This is to save you time and to ensure you present a strong case for your funding request. The team member you speak with will be one of the assessors for your application.

East Sussex/Surrey: Helen.Derbyshire@southeastmuseums.org
West Sussex/Surrey: Juliet.Thomas@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
Accreditation Advisor: Philip.claris@southeastmuseums.org

Please contact office@southeastmuseums.org with any questions regarding the application process, using the online grant application portal, reporting and financial procedures.
3.4 Can I get a copy of my completed grant application?

The online system we use to host the applications (SmartSurvey) does not automatically send out a PDF copy of your submission. We will email you a copy (Word or PDF) of your completed application form. We will aim to do this within one week of your submission. Please contact office@southeastmuseums.org if you have not received your copy within two weeks of submitted your application.

3.5 What questions are in the grant application?

To help you prepare your application, we have provided a list of the application questions below, along with some tips on how to answer them.

GRANT APPLICATION QUESTIONS

1. Name of museum and Lead contact: name, job title, phone, and email

2. Museum accreditation status, size, type, workforce
   - Accreditation Status (full / provisional / formally working towards)
   - Size (tick box based on number of visitors annually pre-Covid)
   - Type (Independent / Local Authority / University / Other)
   - Workforce (tick box based on number of paid staff & volunteer numbers

   This information helps us put your request into context. If the grant is oversubscribed, we may use these measures to help target our support to those most in need.

3. Provide the name of our team member with whom you discussed your application?
This Museum Development Officer (MDO) will be one of the grant assessors and help advocate for your application during panel discussions. We suggest you bring them into your planning as early as possible to help guide your application and ensure you are meeting the grant requirements.

4. **Why are you applying for this grant?** (150 words)

   Are you responding to a problem? Are you trying something new? Are you addressing an identified need? Is this activity part of a bigger vision?

   Keep your explanation brief. You may attach supporting documents at the end of the form to support your application.

5. **Tell us about the proposed activity / project.** (300 words)

   Provide a short outline of the funded project/activity. Will there be any tangible outputs? What part of the activity will our funding pay for?

6. **What do you hope to achieve with this funded activity?** (150 words)

   What outcomes are you trying to achieve? How does the funded activity answer the problem/challenge/issue' you identified earlier?

7. **What does success look like for this activity?** (150 words)

   What criteria are you using to measure and monitor progress? How will you evaluate the work? Refer Share East’s Evaluation Toolkit for Museums for guidance about good practice relating to evaluation.

8. **What would happen if you don’t get the funding?** (150 words)

   Are your collections at risk? Will your museum close? Can you source support from elsewhere? Can you extend your timeline? If your request is ‘urgent’, please make this clear when you speak to our Museum Development Officer.

9. **Who will be involved in the delivery of the activity?**
Name the staff / volunteers / trustees / consultants involved with the project.

If you are using a consultant/freelancer, we ask you to follow the key principles of working with freelance consultants as outlined by our colleagues at South West Museum Development.

10. When will the funded activity be delivered?

When will the project be completed? When are the key milestones?

11. Please tell us how you will ensure your project is environmentally responsible? (150 words)

If your museum has an Environmental Responsibility Policy, you can link to it, but what we really want to see are your environmental considerations relating to the proposed activity.

This does not have to be a long, formal, or complicated statement. One paragraph, noting concerns you’ve identified and mitigations you are putting in place would be acceptable.

Here are a few things to consider (not an exhaustive list):

- How are you minimising travel / transport emissions?
- Are you sourcing supplies locally?
- Are you using local tradespeople/consultants?
- How are you minimising waste?
- If travel is involved, are you using public transport and/or car sharing?
- How are you minimising energy consumption?
- Are you offsetting the carbon impact?

Here’s an example of what the statement could look like:
“The Project will benefit from our overall environmental policies which include careful waste management and recycling on-site including composting café waste and offering sustainable and locally sourced items in the shop with plastic free packaging.

Environmental considerations specific to this project include:

- All project materials will be available online reducing the environmental impact of paper-based materials.
- Meetings will be held on a virtual platform reducing the potential carbon footprint of participants travelling to and from the museum.
- Exhibition material waste will be used as art material in our education/outreach workshops thereby minimising waste.
- We are sourcing materials from a local supplier in partnership with another museum to minimise deliveries.”

12. How will you ensure your project is inclusive and accessible? (150 words)

If your museum has an Equalities’ Policy, you can link to it, but what we really want to see how you have considered equality, diversity, and inclusivity in relation to the proposed activity.

This does not have to be a long, formal, or complicated statement. One paragraph, explaining concerns you’ve identified and mitigations you are putting in place would be acceptable. Here are a few things to consider (not an exhaustive list):

- Have you considered the access needs of participants and team? How do you plan to remove any barriers they may face (physical, intellectual, cultural, financial, etc…)?
- Are you involving members of your local communities in shaping the project?
SEMD Grant Guidance

● Are you offering community partners renumeration for their time?
● If you are hiring a consultant, do you follow open recruitment procedures?
● Are you covering transportation/admission costs for participants?
● Does your project require any awareness training for your team?

Here's an example of what the statement could look like:

“The Project will be delivered on site at the museum which is an accessible building with ramps and clear signage leading to reception. At the museum we have induction loop hearing aids, an accessible toilet, a lift to our office space, and staff are trained to assist vulnerable visitors.

Inclusivity and accessibility considerations specific to this project include:

● We will consult with a focus group to agree and shape the project aims, content and delivery methods.
● We will remove financial barriers of participants by covering the cost of travel, refreshments, and admission to the museum.
● We will hire an interpreter to assist with communication during the sessions.
● We will take advice from the group leaders regarding the menu of refreshments to provide.
● The resources created from the project will be translated into the language(s) of the participants as well as English.

13. Provide an itemised list of your costs based on real quotes and prices.
If you are working with consultants, freelancers, or service providers, please attach a quote for their fee in the ‘supporting documents’ section at the end of the application.

We cannot fund activity that has already been delivered.

If your museum is VAT registered, provide prices without VAT.

14. **How much funding 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)

   If your museum is VAT registered, provide prices without VAT.

15. **Is this grant being used as match funding for a larger project? If so, which other funders are you talking too?**

   We encourage museums to ‘think big’ and use our small grants to leverage bigger investment from other funders.

16. **Please attach supporting documents:**

   Supporting documents help to ‘make a case’ for your funding request. You can upload up to 5 supporting documents.

   - **ALL GRANTS:** If your funded activity involves using a consultant or service provider, please attach a copy of their quoted fee.

   - **ALL GRANTS:** If you are asking for funding to cover an urgent need (e.g., dealing with a leak), please attach a photograph, quote, or report.
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- **ALL GRANTS**: If you have undertaken consultation or research to support the proposal, you may opt to attach a copy of a report to evidence need.

- **COLLECTIONS CARE GRANTS**: You must complete Sections 3, 4, 6, 7 of the *Benchmarks in Collections Care* self-audit (Collections Trust) and attach it as a supporting document. [Download here.](#) Your scores should reflect the area of need in your funding request. For example, if you want funding for environmental monitoring equipment, we expect to see lower scores for Environmental Monitoring in the audit.

- **ORGANISATIONAL HEALTH CHECK GRANTS**: Attach a copy of the Advisory Report and ensure your funding request relates to a recommended action.

- **MUSEUMWIDE GRANTS**: Attach a copy of your Equality Action Plan and ensure your funding request relates to a recommended action.

- **MAKING CONNECTIONS GRANTS**: You do not need to attach additional supporting documents, but it must be clear that the grant activity and budget has been developed and agreed in collaboration with the partner school.

- **ACCREDITATION GRANTS**: You should provide some evidence that the funded activity is essential in retaining or improving your accreditation status.

- **INNOVATE TO GENERATE**: You must complete and attach a Business Model Canvas to show the planning undertaken for your idea. [Download here](#)

- **GOING GREEN / CREATIVE COLLECTIONS** – for requests over £2000, please attach a copy of your museum’s Forward Plan to show how the proposed activity fits within the wider vision of the museum.

17. The application must be supported by a person at senior level in your organisation (e.g., Trustee, Director, Senior Manager).
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4. GRANT ASSESSMENT

4.1 How is my grant application assessed?

The assessment process we undertake depends on which grant stream you are applying under.

i. Skills Builder / Accreditation grants

These schemes offer grants micro grants (£500–£1000) on a rolling basis. That means you can apply anytime up until 1 March 2023.

We will assess these applications monthly and will inform you of the outcome within four weeks of submission.

Your application will be assessed by two members of the South East Museum Development team, one of whom will be the member of staff you consulted when writing your application. They will score your application against a set of criteria (see Section 4.2).

Assessment scores and recommendations are reviewed by the SEMD Programme Manager before authorisation.

ii. Creative Collections / Innovate to Generate / Going Green / Collections Care grants

These are themed grants schemes (£1000–£3000) with a defined application deadline. There is a limited funding pot, so the application process is competitive.

We will assess the applications and inform you of the outcome within three weeks of the closing date.

Your application will be assessed by a panel of our South East Museum Development team members and, when appropriate, a guest assessor from the wider sector with specialist knowledge around the development theme. They will score your application against a set of criteria (see Section 4.2).
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To ensure a fair distribution of funds across the region, we set funding allocations at a sub-regional level in the first instance, and redistributed unallocated funds to the wider region when possible.

iii. Organisational Health Check / MuseumWIDE / Making Connections grants

These are project grants open only to museums participating in the associated development programmes.

Museums can submit a project grant application to support ‘follow on’ activity once they have completed the development programme. Their grant proposal must respond to recommendations and actions that are identified during the project.

We will assess these applications monthly up until the final deadline:

- Organisational Health Check deadline is 1 December 2022
- MuseumWIDE Wave 1 deadline is 1 July 2022
- MuseumWIDE Wave 2 deadline is 1 March 2023
- Making Connections deadline is 30 September 2023

We aim to contact you within three weeks of your submission as to the outcome of your application.

Your application will be assessed by two members of the South East Museum Development team, one of whom will be the member of staff you consulted when writing your application.

Assessment scores and recommendations are reviewed by the SEMD Programme Manager before authorisation.

NOTE: While any museum in the south east can take part in our training and development programmes, only those who meet our basic eligibility criteria (i.e., enrolled in the accreditation scheme, non-national, non-NPO) can receive a project grant.
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4.2 What are the assessment criteria?

Your application is scored against a set of criteria:

- **ELIGIBILITY**: Is your museum eligible to apply? Does your proposal respond to our funding objectives? Does the museum fall into one of our priority support categories (i.e., ACE Priority Places, micro/small museums, rural, niche collection, or volunteer-run)?

- **PURPOSE**: Does the application outlined clear outcomes? Is it clear what ‘success’ looks like? Is the funded activity responding to a problem, or trying something new? Is the activity part of a bigger plan (e.g., Forward Plans, match funding for a bigger project)?

- **PLANNING**: Have you provided an outline of activity and milestones? Has the proposal been researched sufficiently (e.g., real quotes/costs, named team members involved, partners contacted) to start immediately? Is the budget based on real costings? Are the costs fundable? Is it clear how you will monitor and evaluate the project?

- **FEASIBILITY**: Is the proposed methodology sound and deliverable with the budget and timescale? Does the museum have the capacity (team / time / resources / space) to deliver they proposed activity? Does your museum have a track record of fulfilling grant obligations?

- **NEED**: Is it clear ‘why’ this activity is being undertaken? Is there urgency? Have any supporting documents been attached to evidence need? Are there longer-term benefits to supporting the funded activity? Will a rejection put the museum or collection at risk?

4.3 When will I hear back?

Our response time varies depending on the grant.
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For rolling schemes like the Accreditation and Skills Builder grants, we aim to reply to applicants within four weeks of submission.

For all other grants, we aim to reply to applicants within three weeks of the application deadline.

We will send an email (from office@southeastmuseums.org) confirming the outcome of your application to the lead contact on the application form.

4.4 What happens if my application is not successful?

Your Museum Development Officer can provide feedback as to why your application was not successful.

Occasionally, the Assessment Panel will issue a ‘provisional’ offer pending some additional information or redrafted sections of the application. If this is the case, you will be offered the chance to edit and re-submit your application.
5. PAYMENT & REPORTING

5.1 How do I claim my grant?

Offer Letter

Successful applicants will receive an Offer Letter by email (from office@southeastmuseums.org).

This letter will confirm the amount of the grant award, any special requests that need to be fulfilled, and the terms and conditions.

Acceptance Form

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.

Financial Supplier Form

You will be asked to complete a Financial Supplier Form if your organisation is not already registered in our financial accounting system.

Purchase Order Number

Once your organisation is registered on our accounting system, we will raise Purchase Order number for your grant.

Invoice

Once you have been issued a PO Number for the grant, you may raise an invoice to claim the money. You may claim 100% of the grant upfront.

On your invoice you must include:

- The word ‘INVOICE’
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- Your organisation’s name, address, contact details (and company registration number if applicable)
- Our name and address (i.e., South East Museum Development c/o Royal Pavilion & Museums Trust, 4/5 Pavilion Buildings, Brighton, BN1 1EE)
- Date: invoice issue date, payment due date, delivery date (if applicable)
- Unique invoice reference number (your organisation generates this number)
- PO reference number (our organisation generates this number)
- Description of services/products (e.g., Collections Care grant from South East Museum Development August 2022)
- Total amount charged (if Tax Information, if applicable)
- Available payment methods, including bank account number / sort code.

5.2 If I accept the grant, what are my obligations?

The South East Museum Development grant programme is funded by Arts Council England. As these are public funds, we need to ensure they are spent responsibly and transparently.

In your Offer Letter, you will find our Standard Terms and Conditions which outlines the full list of Terms and Conditions should you agree to accept the grant award. The Terms and Conditions are provided in Section 5.3.

Funder Acknowledgements

You must credit South East Museum Development and Arts Council England on any promotional communications about the funded activity. You can download logos at https://southeastmuseums.org/logo-downloads/

Creative Collections and Innovate to Generate recipients must also credit Art Fund on any promotional communications about the funded activity.
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Final Report

You must complete an online Final Report within 12 months of receiving the funds.

SEMD Grant 2022-23 - Final Report – [link to online form]

Annual Museums Survey participation

We ask our grant recipients to take part in the forthcoming Annual Museum Survey.

Participating in the Annual Museum Survey is a two-step process.

i. You must ‘register’ your museum to take part in the survey. This will likely take place in May/June.

ii. You will complete an in-depth questionnaire providing numerical data about your workforce, visitors, and finances. The window for completion will likely be July-September.

Failure to do so may lessen the museum’s chance of receiving SEMD grant funding for 12 months.

ABOUT THE ANNUAL MUSEUM SURVEY:

This is a national data gathering exercise that is commissioned by Museum Development England and coordinated by the South West Museum Development team. It collects numerical data about visitors, finances and workforce that are used for benchmarking and to evidence the museum sector’s social and economic impact.

For more information, have a look at these links:

- [Annual Museum Survey 2020-21 (national report)]
- [Annual Museum Survey 2019-20 (national report)]
- [Annual Museum Survey 2020-21 (regional reports)]
- [Annual Museum Survey 2019-20 (regional report, SEMD)]
SEMD Grant Guidance

5.3 Terms & Conditions

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

- ACE and SEMD must be acknowledged in any promotional material produced in association with the project; Art Fund must be acknowledged on Creative Collections and Innovate to Generate activity. 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. We may request evidence of expenditure (e.g., receipts, invoices, etc.) as part of our audit process. Failure to produce evidence may result in a request to return funds.
- If your project is not set to finish by the agreed date, you must inform your Museum Development Officer and agree options. Severe slippage may result in the grant being reclaimed.
- You may be asked to submit or present a case study as a way of spreading good practice. ACE and SEMD reserves the right to publicise case studies where appropriate.
- You must ensure that the funded activity is delivered in an environmentally responsible way and in a manner that is inclusive and accessible to all.
- 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.
- 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.
Grant recipients are expected to submit visitor and admissions data to the forthcoming Annual Museum Survey (June-Sept). We will contact grant recipients with a reminder when registration approaches (May/June). Failure to take part may lessen the museum’s chance of securing SEMD grant funding for 12 months.