COLLECTIONS CARE
Grant Application Questions 2023/24

FOR REFERENCE ONLY.

TO APPLY FOR THIS GRANT, YOU MUST COMPLETE AN ONLINE APPLICATION FORM VIA https://www.smartsurvey.co.uk/s/7JZUUQ/

1. About the grant

South East Museum Development offers a range of small grants to help museums in our region undertake development activity that will help maintain Accreditation standards, build sustainability and resilience, and improve inclusivity and relevance.

Our grants are funded by Arts Council England (ACE) and are devised to help museums deliver to the outcomes and investment principles outlined in Let’s Create - the Arts Council’s 10-year strategy for the cultural sector.

Find out more about Let’s Create here.

Who can apply?

Accredited museums (full and provisional), and museums that have ‘Working Towards Accreditation’ status

Museums based in the south east of England (Surrey, East & West Sussex, Kent & Medway, Oxfordshire, Buckinghamshire, Berkshire, Hampshire, Isle of Wight).
A cohort of organisations, provided the lead museum meets our eligibility criteria. Unless otherwise stated, the grant maximum is per application (not per organisation involved in a cohort).

We cannot accept applications from national museums, national portfolio organisations, or non-accredited museums.

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**Grant Guidance**

You can apply for a grant of up to £1000.

The grant is available to any eligible museum within our region.

We do not fund:

- activity that has already been delivered, commissioned or ordered
- permanent staff salaries (although we will consider requests to ‘backfill’ roles if it is integral to the delivery of the project)
- general operating costs
- contingency
- internal admin and management fees to support the delivery of the project
- hospitality costs over 10% of the grant total

For more information about our funding criteria, deadlines, assessment procedures and advice on how to complete the application, please read our [Grant Guidance document](#), which is available to download from the Grants page on our website.

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**Application deadline**

Round 1: Friday 2 June 2023 (5pm)
Round 2: Friday 13 October 2023 (5pm)
Round 3: Friday 26 January 2024 (4pm)

We will assess applications and contact applicants with results within three weeks of the deadline.

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**Talk to us**
It is a requirement that you talk to a member of our team before submitting your grant application. This is to help improve the quality of your application, and improve your chances of success. This Museum Development Officer will sit on the assessment panel to provide more context to your application.

You can find our team’s contact details on the About Us section of our website.

Terms and Conditions

As part of our funding Terms and Conditions, we ask our grant recipients to:

• acknowledge South East Museum Development and Arts Council England in publicity material associated with the funded activity, using approved branding and logos.

• complete the proposed activity within 12 months of receiving funds

• submit a Final Report to SEMD within 12 months of receiving funds

• participate in the upcoming Annual Museum Survey commissioned by Museum Development England

Failure to uphold the T&Cs may affect your museum’s chance of securing further grants from SEMD for up to 12 months.

You can find a full list of our funding Terms and Conditions in the Grant Guidance which is downloadable from our website.

Do you need help?

Grant Application Questions are listed in the Grant Guidance. Please look at this BEFORE you start to complete this online application form. We suggest that you prepare your answers in advance (in a Word document) and copy & paste them into the online application.

If you have an accessible need, please contact us on office@southeastmuseums.org

ABOUT YOU

1. Please provide the name and contact details of the lead contact for this grant application. *
ABOUT THE MUSEUM

2. Please provide some information about your museum.

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

Name of museum:

Accreditation status: *

- full
- provisional
- working towards accreditation
- non-accredited

Type: *

- independent
- local authority
- university
- other

Annual visitor figures: *

- under 10K
- between 10K and 20K
- between 20K and 50K
- between 50K and 100K
- over 100K

Your workforce: *

- volunteer-run
- up to 5 paid staff
SENIOR LEADERSHIP ENDORSEMENT

3. Please provide the name and contact details of a Senior Leader within your museum who endorses this proposal.

We require authorisation from two different people within your organisation: the lead applicant, and a senior leader. Both individuals must be fully briefed about the grant, and committed to completing the project on behalf of the museum. The senior leader can be a trustee, CEO/director, or senior manager with oversight over the delivery of the funded activity.

"I confirm that I have been briefed about my organisation's application for South East Museum Development funding and endorse this proposal fully. I have read and agree to honour the Terms and Conditions associated with the grant should we be successful with our application. In the event that the lead applicant leaves our organisation, I will step in as the main contact and will contact SEMD to discuss any amendments to the timeline or budget if required." *

Name of Senior Leader:  
Role title:  
Phone:  
Email:  

TALK TO US

4. Provide the name of the SEMD Museum Development Officer with whom you discussed your application?

This Museum Development Officer will be one of the grant assessors and help advocate for your application during panel discussions. Please consult with them as early as possible to help guide your application and ensure you are meeting the grant requirements. *

Name of MDO:  

3. YOUR PROPOSAL

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

Explain briefly what you are trying to achieve with this funded activity. You can attach up to
five documents at the end of the application form to support your case. Are you responding to a problem or addressing an identified need? Are you trying something new? Are you addressing an identified need? Is this activity part of your Forward Plan? *

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6. What do you hope to achieve with this funded activity? Please list up to 5 desired outcomes.

Think about the short term and longer-term benefits that this funded activity will deliver to your organisation, your collections and/or your visitors. What will be improved/resolved as a result of this funded activity?

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7. What would happen if you don’t get the funding? (50 words)

Are your collections at risk? 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. *

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4. YOUR PLAN

8. Explain how you propose to use our grant funding. (250 words)

Provide a short outline of the activity/activities you are asking us to fund with this grant. If our grant is match funding for a bigger project, please be specific about what part of the activity our grant is funding. *
9. Who is 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. Provide a timeline with clear milestones for your project. (150 words)

Having a clear plan helps to reassure the assessment panel members that the project is well thought through and has a good chance for success. Think about what actions you need to take to deliver the project. What are the key milestones? On the timeline, commit to clear delivery deadlines for each milestone. When will the project be completed?

A Project Planning template is in our Grant Guidance and is available to download from our Grants website.

11. How will you ensure your project is environmentally responsible? (150 words)

Write one paragraph, noting concerns you've identified and mitigations you are putting in place.

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?

An example of what the statement could look like is provided in the Grant Guidance.
5. YOUR BUDGET

12. If your project is supported by multiple funders, please list the funding providers below.

13. Is your museum VAT registered? *
   
   Yes
   No

14. How much funding are you asking for? If your museum is VAT registered, please provide prices without VAT. *

   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) *

15. Provide an itemised list of your costs based on real quotes and prices. If you have multiple funding sources, please be clear about which costs are to be covered by the SEMD grant.

   - For equipment/supplies: provide a link to the provider's website (or attach a recent quote) to evidence your calculation.
   - For consultants or service providers: please attach a quote (no more than 3-months old) as a supporting document at the end of the application. *

6. YOUR GOALS
16. What targets have you set to measure the success of your project? Please list up to 5 targets.

The success criteria should be measurable (e.g., 25% reduction in environmental fluctuation in XX storeroom; re-packing 500 objects; 10 volunteers trained on using environmental equipment, etc...)

Consider setting:
numerical targets (e.g. # of objects processed; # of participants, etc...)
improvement targets (e.g., % increase/decrease in environmental conditions, etc...)
qualitative targets (e.g., % of participants learned a new skill, etc...)

TARGET 1
TARGET 2
TARGET 3
TARGET 4
TARGET 5

17. What methods will you use to monitor and evaluate the project? You will need to refer to this data when you complete your Final Report for us (by March 2024).

Consider how you will capture and collect data to evaluate the project? (e.g. object lists, environmental monitoring data, audit reports, etc...)

Refer Share East’s Evaluation Toolkit for Museums for guidance about good practice relating to evaluation. *

7. SUPPORTING DOCUMENTS

18. You can attach up to 5 supporting documents as part of your grant request.

Collections Care Grant Supporting Documents:
- Benchmarks in Collections Care self-audit (Collections Trust) - sections 3, 4, 5, 6, and 7 - downloadable from our Grants webpage (REQUIRED)
- Quotes from consultants and service providers to support your budget request. (REQUIRED)
- Photographs (OPTIONAL)
- Condition reports (OPTIONAL)
- Specialist Reports (OPTIONAL)
19. If we do not already hold your contact details, may we add them to our mailing list?

This will ensure you will receive our newsletter and updates from our programme including news about training, grants, events and services provided and/or promoted by South East Museum Development. *

Yes
No