

Small Grant: Big Improvement (SG:BI) 2013

APPLICATION FORM For GRANTS UP TO £1000

APPLICATION DEADLINE 9am Monday 24th June 2013

South West
Museum
Development
Partnership

Please refer to the Guidance notes

Applicant details

Museum Name:	Museum Address and Postcode:
Community Heritage Access Centre	
Project contact name:	Project contact telephone number:
Project contact email:	Local Authority District or Unitary Area:
	Somerset

SECTION ONE: What is the grant for? How will you use this money?

1. Please explain the nature of work to be undertaken and how it will support delivery of the Forward Plan.

Please address the following points in your answer:

What is the project?

Who will be involved in the project?

What is the timescale?

What will happen as a result of the project?

Why is this project a priority for your museum?

The project is called Reaching Out and is part of the Community Heritage Access Centre's Forward Plan 2012-2015 objective 1.1.

The objective being to 'Promote the resources of the Community Heritage Access Centre (CHAC) to the public'. A large handling collection is held at CHAC and is currently not fully catalogued or organised.

- We would like to purchase resources to enable us to organise the Handling Collection fully but also to put some of the objects into themed boxes, for example gloving, Romans and Victorians that can then be taken to talks and lent to schools and specialist groups.
- We would like to purchase more manageable sized boxes to produce education boxes for schools and also memory boxes for older learners.
- We do have education boxes available for schools at the moment but these are very old and are looking tatty. They are also very large, heavy and cumbersome and with severe staff and budgetary cuts, we have struggled to loan them out over the last 2 years.
- With renewed resources and our new website and social media channels up and running, we hope to increase the access to our collections for young and old alike. Since our museum closed in 2011 and services moved to our museum storage site, we have had an increase in requests for talks and handling material to be made available.
- We would like to purchase some resources to help with these outreach events. At the moment the Heritage Information Assistant has to produce a display for each talk as well as a box of handling items, which require assembly, transport and disassembly.
- We would like to purchase some more display boards so the taking down of the displays doesn't have to happen every time he finishes a talk and we would also like to purchase some display cases so he can take objects to the talk securely.

The Heritage Co-ordinator would oversee the project, with the assistance of the Heritage Information Assistant, our Heritage Intern and two volunteers.

In being successful with our application for funding we will work to the following timetable to have Reaching Out up and running by December 2013.

- 24 June - Deadline for application submission

- 2 July - Start date of project
- 5 July - Planning meeting and delegation of tasks • 30 August - All equipment and materials ordered and received
- 27 September - Finalise designs and content of interpretation materials • 25 October - Assemble boxes and trial with group
- 29 November - Create marketing materials for new resources and promote
- 16 December - final submission of invoices and case studies to SWMDP We aim to make our handling collection more accessible to the public for them to be educated by it and to enjoy it and also to promote the Community Heritage Access Centre to be the best resource for local history in South Somerset and also the first place that people think of to come to for information.

This project will also generate income for the Community Heritage Access Centre in payments for talks and for the loan of the boxes. This is imperative to our survival as we are a museum storage facility and don't generate significant visitor income. This project is a priority for CHAC as it will help to generate income for the facility ensuring its survival and also lessening its reliance on a severely cut local authority budget. If we purchase the right equipment now, this project will hopefully run for years into the future continuing to generate income and pay for itself many times over.

There is also a team feeling as to why this project is a priority for CHAC. As we are a storage facility we escort people around rather than letting them wander through the facility. Therefore staff and volunteers have a closer contact every time with visitors than most museums. The best part of our job is seeing visitors being thrilled by viewing the collection and pleased that they have learnt something new about their local history. A recent example of this was a visitor who had had a stroke. When he arrived at CHAC his face was stiff and his hands were shaking and he looked very serious. By the end of his visit he was smiling and laughing, his hands weren't shaking so much and his wife was amazed that he managed the stairs to the second floor without too much of a problem. This is what makes our jobs worthwhile, the pleasure and education people personally receive from our facility and we wish to reach a wider audience with more talks and the loan of artefact boxes.

2. Please explain how volunteers will be involved in this project.

Please address the following points in your answer:

How many volunteers do you anticipate will be involved in your project?

How many volunteer hours do you anticipate will be involved in the project delivery?

Volunteers will be involved in this project by helping staff to locate and decide which artefacts will be suitable for the memory boxes and which themes to focus on. They will also help with the rearranging and organising of the handling collection which will make it more accessible and useable both by staff and for members of the public.

2 volunteers

Twenty three weeks at 4 hours a week = 92 volunteer hours.

3. Please explain how this project will support the Arts Council England's Goal 3.

Goal 3. Museums are sustainable, resilient and innovative

This project supports the delivery of Arts Council England's Goal 3 by generating income for CHAC for many years. Whilst education and memory boxes aren't necessarily innovative, they will be a big step forward for our organisation and we hope to produce boxes with themes that will make people think about history which is sometimes overlooked and hopefully will make them laugh.

SECTION TWO: How will the grant funding support improvement?

4. How will your service improve as a result of this project?

The grant will support improvement by having better and more manageable memory and education boxes and will also save staff time in producing displays for talks. With more display boards, more displays can be left up on the boards reducing the need for changing of the display every time on one display board. It will also make the collection more accessible to the public. Our service will improve as a result of this project by having the collection organised and more accessible to the public. It will also save staff time, currently we have to go and locate each item for the talks and this can take quite some time. Having boxes that are ready with artefacts will be an improvement on our present system.

5. How will you measure or demonstrate the above improvement?
We will measure the above improvement by collating information on how many boxes are distributed to schools and groups and how many talks we are asked to do. More importantly the number of repeat uses will be monitored.
6. What pages of your Forward Plan relate to this improvement based project? Please send a copy of your forward plan with your application.
Pages 13 – 18.

SECTION THREE: Grant Amount (Maximum level of Grant £1000)

7. Please provide a list of the materials / equipment and /or specialist services you need to purchase in order to deliver the project.	
Please provide evidence of the costs/quotations attached.	
Pop up display case x 1 Discount displays £226.50 Locking counter top display case x 4 Display sense £119.80 Lock display case small square Display sense £74.95 Really Useful boxes 42 litre x 30 Amazon.co.uk £419.70 Really Use boxes 9 litre x 10 Amazon.co.uk £59.90 Display boards 3 panel x 2 Go Displays £128 Display boards 2 panel Go Displays £47 Landscape display boards x 3 Go Displays £171 Fellowes Enhance A4 80 microns Laminating Pouches£3.25	
Quotes can be found at:	
www.go-displays.co.uk/acatalog/Landscape_Table_Top_Kit.html www.discountdisplays.co.uk – pop up display case www.displaysense.co.uk/Locking-display-case-small-square.html www.displaysense.co.uk/Locking-counter-top-display-case-tray.html www.amazon.co.uk/Really-Useful-Lightweight-Stackable-W255xD395xH155... www.amazon.co.uk/Really-Useful-Lightweight-Stackable-W440xD520xH310... http://www.amazon.co.uk/gp/offer-listing/B000KKMCOM/ref=dp_olp_new?ie=UTF8&condition=new&qid=1370964031&sr=8-9	
8. Is the Museum VAT-registered?	
Please note: VAT-registered museums should show all costs and claims <u>exclusive</u> of VAT. Thos not registered for VAT should show all costs and claims <u>inclusive</u> of VAT. Appropriate invoices (with VAT or without VAT as applicable) should be sent.	
YES	
9. Project Funding Summary	VAT Incl/Excl (Please delete as appropriate)
What is the total financial cost of the project?	1250.10
What other funding is contributing (minimum 25% of the SGBI grant award this financial cost?	Secured funding from South Somers District Council £250.10
Please state YES/NO if the other funding source(s) are secured	
If NO, by what date will the match funding be confirmed?	
How much funding are you seeking from Small Grant: Big Improvement Funding scheme 2013? (Maximum £1000)	1000.00
10. Grant Payment will be made by cheque. Account in the name of (cheques payable to)	
South Somerset District Council	

For help and further information please contact:

Please note, it is a condition of grant that you discuss the project with your Museum Development Officer. Pre-assessment checks will be made to ensure applicants have discussed proposals with the Museum Development Officer.

For Conservation and Collection Care based projects please contact SW Conservation Development Officer Helena Jaeschke at Helena.jaeschke@exeter.gov.uk

Please note: SW Museum Development office is based at Bristol City Museum & Art Gallery. The Postal Address for all grant correspondence South West Museum Development, Bristol City Museum & Art Gallery, Queen's Road, Clifton, Bristol BS8 1RL

Date 17th May 2013