

**South West Museum Development Programme  
Small Grant: Big Improvement 2015/16 Application Form**

Please see our small grant homepage for [example applications](#) from previous successful applicants

Please note that prior to completing this application you **MUST** have discussed your proposed project with your [Museum Development Officer](#). This should be done before 10 March 2015, at least three weeks before the application submission deadline 31 March 2015. If the project involves care of collections or conservation you must **ALSO** have discussed the proposal with the Conservation Development Officer [Helena Jaeschke](#) before 10 March 2015.

**Applicant details (lead applicant if partnership application)**

<b>Museum Name:</b>	<b>Museum Address and Postcode:</b>
Beckford's Tower & Museum	
<b>Project contact name:</b>	<b>Project contact telephone number:</b>
<b>Project contact email:</b>	<b>Local Authority District or Unitary Area:</b>
	Bath and North East Somerset

**Partner museum/s details (if you are applying as a partnership project)**

<b>Museum Name/s:</b>
<b>Address and Postcode:</b>
<b>Local Authority District or Unitary Area:</b>

**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 the delivery of the museum's Forward Plan. If this is a partnership project provide this information for each of the museums involved.**

Please address the following points in your answer:

What is the project?

Who will be involved in the project?

What is the timescale and what key milestones will the project timetable include<sup>1</sup>?

What will happen as a result of the project?

Why is this project a priority for your museum/ partnership?

**Project Aims**

The project involves the creation of two bespoke emergency preparedness kits for Beckford's Tower & Museum. The first kit will be a small essential kit that can be stored and used inside the building for small scale situations such as water ingress in the museum

<sup>1</sup> Please note – you may be asked to provide an update at a relevant mid-point in your project based on the stated milestones.

rooms from the flat roof above. The second larger kit will be stored outside the building and is designed to contain items to prevent further primary damage and to aid salvage. Large/main kit will include ID badges that have A4 disaster plan quick reference sheet folded inside them.

The new kits will be part of a larger project across the four Bath Preservation Trust (BPT) museums to create and train an emergency team comprising of staff who can respond to incidents across all sites. As such the project will involve primary staff from Beckford's Tower, namely the curator and administrator, and two key volunteers. The wider training will involve two staff members from each museum and further volunteers. The aim is create a team of 8-10 people. Training will be fed down to a wider group of salvage and drying volunteers who may be called upon if needed.

Following this, all BPT sites will update their emergency plans and make their existing kits more bespoke designed for the potential threats of each individual site. Where necessary we will seek funding to further enhance these kits. Excess items from purchases made to create the Beckford's Tower kits (for example buying a pack of 12 chinograph pencils when only 4 are needed) will also be distributed to the other sites for use in their kits.

#### Project Programme

June 2015: Purchase items and create Beckford's Tower kits. Explore options and feasibility for storage of outside kit externally at Beckford's Tower or with neighbouring property. Install kits. Create BPT emergency team, basic training session with team on current emergency plans across all sites

July or September 2015: Develop training session with CDO for BPT team based at Museum of Bath Architecture, based on a practical session learning how to use items within disaster kits, salvage basics and in-house drying out. Additional places can be opened up to wider Bath and North East Somerset Museums Group members.

August – September 2015: BPT emergency team visits to all sites to run through disaster plans and procedures at each site. Update disaster plans across all sites following visits and distribute to all team members ensuring copies for all sites each held in at least two variant locations.

September – November 2015: Review emergency preparedness kits at other BPT sites. Seek funding for updating or enhancing existing kits at other BPT sites. Review project and write up guidance notes for creating bespoke kits and training across sites for small organisations.

#### Project Outcomes

As well as ensuring that the BPT museums have a trained team who are prepared to respond to incidents, and are equipped to do so, the project will be evaluated with the aim of producing guidance about creating bespoke kits and training for small organisations with complex or awkward buildings.

#### Project need

The creation of an emergency preparedness kit for Beckford's Tower is a Specific Objective in the Beckford's Tower & Museum Forward Plan 2012-2015, (pg. 12, Key Aim 2, Specific Objective 2.6: Update Emergency preparedness kit at museum). The Forward Plan is

currently under review and the successful completion of this outstanding objective is a priority. In addition to this, staff changes within the BPT, and the enlargement of No.1 Royal Crescent, has led to the need of updated and enhanced emergency preparedness across the organisation being a priority, and is a specific objective to the BPT Museums Strategic Plan 2014-17 (pg. 36, Specific Objective 4.4).

**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 the direct delivery of your project?

Please estimate the number of hours the above volunteers will contribute to the project delivery?

The core BPT emergency team will have at least two key volunteers on it, who are key holders and emergency responders to two of the museums. Following the core team being trained, volunteers from all four sites will be recruited and trained to provide additional support for any salvage operation or in-house drying. It is estimated that 12 volunteers will be involved, contributing 144 hours of time.

**3. Please explain which ONE of the five Arts Council England Goals this project will support. If the grant request is over £500 then it must address Goal 3.**

Goal 1. Excellence is thriving and celebrated in museums

Goal 2. More people experience and are inspired by museums

**Goal 3. Museums are sustainable, resilient and innovative**

Goal 4. The leadership and workforce in museums are diverse and highly skilled

Goal 5. Every child and young person has the opportunity to experience the richness of museums

This project will support ACE Goal 3 in the creation of an innovative solution to the problems the complexity of Beckford's Tower presents when preparing for potential emergency incidents. By designing kits specifically for the needs, restrictions and potential threats of the building, we will be better prepared should such a disaster arise, and therefore more resilient. The wider project will ensure that all of the BPT museums are also better prepared. Individually each museum has limited staff resources, however by training staff from each site to be able to respond to all sites we will be establishing a greater, more effective and more resilient resource for the organisation. In this respect the project also addresses ACE Goal 4 by enhancing the knowledge and skills of our workforce.

**SECTION TWO: How will the grant funding support improvement?**

**4. How will your museum/museums improve as a result of this project?**

The museums ability to cope with any potential incident will be significantly improved. We are aware that in the past water ingress has occurred in the museums rooms due to the flat roof above, and having a small kit inside the building will make responding immediately to stemming flow of water down wall surfaces and protecting any objects in its path far more efficient. Similarly having the main kit resourced with sheeting cut to fit the furniture that will not be movable immediately, and ensuring that the kit is designed to suit the threats the building could face will also make responding far more efficient and any salvage more effective. On a wider scale, the training of the team and additional volunteers as well as the updating of all sites emergency plans will make a far more effective resource for coping with any potential incident and promote a more integrated approach to working across the BPT sites. We hope that in writing up our experience of creating bespoke kits and cross site training for complex buildings, we will produce an information sheet with tips that could be used by other museums who have similar sites.

**5. How will you measure or demonstrate the above improvement?**

Training will include emergency drill type exercises and questioning to ensure that the knowledge and skills the incident team will require has been effectively disseminated. Staff and volunteer evaluations of training will be undertaken for similar reasons. The successful of updating of all BPT emergency plans will be seen in the completed plans being more compatible in format with each other and easily understood by those who will be implementing them. Successful interest in and use of the guidance sheet by other museums will be seen in request for the sheet and/or downloads from website.

**6. What sections of your Forward Plan relate to this improvement based project?**

**Please send a copy of your Forward Plan with your application.**

**If applying as a partnership please state the relevant sections of the Forward Plans of all partners.**

**Please send copies of the Forward Plans with your application.**

Beckford's Tower & Museum Forward Plan 2012-2015,pg. 12, Key Aim 2, Specific Objective 2.6  
Update Emergency preparedness kit at museum.

**SECTION THREE: Grant amount (Maximum £2,000 if individual applicant or £5,000 as a partnership of two or more museums)**

**7. Please provide a list of the specialist services/ materials / or equipment you need to purchase in order to deliver the project.**

Please provide evidence of the costs/or attach quotations.

Beckford's Tower emergency kits x 2

Including a full break down of items, costs and source for purchasing

Use	Item	Source	Cost
	* excess items to be distributed to other BPT sites kits		
Disaster Kit maintenance	Storage box (outside Really Useful Box 48L £18.70; inside Really Useful Box 18l 15.00)	Woods	£33.70
	Laminated contents list for each box	In house	£0.00
	Chinagraph pencil x12*	Woods	£18.42
	Clipboard x2	Woods	£4.00
Safety equipment	Gloves - Heavy duty, 2 pairs	Harwell	£4.00
	Gloves – Nitrile,	Harwell	£7.50
	Polythene aprons 100pk*	Harwell	£6.00
	Head lamps, LED, x2	Harwell	£19.50
	Batteries	Woods	£10.00
	Masks x2	Harwell	£6.50
	Antibacterial gel/wipes	Woods	£1.95
	Disaster team ID badges- x10 90x110mm to hold A4 sheet folded	Woods	£29.95
	Eye goggles x1	Harwell	£5.95
Tool Kit	Storage box – fit inside large kit. Really Useful Box 3l	Woods	£5.99

	Screwdrivers x 3	Woods	£10.66
	Precision screwdrivers for cabinet doors	Woods	£6.99
	Picture Hanging System security screwdrivers x2	Picture Hanging Systems	£13.80
	Scissors/cutting knife	Harwell	£4.95
Prevent water spread down staircase/down walls surface from flat roof join when taped to wall	Absorbent booms 120mm x 20	Preservation Equipment Ltd	£49.54
	Absorbent pads x 10	Harwell	£7.50
Covering furniture fixed in position. Covering paintings while being removed from hanging system.	Polythene sheeting (pre-cut to specific furniture/pictures) 4x500m x2 69.50each	Harwell	£139.00
	Sponges	Woods	£4.00
	Paper towels	In-house	
	Duct tape/gaffer tape x2	Harwell	£7.90
Books/prints/paper works/Objects	Release Paper	Harwell	£7.95
	Blotting paper	Harwell	£37.95
	Ziplock bags 6x9	Harwell	£9.95
	Ziplock bags 10x14	Harwell	£9.95
	Tyvek tags 50pk	Harwell	£5.75
	Cotton tape	Harwell	£9.50
	Microfibre cloths x4	Woods	£11.60
Belvidere interior/curtains	Heavy Duty sacks 50pk*	Harwell	£13.95
Recording –	Waterproof pens 10pk*	Woods	£10.39
	2b pencils 12pk*	Woods	£7.59
	Notebook 10pk*	Woods	£15.40
	Salvage sheets	In-house	£0.00
	Tape measure	Woods	£4.26
	Raffle tickets x2	Woods	£2.50
Postage	Woods free delivery in Bath	Woods	£0.00
	PEL P&P added to BPT Archive order already planned for June	PEL	£0.00
	Harwell – estimated price, actual prices based on weight	Harwell	£20.00
<b>Total</b>			<b>£555.54</b>
<b>Additional project costs</b>			
Potential emergency training with CDO open to all B&NES Museums Group members	Catering, resources,	Discuss with CDO/MDO	
BPT emergency team training initial training and review of plans	Catering	BPT	
Site by Site BPT emergency team training x 4 sessions	Catering and travel	BPT	

<b>8. Is the museum VAT-registered? (Lead partner if partnership application)</b>	
Please note: VAT-registered museums should show all costs and claims <u>exclusive</u> of VAT. Those 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 on completion.	
YES	
<b>9. Project funding summary</b>	<b>VAT Incl/Excl</b> (Please delete as appropriate)
<b>Total grant request</b> How much funding are you seeking from the Small Grant: Big Improvement scheme? (Maximum £2,000 if individual museum applicant or £5,000 as a partnership of two or more museums).	£500.00
<b>Match funding</b> If the amount you are requesting is over £500 please state what other funding is contributing (minimum 25% of the SGBI grant award) to this financial cost?	£55.54
Please state YES/NO if the other funding source(s) are secured	YES
If NO, by what date will the match funding be confirmed?	
<b>What is the total financial cost of the project?</b> This should be your total grant request and any match funding.	£555.54
<b>10. Grant payments can be made by cheque or BACS transfer. Please state your preference below:</b>	

**For help and further information please contact:**

**For Conservation and Collection Care** based projects please contact SW Conservation Development Officer Helena Jaeschke at [Helena.jaeschke@exeter.gov.uk](mailto:Helena.jaeschke@exeter.gov.uk)

**Please note:** It is a condition of grant that you discuss the project with your Museum Development Officer before you submit the application. Pre-assessment checks will be made to ensure applicants have discussed proposals with the Museum Development Officer.

**Application submission:**

Please submit completed application forms and other supporting documentation including your Forward Plan/s to Roz Bonnet, South West Museum Development Support Officer at [Roz.bonnet@bristol.gov.uk](mailto:Roz.bonnet@bristol.gov.uk)

Alternatively, the postal address for all grant correspondence is Roz Bonnet, South West Museum Development, Bristol Museum & Art Gallery, Queen's Road, Clifton, Bristol BS8 1RL

Date: 7 November 2014