

**Expression of Interest**

* **Is your museum embarking on a period of change or facing immediate challenges?**
* **Do you feel your museums’ workings would benefit from external review?**
* **Does your museum need to re-energise its Forward Plan?**

If you answered ‘yes’ to any of the questions above and you are an Accredited museum in the areas below then you can access development support through the **Business Diagnostic** pilot.

As part of an England-wide initiative, the South West Museum Development programme is pleased to offer up to six museums the opportunity to take part in the **Business Diagnostic 2020**. This national Business Diagnostic self-assessment is designed to support museums to work as a team to highlight and celebrate current best practice, identify areas for improvement and prioritise where to focus their capacity for maximum benefit. It will provide you with a benchmark for your work going forward.

The Business Diagnostic addresses six key themes:

• governance and leadership

• financial planning and sustainability

• people development and management

• working practices

• audiences

• collections

If you consider this programme is for you, then please read the following details and fill in and return the form below.

The Business Diagnostic 2020 is open to museums that are Accredited, provisionally Accredited or formally working towards Accreditation in the following local authority areas:

Bristol City Council, Bath and North East Somerset Council, South Gloucestershire Council, Swindon Borough Council, Cheltenham Borough Council, Cotswold District Council, Forest of Dean District Council, Gloucester City Council, Stroud District Council, Tewkesbury Borough Council, Wiltshire Council

Arts Council England National Portfolio Organisations or museums which receive funding as part of a National Portfolio Consortia are not eligible for this programme at this time.

**The offer to you**

1. A self-assessment framework for you and your colleagues to work through to identify your current best practice and prioritise areas for improvement.
2. A review of your current Forward Plan.
3. A follow-up advisory report focusing on three priority areas of work identified by you through the self-assessment process. The bespoke report will be prepared by members of the SWMD team and include a compilation of currently available support to help you tackle the issues identified.
4. The advisory report will identify priorities from which you can develop actions for the coming 12 months along with access to the SWMD Development Fund. By signing up to the pilot you will be undertaking to use the results of the advisory report to support your museums’ development.
5. Contribute to the development of regional and local Museum Development provision to meet the priority needs of museums and contribute to the evidence base on which programmes of support are developed by Sector Support Organisations.

**What we ask in return**

As a successful applicant your museum will be required to:

* Consult with colleagues in the completion of the self-assessment and return it, along with your forward/business plan and where relevant, associated documents, to South West Museum Development to an agreed timetable.
* Demonstrate, by signing the declaration of the Express of Interest, your governing body or senior management is committed to the pilot and in particular that you will comply with the timetable requirements and actions produced as a result of your museums’ involvement.
* A member of the management or governance of the museum must endorse any actions and act as a signatory to any funding allocations.

**Timetable**

Note: this is indicative only. Museums may complete their activity over a shorter timespan agreed with the SWMD team. All actions should aim to be delivered by 31 December 2020

• 12 noon 3 April – deadline for Expressions of Interest

• 24 April – successful applicants notified by this date

• 1 June – museums must submit their self-assessment by this date

• 30 June - advisory reports received by participant museums

• 31 July - actions resulting from the self-assessment to be agreed by this date

* 1 September - Development Fund awards and grant acceptance forms submitted

• September to December – delivery of actions

**Further Information**

If you would like to discuss the pilot, please email your questions to [museum.development@bristol.gov.uk](mailto:museum.development@bristol.gov.uk)

**Expression of Interest**

**Deadline for submission, 12 noon 3 April**

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| Museum Name and Accreditation number |
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| Main contact name |
|  |
| Main contact - your email address |
|  |
| Main contact - your telephone number |
|  |
| Main contact – your role within the museum |
|  |

Please state briefly how you think participation in the Business Diagnostic will benefit your museum (maximum one side of A4).

**Declaration**

We declare that the information on this proposal form is accurate to the best of our knowledge and that by signing this declaration we commit our museum to the pilot and, in particular, agree to work towards the resulting actions.

The application form must be signed by the Director, Service Manager or Chair of the applicant organisation. A confirmation email from the applicant and Director/Service Manager/Chair will suffice as confirmation of application (in place of signed copies)

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| --- | --- |
| Contact’s signature  Name  Role  Date | Director/Chair/Service Manager’s signature  Name  Role  Date |