

South West Museum Development Recovery Grants

Application Guidance



The South West Museum Development Recovery Grants have been created using funds from [South West Museum Development](#), [Arts Council England](#) and [Art Fund](#) in recognition that many of the museums and heritage organisations we work with have been ineligible for or unable to access Emergency funding. These museums make a vital contribution to communities, visitors and places and whether planning to open shortly, or in 2021, they have important work to do that needs investment to support recovery and continue into the future.

This scheme aims to support museums to:

- Adapt or develop new ways to connect with and engage their community
- Purchase equipment and undertake activity to support readiness to reopen safely
- Invest in the health and wellbeing of their paid and volunteer workforce
- Enhance existing, or start new, digital activities*
- Respond to environmental sustainability

*Applicants will be required to ensure their approaches meet current accessibility requirements related digital content and delivery.

1. Grants available

Funding is available for grants up to £10,000. However we want to support as many museums as possible and encourage museums to consider carefully the level of their grant request and other suitable funders for support. We anticipate allocating 25% of the £80,000 grant total at the higher level. Cash match-funding is not required, but is encouraged where possible.

90% of the grant value awarded will be paid on receipt of grant acceptance. The balance will be paid on receipt of grant reporting and evidence of expenditure.

2. Timelines and deadlines

Recovery Grants will be awarded at two panels with the following application deadlines:

- Round 1 Wednesday 5 August - 12 noon
- Round 2 Wednesday 16 September - 12 noon

Successful candidates will be notified by the following dates:

- Round 1 Friday 14 August*
- Round 2 Friday 25 September

In exceptional circumstances unsuccessful applications to Round 1 may be invited to revise and resubmit their application to Round 2.

The deadline for the submission of claims, proof of expenditure and any required grant documentation, for successful applicants to either Round is:

- Monday 1 February 2021

Please note a short impact questionnaire will be requested for completion 1 April 2021

3. Grant Eligibility

This grant funding is open to museums and heritage organisations which are:

- Within the (ONS) South West of England
- Accredited, Full or Provisional status or Working Towards Accreditation ([see here](#))

The eligibility of this grant funding has been extended to include:

- Museums and heritage organisations participating in collaborative South West Museum Development projects receiving direct investment from funders ([see here](#))

Unfortunately we cannot accept applications from the following museums:

- Museums which have accepted Covid Emergency Response Funds from [Arts Council](#), [Historic England](#), [National Lottery Heritage Fund](#).
- National Museums (Fleet Air Arm Museum or Tate St Ives)
- National Portfolio Museums or partner museums within National Portfolio Museum Consortium

4. Further information and application guidance

For further information, or to ask a question about your proposed project, please visit our [website](#) to send us a '[get in touch](#)' message, selecting '**Grants**' in the drop down option. We will use this Question and Answer activity to build and add to our Frequently Asked Questions for this brand new grant stream.

It is not a requirement for draft applications to be shared with your local MDO prior to submission.

5. Considerations for applicants

There are two key priorities that need to be at the forefront of applicants' minds:

- We are committed to supporting equality and diversity in the museum sector. Projects which seek to improve the representation of an equal and diverse community within the museum and the activities in which it engages will be prioritised.
- We want to support museums and heritage organisations to address their carbon footprint and contribute to the green agenda as part of their recovery. Applications which demonstrate an understanding of, and seek to mitigate, the environmental impacts of their activity, will be prioritised.

6. What costs are eligible?

This funding can include costs for:

- Materials and equipment
- Consultants and contractors
- Building modifications to implement sector guidance on reopening
- ICT equipment - *however please note the case for investment must include a clear explanation of the need for this as part of the project aims and objectives*

This funding cannot support capital costs or revenue costs such as salaries or general running costs. It cannot support costs for travel, volunteer remuneration or training for individuals, memberships, subscriptions or staff costs deployed to deliver the project.

7. How do I apply?

Please download and complete the application form on our [Recovery Grant website page](#).

This form will guide you through the process and prompt you to provide the necessary information. If you have a question which is not addressed through this guidance or the application form, please contact us via our website to send us a [‘get in touch’](#) message, selecting **‘Grants’** in the drop down option. We will use this Question and Answer activity to build and add to our Frequently Asked Questions for this brand new grant stream.

8. Do I need to submit anything with my application?

Your application does not need to be accompanied with further documentation, other than providing clear evidence of your costs, which may include screenshots or quotes. If your application seeks to support your museums readiness to reopen safely, we would encourage you to attach your museums Risk Assessment for Re-opening with your application submission.

9. What are the grant reporting requirements?

It is a condition of grant that applicants are required to submit the following:

- A simple evaluation form which gathers the impact of the investment to enable us to report the value of the Art Fund investment through Museum Development
- A completed [Annual Museum Survey](#) for 2019-20
- Award holders will be invited to participate in a self-assessment Organisational Health Check This information will directly support South West Museum Development in making the case to the Art Fund about the future priorities of museums engaging in this grant funding
- Submit all claims along with evidence of expenditure by Monday 1 February 2021
- A short impact questionnaire will be requested for completion 1 April 2021