

# South West Museum Development – Recovery Grants

## Recovery Grants Application Guidance

The South West Museum Development Recovery Grants have been created in recognition that many of the museums and heritage organisations we work with have been ineligible for or unable to access Emergency funding over the past year. These museums make a vital contribution to communities, visitors and places; 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 to increase reach \*
- Respond to the environmental emergency and reduce their environmental impact

\*Applicants will be required to ensure their approaches meet current accessibility requirements related digital content and delivery. Please see [our resource on website accessibility](#).

To find out more about the type of projects we are looking to support please see our [detailed guidance on our scheme aims and the types of projects we can support](#).

### 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. 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. Scheme dates and deadlines

- Application deadline: 12 Noon Monday 12 July 2021
- Outcome letters issued: Monday 19 July 2021
- Grant acceptance deadline: Monday 26 July 2021
- Projects can start: Monday 26 July 2021
- Projects complete by: Monday 31 January 2022
- Submission of grant claim paperwork: 12 Noon Monday 31 January 2022
- Completion of impact questionnaire by Friday 1 April 2022

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## 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 ([Find out more about the Museum Accreditation Scheme](#))

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 [Download the list of museums \(Excel\)](#).
- Applicants who have previously received a Recovery Grant from South West Museum Development are eligible to apply providing their project is complete.

Unfortunately we cannot accept applications from the following museums:

- Applicants within the eligible category which currently hold a live grant award with South West Museum Development which is expected to finish after 31 July 2021.
- National Museums (Fleet Air Arm Museum or Tate St Ives)
- National Portfolio Museums or partner museums within a National Portfolio Museum Consortium

We will prioritise funding for those museums which have not been awarded Covid Emergency Response Funds (Cultural Recovery Funding) from [Arts Council England](#), [British Film Institute](#), [Historic England](#), [National Lottery Heritage Fund](#).

## 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.

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:

- South West Museum Development is 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.
- South West Museum Development wants 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.

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## 6. Pilot projects or match funding for larger projects

We welcome applications that seek to test new ideas and ways of working for your museum. Applicants seeking to apply for larger funds from alternate funders who wish to test their idea on a smaller scale/ run a pilot project are welcome to apply under this scheme providing the project meets the aims of the scheme.

Applicants can also apply to the Recovery Grants scheme as part of a bigger funded project as match funding providing the aims of the scheme are met and the funded activity fits within our funding period. Recovery Grants cannot be used as match funding against projects funded under Emergency Funding (Cultural Recovery Fund) from [Arts Council England](#), [British Film Institute](#), [Historic England](#), [National Lottery Heritage Fund](#).

## 7. 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, staff costs deployed to deliver the project or retrospective costs previously incurred.

## 8. Working with Freelancers/ Consultants

South West Museum Development is committed to supporting freelancers/ consultants working in the museum and heritage sector. Applicants seeking to include work with freelancers/ consultants as part of their application should be aware of [our best practice guidance](#) developed in partnership with [Museum Freelance](#). Successful applicants will be expected to uphold [Our Principles for Working with Freelancers](#) as part of the terms and conditions of their award.

## 9. How do I apply?

Please complete your application via our online form which can be accessed via this link:

[https://www.smartsurvey.co.uk/s/Recovery\\_Grants\\_2021/](https://www.smartsurvey.co.uk/s/Recovery_Grants_2021/)

## 10. Do I need to submit anything with my application?

Your application does not need to be accompanied with further documentation. If your application seeks to support your museums readiness to reopen safely, we may request your museums Risk Assessment for Re-opening as part of our assessment process.

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## 11. Online form functionality

### What are the questions?

We know that it is helpful to see what the questions are in advance of going online to enter information into the application form. You can download a PDF version of the application form on our [Recovery Grant website page](#) to help you understand the questions that are asked. Please note some questions are dynamic i.e. they may or may not appear depending on your answer to a preceding question.

### Numbering the Questions and the order of questions

We have not numbered questions as the application form logic is dynamic and therefore the order of the questions will change based on your responses.

### Why some questions show a red asterisk

The red asterisk is used to denote that a question is mandatory. This means you must provide an answer before being able to move forward within the survey. If you try to skip the question the software will red flag including a link which takes you to the first mandatory question that you missed. On occasion you may consider that you have answered the question. Please enter N/A. This will complete the question and allow you to move forward within the survey.

### Links to the application form

Please use the following link to access the application form:

[https://www.smartsurvey.co.uk/s/Recovery\\_Grants\\_2021/](https://www.smartsurvey.co.uk/s/Recovery_Grants_2021/)

If you wish to complete your application form in stages it is possible to ‘Save and Continue later’. When you ‘save and continue later’ you are issued with a new link, with all the saved information, so it is important to continue with this link and not go back to the original link.

### Sharing links

It is possible to share a link to your application with colleagues, but it is important to ensure they ‘save and continue later’ when they are done with contributing to the application. Once they have ‘saved and continue later’ the software will generate a new link, with all the saved information, and email it back to you at the email address you entered. The email address entered should be the lead contact for the project. However it is important that within your organisation that this is the link you use from that point forward.

### ‘Save and Continue Later’ for your application

When you ‘save and continue later’ you are issued with a new link, with all the saved information, so it is important to continue with this link. This is how you access your application with all the saved data. The original link you were issued back when you registered will not contain the recent data uploaded. If you are unclear about which version of the link to use, email us at [museum.development@bristol.gov.uk](mailto:museum.development@bristol.gov.uk) and we can send you a link with the latest version.

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## Downloading a copy of the completed application

Once completed, you can hit the 'Finish' button. You will receive an email thanking you for completing the application form and a download of the form with your entered data. If on receipt, you spot an error, or need to provide extra information, you can request your application form back to edit. Simply email us at [museum.development@bristol.gov.uk](mailto:museum.development@bristol.gov.uk) to request your application form back. This option is possible up till applications to the scheme close at Noon (12pm) on Monday 12 July 2021. Please note our standard office hours are Monday to Friday 9 -5pm. Requests made outside of these hours will be responded to on the next working day.

## 12. What are the grant reporting requirements?

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

- Submit all claims along with evidence of expenditure by 31 January 2022.
- A simple evaluation form which gathers the impact of the investment to enable us to report the value of investment through Museum Development for completion 1 April 2022.
- A completed [Annual Museum Survey](#) for 2020-21.
- 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 about the future priorities of museums engaging in this type of grant funding.