

Green Grants

2022 APPLICATION GUIDANCE

The climate emergency is the most significant challenge facing society today. Museums and heritage organisations have a distinct opportunity to provide a space for, and contribute to, the wider debate on the impact of the climate crisis with their communities on key issues such as the loss of biodiversity, and the need to reduce waste and energy use.

Our Green Grants were created to support museums to start this conversation with their communities through grants provided by [South West Museum Development](#) using funds from [Arts Council England](#).

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For any questions or to request further guidance 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.

Scheme aims

To build knowledge and understanding of the impacts of the climate crisis through activity which engages audiences and inspires action through interpretation, utilising museum collections, buildings and spaces. We are seeking applications for projects which will explore this topic through one or more of the following:

- Developing new or enhancing existing exhibitions and or displays
- Community engagement and or outreach programmes
- Informal education and or schools programmes
- Public engagement; talks, events etc.,
- Digital activity including online content e.g. exhibitions, events, etc.,

*For projects involving digital delivery applicants will be required to ensure their approach meets current accessibility requirements related to digital content and delivery. Please see [our resource on website accessibility](#).

What funding is available and when?

The value of grant funding is **between £500 and £2,500**.

Grant payments will be made in arrears and only on receipt of evidence of expenditure by the submission deadline. In certain circumstances, we may be able to pay an advance of up to 50% of the grant. All grants monies are paid by BACS. All claims for expenditure will be paid following submission of the grant claim paperwork as set out in the timetable below.

We encourage where possible cash match funding but this is not a requirement of the grant scheme.

Scheme dates and deadlines

- Application deadline: 12 Noon Monday 14th February 2022
- Outcome letters issued: Monday 28th February 2022
- Grant acceptance deadline: Monday 7th March 2022
- Projects can start: Monday 7th March 2022
- Projects complete by: Monday 10th January 2023
- Submission of grant claim paperwork: 12 Noon Monday 10th January 2023

What kind of projects are we looking to fund?

We are looking to support projects that:

- Use interpretation, museum collections, buildings or spaces (including outdoor and or digital spaces) or other buildings or spaces relevant to their community to raise awareness of the climate emergency, environmental sustainability and/or loss of biodiversity.
- Working together with communities or other organisations e.g. a local wildlife group, to raise awareness and inspire action to address the climate emergency, environmental sustainability and/or loss of biodiversity within their community.

- Support the development of their audience (including digital audiences) to widen participation in the museum's activities, recognising that the climate emergency affects us all.
- Demonstrate an understanding of, and where possible seek to mitigate, the environmental impacts of the activity they are proposing.

Is my museum eligible?

Your museum must:

- Be located in the South West of England (ONS Region)
- Be [Accredited, provisionally Accredited or formally recognised as Working Towards Accreditation](#)
- Not hold a live grant award with South West Museum Development

Unfortunately we cannot accept applications for this grant programme from the following museums:

- NPO museums or museums within an NPO Consortium
- National Museums (Fleet Air Arm Museum or Tate St Ives)
- Non-Accredited museum/ heritage sites

What can I apply for?

Projects, purchases and activities must take place after 7 March 2022 and be completed by 10 January 2023.

- Develop new or enhance existing exhibition and display materials
- Conservation costs to make an object fit for display, specific to the project funded activity
- Development of education, outreach materials and digital resources
- Contracting freelancers or other specialists e.g. speakers, workshop leaders to deliver activity under the project.
- Photography or filming
- Development of an online exhibition*
- Promotional activities e.g. events, marketing or campaigns related to the project activity
- Travel and hospitality (excluding alcohol) for community engagement participants
- Mitigating the carbon impact of your project - up to 30% of grant costs can be used to reduce the carbon footprint of your project
- VAT, if your museum is not VAT registered.

**Please note this grant stream is not seeking to fund the development of new websites or platforms*

What costs are not eligible?

Grants cannot include costs for the following either as part of the grant or as match funding:

- Building work
- Capital costs (e.g. boilers or ongoing costs relating to capital equipment)

- Costs for existing staff or to provide backfill for existing staff deployed to deliver the project
- Build or the development of new websites or platforms
- Attendance at training events or conferences
- Training or consultancy services from South West Museum Development
- Membership subscriptions
- Recharge of venue hire or overheads relating to the applicant museum(s)
- Recharges for volunteers of the applicant museum(s)
- Alcoholic drinks
- Any expenditure for which the museum(s) cannot provide evidence (e.g. receipts)
- Costs incurred prior to the project start date.
- VAT if your museum is VAT registered.

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.

Where can I get help with my application?

- 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 Museum Development Officer prior to submission but we do recommend that you talk through your idea with them. You can find out who your local MDO is here: <https://southwestmuseums.org.uk/who-we-are/our-team/>

How do I apply?

Applications are made online using the following form on our website.

<https://southwestmuseums.org.uk/what-we-do/grants-and-programmes/green-grants/>

Applications submitted after the deadline will not be accepted. Please contact us if you have access requirements and require an alternative format for applying.

Do I need to submit anything with my application?

No other documentation apart from your application is required.

Online form functionality

1. 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 here: <https://southwestmuseums.org.uk/what-we-do/grants-and-programmes/green-grants/> Please note some questions are dynamic i.e. they may or may not appear depending on your answer to a proceeding question.

2. 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 response.

3. 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. If you consider the question is not relevant please enter N/A. This will allow you to move forward within the survey.

4. Links to the application form

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.

5. 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 clicked on 'save and continue later' the software will generate a new link, with all the saved information, and email it back to you at the original email address you entered when setting up the application. The email address entered should be the lead contact for the project. **You must use the most recent link sent to the main email address to prepare your application from that point forward.**

6. '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 and we can send you a link with the latest version.

7. 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 to request your application form

back. This option is possible up till applications to the scheme close at noon (12pm) on 14 February 2022.