SOUTH WEST MUSEUM DEVELOPMENT SMALL GRANTS
2022 APPLICATION GUIDANCE

South West Museum Development's vision is to support diverse, inclusive and inspiring museums relevant to the lives of the diverse communities they serve. All of our activity directly supports this vision including this grant scheme. We know that for many museums a small grant can be a powerful catalyst for change and improvement and this fund is designed with exactly this in mind.

Scheme aims:
- **Organisational resilience:** museums are thriving and adaptable community assets for now and the future
- **Collections development:** inspiring collections are cared for, developed and shared with and for communities
- **Increasing inclusion and tackling inequality:** museums play their part in contributing to a better and fairer society for all
- **Environmental responsibility:** museums acknowledge and address the climate emergency, recognising they are part of a global community

Please select one of the four grant scheme aims.

Grants available
Our grants are supported with funding from Arts Council England. Funding is available for grants from **£500 up to £10,000**. We aim 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 10% balance will be paid on receipt of grant reporting and evidence of expenditure.

Timelines and deadlines

Projects must start after Monday 25 July 2022 and finish by Friday 3 February 2023. This allows a maximum of six months to deliver the project.

- Application deadline: 12 Noon Monday 13 June 2022
- Notification of application outcome: Friday 8 July 2022
- Deadline for award acceptance for successful applicants: Friday 22 July 2022
- Successful applicants may start their projects: Monday 25 July 2022
- Projects must be complete: Friday 3 February 2023
- Project claims must be received: 12 Noon Monday 6 February 2023
- Project claims balances to be paid by: Friday 3 March 2023

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](#))
- A museum network*

*Your network must:

- Be in the South West of England.
- Directly serve the needs of museum and heritage organisations e.g. a county museum group.
- Have officers elected by the membership.
- Hold its own bank account to administer the grant.

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. Please check the scheme web page to see if your museum or heritage organisation is eligible.

Unfortunately we cannot accept applications from the following museums:

- Museums with a live grant award from South West Museum Development
- National Museums (Fleet Air Arm Museum or Tate St Ives)
- National Portfolio Museums or partner museums within a National Portfolio Museum Consortium
- Non-Accredited museum/ heritage sites

Partnerships of three or more museums may apply, provided all applicant museums meet the above criteria. To be eligible for partnership grants, the museums must not be part of the same overall organisation (e.g. local authority or trust) or based on the same site (e.g. two or more Accredited collections/museums within the same building). A museum network can also apply for a partnership grant.

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.

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 at the development stage. Applications with a strong audience, collections, digital or volunteering focus are encouraged to speak with the relevant specialist SWMD Officer ahead of submitting their application.

https://southwestmuseums.org.uk/who-we-are/our-team/

What sort of projects are we seeking to fund?

Projects can take any form (excluding activity associated with ineligible costs) but must meet one of our four aims. We have included possible types of activity which we could support but also welcome alternate proposals which meet the aims of the scheme.

- **Organisational resilience:** Projects should support the museum's organisational health and resilience to ensure their long term sustainability. This could take the form of organisation/ governance development; developing fundraising or income generation practices or making savings; workforce consultation and development including volunteers; supporting wellbeing; digital audits; digital engagement strategies and marketing and communication strategies.
- **Collections development:** Projects should support the care, development and access of collections. This could take the form of conservation assessment; storage and access projects; working with researchers or communities to develop knowledge and understanding of collections; co-production; community engagement; digitisation projects and online collections.
- **Increasing inclusion and tackling inequality:** Projects should support the museum's work to improve how they engage with actions and issues related to equality, diversity and inclusion. This could take the form of the development of Equality Action Plans; evidenced based board and workforce (including volunteer) diversification; consultation and work with specific groups or communities e.g. youth panels; access audits; audience

research – users and non-users; audience development plans to widening participation and optimising existing websites for access and inclusion.

- **Environmental responsibility:** Projects should support the museum to understand and mitigate their environmental impact or raise awareness of the climate emergency through collections and engagement programmes. This could take the form of energy audits; making energy efficiencies; greening their commercial offer; supporting visitors to make greener choices; exhibition or programmes or increasing the biodiversity and sustainability of their site.

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
- General ICT equipment
- Build/ development of new websites or platforms
- Software subscriptions including the purchase of Collections Management Systems
- Travel (except for a partnership project)
- Attendance at training events or conferences
- Training or consultancy services from South West Museum Development
- Membership subscriptions
- Venue hire or other overheads/ re-charges relating to the applicant museum(s)
- Charges for volunteers of the applicant museum(s)
- Alcoholic drinks
- Acquisitions for museum collections
- *Any expenditure for which the museum(s) cannot provide evidence (e.g. receipts)*
- *Any expenditure incurred prior to the permitted 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.

How do I apply?
Applications are made online using the following form on our website.

https://www.smartsurvey.co.uk/s/Small_Grants_2022/

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.

We do encourage applicants to let us know if the project has developed from priorities identified through the Museum Development England Business Diagnostic or Organisational Health Check. Please highlight this clearly as we welcome applications that are able to progress previous development work.

What other grant requirements do I need to know?
Full details of the grant award and requirements of grant will be stated in successful applicants' offer letter. However it may be useful for applicants to be aware of the following grant conditions ahead of application:

- Award holders must seek approval from South West Museum Development prior to making changes to their grant, including changes to goods or services to be purchased using grant funding.
- Where grant funds are paid in advance, any underspend against the grant will be reclaimed or deducted from the final balance payment.
- Balance payments will only be released following the successful submission of grant reporting. Grant reporting requirements are stated within the grant offer letter.
- Award holders must advise the grant scheme lead as soon as possible if they are unable to complete their project within the grant funding period.

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/wp-content/uploads/2022/04/Small-Grants-2022-Application-Questions.pdf

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 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 to 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 Monday 13 June 2022 between office hours of Monday to Friday 9am – 5pm.