

## **Museum Development South West**

### **Small Open Grants 2024 Frequently Asked Questions**

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Where do I go if I have a question?

You can contact us about any queries to do with your application or the process of applying through the '[get in touch](#)' section on our website.

Alternatively, you can contact your local Museum Development Officer either by email or phone. Their details can be found on our [website](#). If you are looking for advice about your proposed project or support in applying, they are the best people to start with.

Although not mandatory, we recommend you speak to your Museum Development Officer to discuss your application as early as possible before applying.

Why are there questions relating to environmental impact and Equity, Diversity and Inclusion if I'm not applying under these scheme aims?

Museum Development South West is committed to increasing equity, diversity and inclusion and playing our part in tackling the climate crisis in all that we do. We therefore include these areas in all our small grant applications as we believe they are areas that all projects should consider as a matter of course.

What are the Arts Council England (ACE) investment principles?

Arts Council England have four principles they want organisations to respond to in order to apply for investment opportunities:

[Ambition and quality](#)

[Dynamism](#)

[Environmental responsibility](#)

[Inclusivity and relevance](#)

Museum Development South West work to these investment principles through our four scheme aims, which are tailored to support accredited museums in the south west. Our scheme aims are related to the ACE investment principles as follows:

**Organisational resilience** - related to 'Ambition and quality' and 'Dynamism'

**Collections development** - related to 'Ambition and quality' and 'Inclusivity and relevance'

**Increasing inclusion and tackling inequality** - related to 'Inclusivity and relevance'

**Environmental responsibility** - related to 'Environmental responsibility'

For examples of the types of projects that could be applied for under each scheme aim, please see the application guidance.

Can I apply under more than one scheme aim?

Although your project may answer more than one scheme aim, we ask that you specify the most relevant to your project and apply under that one. You do not need to leave anything out of your project or application but need to select one for the purposes of your application.

Why is there a question relating to previous work with Museum Development?

We are keen to continue to invest in museums who have previously benefitted from our support as they grow and develop. If your application follows on from your participation in a Museum Development funded project please ensure you include this so we can see that you are continuing to take steps forward following our previous support.

Why do you want to know if I have applied for funding previously?

Part of our aim with our Small Open Grants programme is to encourage museums and staff who have previously been unsuccessful, or have never applied to Museum Development South West or other funding bodies to do so. We want to learn more about the development needs within the South West in order to better support museums in developing projects, writing applications, and delivering successfully. We hope this will build skills and confidence within museums to eventually move on to bigger funders and secure more investment in the future.

Can I claim VAT on my costs?

If your organisation is VAT registered, then you cannot claim VAT from Museum Development South West on your costs. If your museum is not VAT registered, then you can include the cost of VAT when claiming. Please check with those that manage the finance in your museum before starting your application to check your museum's VAT status.

What does "Authority on behalf of the organisation" mean?

When you submit your application, you must confirm that you have 'authority on behalf of the applicant organisation'. This means you must have permission from your management team or board of trustees (whichever is relevant to you) to apply for the grant on the museum's behalf. They must be aware of what you are

bidding for and what you are proposing to deliver to ensure they are fully supportive of your project; in line with your organisational aims and understand what it will take to deliver it if your application is successful.

### What does “Cash match funding” mean?

Cash match funding means money that you or another organisation will also put in to the project to help fund it in its entirety. A grant from Museum Development South West might only be for some of the funding you need to deliver your project.

### What does “In kind support” mean?

In kind support means any non-cash funding of free goods or services that your museum or another organisation will provide, such as staff hours, room hire (outside of your museum), that could be given a value and be included in the project budget.

### What does “Mitigate the carbon impact of your project” mean?

Every activity has a carbon footprint (the amount of carbon dioxide released or created by the activity in question), and therefore an impact on the environment. Museums have a responsibility to respond to the climate emergency by reducing their carbon footprint as much as possible. We ask that you consider the carbon impact of your project and how you might work to reduce this. For more information visit [Julie’s Bicycle](#). Please note that you do not have to calculate an exact carbon footprint for any project, just an indicator. If you are not applying under the Environmental Responsibility strand, then your consideration of this is strongly encouraged, but not mandatory.