

Capacity Builder Grants 2024 Frequently Asked Questions

Contents

Where do I go if I have a question?	2
What are the Arts Council England (ACE) investment principles?.....	2
Which organisations are eligible to apply?.....	2
Can I apply for more than one Capacity Builder grant?.....	3
What types of activity are you looking to fund?.....	3
Can I claim VAT on my costs?.....	3
Why do you ask for Senior Leadership sign-off of my application?	3
Why are there questions relating to environmental impact and equity, diversity and inclusion in a Capacity Builder grant?	4
What does “Cash match funding” mean?.....	4
What does “In kind support” mean?	4
How can I consider the environmental crisis in my plans?	4

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 activity or support in applying, they are the best people to start with.

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’

Our Capacity Builder grants support **Organisational Resilience**: museums are thriving and adaptable community assets for now and the future.

Which organisations are eligible to apply?

Capacity Builder grants are open to all non-national accredited and ‘Working Towards Accreditation’ museums in the south west. This includes NPO organisations.

Please see the following question for information on which Capacity Builder grants an organisation can hold at any one time.

Can I apply for more than one Capacity Builder grant?

Organisations may hold up to two Individual Capacity Builder grants per financial year, but they must be for two different people and relate to different areas of development.

As well as this, organisations can hold either a Teams **or** Collaboration grant per financial year. Please note that if an organisation is listed as a collaborator in a Collaboration grant, this counts as holding a grant, so they would not be eligible for an additional Team or Collaboration grant that year.

If you apply for a Capacity Builder grant in round 1 and are unsuccessful, you are welcome to apply again in round 2 as long as you do not hold the maximum number of Capacity Builder Grants already.

What types of activity are you looking to fund?

Our Capacity Builder grants are designed to support organisational resilience through the development of staff and volunteers working in museums. We want to support activity that will benefit your museum as much as possible, so consider carefully how the impacts of your proposed activity will go beyond the individual(s) taking part to strengthen your museum going forward and help achieve its goals. Providing supporting evidence for how you have identified the need for your activity will strengthen your application. For example through evaluation data, staff/volunteer/audience feedback or your organisation forward plan.

Please note that Museum Development South West is committed to supporting the museum sector in developing their equity, diversity and inclusion, and environmental responsibility work. We therefore encourage applications that support either of these areas. For more information see our website: [Our aims - Museum Development South West \(southwestmuseums.org.uk\)](https://southwestmuseums.org.uk)

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.

Why do you ask for Senior Leadership sign-off of my application?

As part of your application, we will ask for senior leadership endorsement in the form of contact details of a senior leader or trustee. Having senior management sign off helps ensure you have the backing of the organisation to deliver the project if your application is successful and the necessary time and resources to do so. It also helps ensure the maximum

benefit for the project, making sure people know about it and any learning can have impact across your organisation.

Why are there questions relating to environmental impact and equity, diversity and inclusion in a Capacity Builder grant?

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 grant applications as we believe they are areas that all activity should consider as a matter of course. For more information see our website: [Our aims - Museum Development South West \(southwestmuseums.org.uk\)](https://southwestmuseums.org.uk)

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 activity.

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.

How can I consider the environmental crisis in my plans?

Museum Development South West is committed to supporting the museum sector in developing their environmental responsibility work. We therefore encourage applications that support this area. For more information see our website: [Our aims - Museum Development South West \(southwestmuseums.org.uk\)](https://southwestmuseums.org.uk)

You could consider the carbon footprint of your activity as a starting point. 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 recommend that you consider the carbon impact of your project and how you might work to reduce this. For more information visit [Julie’s Bicycle](#).