

## Capacity Builder Grant 2024 Guidance

Our Capacity Builder Grants are designed to help build the confidence and wellbeing of those working and volunteering in museums, supporting organisational resilience.

These grants can be used to help individuals, teams or groups of museums (collaborations) engage with skills development, to work together, to problem solve and inspire each other. Those benefitting from these grants can be paid staff, freelancers and consultants, volunteers or trustees. We accept applications from freelance consultants who have a current contract with an eligible museum.

MDSW investment is not just about grants! We are also a team of approachable, knowledgeable staff here to help and guide you through the application and delivery process, helping you get the most out of the learning experience of applying for funding. If you have any questions, please contact your local [Museum Development Officer](#) or use the [contact form](#) on our website.

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### Where does our grant funding come from?

Our grants are made possible thanks to support from Arts Council England, therefore our grants support [Arts Council England’s four investment principles](#):

- Ambition and quality
- Dynamism
- Environmental responsibility
- Inclusivity and relevance

Our Capacity Builder grant supports the Dynamism investment principle.

## **Scheme aims**

Museum Development South West work to the Art Council investment principles through our scheme aims, which are tailored to support Accredited museums in the South West Area. This grant helps deliver the following scheme aim:

**Organisational resilience:** museums are thriving and adaptable community assets for now and the future (linked to Arts Council Investment Principles ‘Ambition and quality’ and ‘Dynamism’)

Our Capacity Builder grants aim to increase organisational resilience through developing the confidence and wellbeing of those working and volunteering in museums across the south west.

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)

## **Grants available**

Our grants are supported with funding from Arts Council England.

Applications for Capacity Builder grants must come from the museum who will be the grant recipient, we do not pay individuals directly.

Individuals can apply for up to £400

Teams from the same museum organisation can apply for up to £1000

Collaborations between museums can apply for up to £1500 via a lead museum collaborator

The funds can support a range of activities, including but not limited to:

- workforce health and wellbeing
- research & development excursions
- team training by a specialist or consultant
- mentoring by a specialist or consultant

- enrolling in training courses or conferences

We will award up to two Individual Capacity Builder grants to an individual museum between 1 April 2024 and 31 March 2025 provided the applications are for different people and for different development themes.

As well as this, we will award **either** one Team or one Collaboration Capacity Builder grant to an individual museum between 1 April 2024 and 31 March 2025. This is in addition to up to two Individual Capacity Builder grants. Please note that if a museum is a partner in a Collaboration grant, this counts as holding an award and therefore they will not be eligible to apply for an additional Team or Collaboration award during the same financial year.

## Timelines and deadlines

Activity against the grant can be begin as soon as acceptance has been received from successful applicants. Payment will be made once final reports, receipts and invoices have been received. All final reports, receipts and invoices must be received by Museum Development South West by Friday 27 September 2024.

- Application deadline: 12 noon Monday 17 June 2024
- Notification of application outcome: Friday 28 June 2024
- Deadline for award acceptance for successful applicants: Friday 5 July 2024
- Successful applicants may start their projects: Monday 8 July 2024
- Activity must be complete: Friday 27 September 2024
- Project claims must be received: Friday 27 September 2024
- Claims will be paid within two weeks of final reports and receipts showing relevant expenditure are received.

## Grant Eligibility

This grant funding is open to museums and heritage organisations which are:

- Within the South West Area
- Accredited, Full or Provisional status or Working Towards Accreditation ([see here](#))

Unfortunately, we cannot accept applications from the following museums:

- National Museums
- National organisations (e.g. English Heritage, National Trust)
- Non-Accredited museums or not Working Towards Accreditation.

Collaborations of two or more museums may apply, provided all applicant museums meet the above criteria and do not already hold a Teams or Collaboration Capacity

**Builder grant.** To be eligible for collaboration 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). The application must be submitted by one 'lead' museum who will act as 'banker' for the grant with other museums listed as collaborators.

Please note that in the majority of cases grant payments will be made once receipts and invoices have been received after the activity has taken place. If this is a barrier for your organisation, please get in touch with us.

## **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 or speak to your local Museum Development Officer.

## **What sort of applications are we seeking to fund?**

The grant can support a range of activity, including, but not limited to:

- Workforce health and wellbeing
- research & development excursions
- team training by a specialist or consultant
- mentoring by a specialist or consultant
- enrolling in training courses or conferences

## **What costs are not eligible?**

Capacity Builder Grants can only be used to support the development of those working in eligible museums across the South West. In addition, grants cannot include costs for the following either as part of the grant or as match funding:

- 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
- Training or consultancy services from South West Museum Development
- Professional membership subscriptions
- Venue hire or other overheads/ re-charges relating to the applicant museum(s) or those in a collaboration partnership
- Alcoholic drinks
- Any expenditure for which the museum(s) cannot provide evidence (e.g., receipts, invoices)
- 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 form on our website. The deadline for applications to be submitted is **12 noon Monday 17 June 2024**. 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.

## **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.
- All payments will be made to the applicant organisation once a report and valid receipts or invoices have been received. These must be received no later than Friday 27 September 2024. If this is a barrier for your organisation, please contact us.
- Award holders must advise Museum Development South West as soon as possible if they are unable to complete their project within the grant funding period.
- As part of your application we require confirmation of support (through name and contact details) of a senior manager/team leader or trustee in support of your application.

## **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 from our website.

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](mailto: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](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 17 June 2024.

Thank you for your interest in our Capacity Builder grants.

We look forward to receiving your application.