

Capacity Builder 2024

1. Your details

Please provide the name and contact details of the lead contact for this grant application

If applying for a collaboration grant, please provide details of the lead organisation

Museum Name

Address and Postcode

Contact name

Contact name

Local Authority area

Type Independent / Local Authority / University / Other

Visitor Figures Under 10K / 10K to 20K / 20K to 50K / 50K to 100K / Over 100K

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.

2. Grant type

Which type of Capacity Builder grant are you applying for? (Only ONE choice permitted)

- Individual (up to £400)
- Team (up to £1000)
- Collaboration (up to £1500)

3. Your collaborators

Your collaborators

Collaborator

1 (Museum
name)

Collaborator

2 (Museum
name)

Collaborator

3 (Museum
name)

Collaborator

4 (Museum
name)

Collaborator

5 (Museum
name)

If you are applying as a collaboration, please provide details of your collaborating organisation(s). Please enter 'N/A' if you are not applying as part of a collaboration.

Please ensure all collaborators meet the eligibility criteria:

- All participants are working in, for, or volunteering with an accredited non-national museum in the South West Area.

- The museum they are attached to meets the eligibility criteria of this grant scheme.

4. Senior Leadership support

Please provide the name and contact details of a Senior Leader within your museum who endorses this application. This helps ensure that the time and resource to deliver the proposed activity will be made available and supported.

The senior leader can be a trustee, CEO/director, or senior manager who has management responsibility or oversight of those involved in the proposed activity.

"I confirm that I have been briefed about my organisation's application for Museum Development South West funding and endorse this proposal fully. I have read and agree to honour the conditions set out in the guidance notes and any additional conditions set at the point of award should we be successful with our application. In the event that the lead applicant leaves our organisation, I will step in as the main contact and will contact Museum Development South West to discuss any amendments to the timeline or activity if required."

Senior Leader details

Name of

Senior

Leader

Role

Email

5. Your plan

Explain how you propose to use your Capacity grant

Provide a short outline of the activity/activities you are asking us to fund with this grant and the timeframes
(max. 50 words)

6. Your proposal

Why are you applying for this grant?

Explain what you are trying to achieve with this Capacity building grant.

For example, are you addressing an identified need? Are you upskilling for a specific project? Does this activity support your forward plan? Are you building new partnerships?

(max. 250 words)

7. Impact of your activity

How will your proposed activity impact your organisation?

Explain how you will disseminate learning within your organisation so the impact of your grant goes as far as possible.

For example, if you are applying for funding for an individual training course, how will your learning benefit the organisation more widely?

If you are applying for funding for a team to visit another museum, how will you ensure any learning is captured and fed back into the organisation to have impact?

If you are sharing wellbeing sessions with other museum collaborators, how will you sustain these relationships in future?

(max. 250 words)

8. Who will benefit from this grant?

Please provide the name and role of the individual staff/volunteers/trustees/consultants/freelancers directly involved with the project.

If you don't currently know everyone who will be involved (for example if you are opening a session to a number of volunteers), please state the job roles and numbers of people you anticipate being involved (for example: 8 front of house volunteers).

If you are using a consultant/freelancer to deliver training or work, we ask you to follow [Our Principles for Working with Freelancers](#).

If contractors/freelancers will directly benefit from your funded activity (aside from being employed to deliver as part of the grant), please confirm that they have a current contract with your museum or a museum in your collaboration.

9. Your budget

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

What is the amount of funding you are applying for from South West Museum Development?

(Grants are available up to £400 for individuals, £1000 for teams or £1500 for collaborations between museums)

(Please round to the nearest £10)

Are you providing any cash match funding towards the total cost of your project?

Yes

No

