

On Display! 2024 Conservation Grants Application Guidance

Do you have a particular object you would love to display?

Do you have a group of objects in your store that would inspire a new audience?

Do you need conservation support to be able to display them?

Many museums have objects they would love to have on display but are unable to do so due to their condition or a lack of suitable display options. Museum Development South West (MDSW) are offering grants of between £1000 and £3000 to support the conservation of individual objects or small groups of objects specifically to enable museums to display them and engage audiences in their stories. Successful applicants will be entitled to receive half a day of advice from the Museum Development South West Conservation Development Officer (CDO) to provide further support, if required.

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 and delivering your project. It is strongly recommended that you discuss your proposed project with the Museum Development South West CDO before submitting your application. The CDO will be able to advise on your proposed object(s)' treatment and display and help you find appropriate conservators or suppliers. If you have any other questions, please contact your local [Museum Development Officer](#) or use the [contact form](#) on our website.

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Scheme aims

- **Collections development:** inspiring collections are cared for, developed, and shared with and for communities (linked to Arts Council Investment Principles ‘Ambition and quality’ and ‘Inclusivity and Relevance’)

Scheme aims (relevant Arts Council investment principles):

- **Ambition and Quality:** Cultural organisations are ambitious and committed to improving the quality of their work
- **Inclusivity and Relevance:** England’s diversity is fully reflected in the organisations and individuals that we support and in the culture they produce.

To find out more about the Arts Council investment principles please visit their [website](#).

What sort of projects are we seeking to fund?

We’re looking to support the conservation and/or display of objects that will lead to greater, or new, audience engagement within museums. Alongside this:

- The grant award must be used in its entirety to support the conservation or display of one object or a small group of objects within a museum's permanent collection.
- The award can be spent either engaging an appropriately experienced conservator or purchasing specialist equipment and expertise to mount objects for display purposes under the guidance of the Museum Development South West Conservation Development Officer where required.
- The conservation of the object or objects must be specifically aimed at putting them on public display before the end of December 2025. Ideally, they will be objects that have been unable to be displayed recently due to their condition.
- In your application you should clearly explain why the objects have been selected by the museum, what new story the museum will be able to tell through them, and which audiences the museum hopes to reach. You should also include how you will evaluate your project and how you will know if you have been successful in achieving your aims.
- Your plans should include how you will tell people that this object is on display, as well as the interpretation and/or engagement you will undertake to attract audiences.
- Applications to conserve objects that will support the engagement of new or underrepresented audiences at your museum are particularly welcome.
- Please note that our grants do not cover capital costs and therefore display cases are not eligible to be funded through this scheme.

Successful applicants will also be entitled to half a day of support from the Museum Development South West Conservation Development Officer to help work with relevant specialists and shape the conservation work required.

We welcome applications from those who may not have undertaken work like this previously or are new to grant applications.

Grants available

Funding is available for grants between **£1000 and £3000** to enable the conservation or mounting of a single object, or small group of objects, to allow them to be put on public display by the end of 2025. Objects should be displayed with associated interpretation and audience engagement opportunities, although these are not included as part of the grant available. 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 8 July 2024 and finish by Friday 21 February 2025. This allows a maximum of 8 months to deliver the conservation work. Objects should then be on display before the end of 2025.

- Application deadline: 12 Noon Monday 17 June 2024
- Notification of application outcome by: Friday 28 June 2024
- Deadline for award acceptance for successful applicants: 12 Noon Friday 5 July 2024
- Successful applicants may start their projects: Monday 8 July 2024
- Projects must be complete: Friday 21 February 2025
- Project claims must be received: 12 Noon Friday 28 February 2025
- Project claims balances to be paid two weeks after project reporting processes are complete

Grant Eligibility

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

- Within the (ONS) South West of England
- Accredited, Provisionally Accredited, Working Towards Accreditation

Unfortunately, we cannot accept applications from the following museums:

- Museums with a live grant award from Museum Development South West (excluding 'Capacity Builder' grants)
- National Museums
- National Organisations (e.g. National Trust, English Heritage)
- National Portfolio Museums or partner museums within a National Portfolio Museum Consortium
- Museums which are neither Accredited nor Working Towards Accreditation

What costs are eligible?

The only costs eligible under this grant scheme are those directly related to the conservation or mounting of specifically selected objects in order for them to be put on display before the end of 2025.

Where possible, we encourage you to choose an [accredited conservator](#) and to obtain a conservation proposal for the treatment needed, with an estimate of the cost of the work prior to applying. For guidance on doing this, please speak to our [Conservation Development Officer](#) prior to submitting your application.

Working with Freelancers/ Consultants

Museum Development South West 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 should be made online using the form on our website by **12 noon on Monday 17 June 2024**.

Applications are made through an online questionnaire. The application questions are available in a Word or Pdf format on our website if you wish to view them before undertaking the online questionnaire.

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 any requirements will be given in your offer letter if you are successful. However, it may be useful to be aware of the following grant conditions ahead of your application:

- You must seek approval from Museum Development South West prior to making changes to your 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.
- You must advise Museum Development South West as soon as possible if you are unable to complete your project within the grant funding period.

Further information and application guidance

For further information, or to ask a question about your proposed project, please contact our [Conservation Development Officer](#), your [Museum Development Officer](#) or use the [contact form](#) on our website.

For specific queries relating to the online application, please see below.

You are strongly encouraged to discuss your application with our [Conservation Development Officer](#) before submission, especially if you need help finding an appropriately experienced conservator. Please allow sufficient time to do this before the submission deadline.

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 preceding question.

2. Numbering the Questions and the order of questions

We have not numbered individual 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 until applications to the scheme close at noon (12pm) on Monday 17th June 2024 during the office hours of Monday to Friday 9am - 5pm.

Explanation of phrases used in the application form

“Authority on behalf of the organisation”

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 their behalf. They must be aware of what you are bidding for and what you are proposing to deliver to ensure the organisation is fully supportive of your project and what it will take to deliver it if you are successful.

“Cash match funding”



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ENGLAND**

Cash match funding means money that you or another organisation will also put into 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.

“In kind support”

In kind support means any support provided or given in goods, commodities or services instead of money. This could be something that your museum or another organisation will provide for the project, such as staff hours, room hire (outside of your museum), that could be given a value and be included in the project budget.

Thank you for your interest in On Display!

We look forward to receiving your application.