

On Display! 2024 Conservation Grant Offline Application Questions



Photo by [Kevin Woblick](#) on Unsplash

Thank you for your interest in Museum Development South West's On Display! 2024 Conservation Grants. All guidance and information can be found [here](#). Please read the guidance before completing an application form.

Please note grant applications must be submitted by 12 Noon, 17 June 2024.

If you have any questions about the fund or your proposed project please use the contact form on our [website](#).

Your details

1. Please provide the following details: *

Museum Name: *

Address and Postcode: *

Project contact name: *

Project contact role: *

Project contact email*
address:

2. Please enter the Local Authority (Top Tier) in which your museum (or main site) is based *

Please provide your current Accreditation status *

Please enter your Accreditation or 'T' number

Please confirm the Governance type of your museum organisation *

Please select from the following visitor size bands for the visitor figures to your museum in 2023 *

3. Please confirm that you have authority on behalf on the applicant organisation to submit this application and receive funds for the activity stated within the application. Please provide the name and contact details of a senior manager, leader or trustee who endorses this application below. You are also confirming that your planned activity will begin no earlier than Monday 8th July 2024 and will finish by Friday 21st February 2025. *

Yes

Please enter the name and contact of a senior manager, leader or trustee who endorses this application

Project information

4. Which of the following best describes your project?

- A stand alone project
- Aligned activity with another funded project
- Match funding for a bigger project
- A pilot or seed project for informing a future bigger grant application

5. Please provide a project title (Max 20 words)

6. Please provide a project summary.

We will use this summary to share what your project is about with others. [Max 50 words]

Project information

Please tell us about your project in more detail and why it matters to your organisation. There are three questions covering: the object(s) you have selected, the audiences you want to reach, and your project delivery.

7. Objects: A. Which object(s) have you selected to display and why have you selected them? B. Why is this project needed and what evidence can you provide that it is an organisational priority? C. Why is it important to undertake this work now and what would happen if it didn't happen now? [Max 250 words]

*

8. Audiences: D. Tell us about the external impact your new display will aim to have: who are your target audience(s) and /or communities? E. Tell us about the internal impact your project will aim to have: What difference will this project make to your organisation, staff and /or volunteers? F. How will you know the project has been successful and what evaluation will you undertake? [Max 250 words] *

9. Delivery: G. What services / products / materials / equipment / content development* are required for the project? H. Who will you work with to develop and deliver the display and associated engagement activity? [Max 250 words] *

10. How will your project contribute to the environmental agenda, either by raising awareness and appreciation or through finding opportunities to reduce the carbon footprint of the funded activity?

You might consider how to minimise travel/ transport emissions. Are you able to source supplies locally? How can your project minimise waste? Does your object(s) provide an opportunity to highlight the importance of valuing and protecting nature, changes in the local landscape or the impacts of climate change?

11. Please re-read your answer and check you have provided the following information:

[Tick boxes] *

- The object(s) you wish to conserve (currently not on display)
- The audience you wish to engage and why
- How you will know whether your project is successful

Project timetable and milestones

12. What is the start date of your project? (DD/MM/YY)* *

13. What is the finish date of your project? (DD/MM/YY)* *

**14. Please set out the things you plan to do as part of your project.
What will you do? When will you do it?**

Please include the process of securing and undertaking conservation, the process of getting the project on display and any wider engagement, and an outline of

when these activities will take place.
[Max. 200 words]

What will you do?

When will you do it?

1

2

3

4

5

6

7

8

9

0

Workforce capacity and Conservation Expertise

These questions help us understand your capacity as an organisation for undertaking your proposed project.

15. Is your museum volunteer-led (i.e. there are no, or very few, paid or contractual staff)?*

Yes

No

16. Will volunteers be involved in the project?

Yes

No

**17. How many volunteers do you estimate will be involved in the project?
[Insert 0 if no volunteers will be involved] ***

18. Please estimate the total number of days this will involve [Value]. If volunteers will not be involved, please enter "0".

19. Will staff be involved?

Yes

No

20. Please estimate the total number of days this will involve [Value]. If staff will not be involved, please enter "0".

21. What, if any, freelancers, consultants or external expertise do you need to support delivery of your project (including MDSW staff)? Have you identified who these would be and have you contacted them?

Please remember we require all grant holders to adhere to Our Principles for Working with Freelancers.

[Max. 100 words]

Project Grant Finance

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

[Grants are available between £1,000 and £3,000. Please round to the nearest £10]

22. Are you contributing any additional cash funding towards the cost of this project? If so, how much? Please include the source of the cash match funding. Please enter '0' if not providing any cash match funding. [Please round to the nearest £10]

23. Are you providing any other support towards your project that involves no additional cash outlay? (In-kind support - please see the grant guidance document for more information) *

[Max. 50 words]

Yes

No

24. Please provide sources and the approximate value of in-kind support towards your project.

25. What type of support are you providing? If no support will be provided, please enter "N/A"

[Max. 50 words]

Project Grant Finance

26. Please provide a list of the goods and services you will purchase for delivery of the project (please state where costs are estimated). Please only included items that incur costs and payment. Please do not include costs for existing staff time or venues as these are considered match funding.

Please note: Grant holders will be required to submit evidence of expenditure such as invoices and receipts with their final grant claim form.

- VAT registered museums must **EXCLUDE** the value of VAT in the cost of items
- Non VAT registered museums must **INCLUDE** the value of VAT in the cost of items

	Equipment / product / service	Cost	Estimated / actual
1			
2			
3			

	Equipment / product / service	Cost	Estimated / actual
5			
6			
7			
8			
9			
10			