Museum Development South West Small Grants 2024

1. Introduction

For many museums a small grant can be a powerful catalyst for change and progression.
We are looking to invest in museums where our funding will make a difference and have impact, so please ensure you tell us about this in your application.

Our Small Grants are supported using public funding from Arts Council England. For information regarding the grant, please visit our website.

* Please note, when referring to Museum Development South West (MDSW) this includes activities and support provided to both the South West and the South East Museum Development Programmes.

2. Your details

Your details *

Museum Name:

*

Address and Postcode:

*

Project contact name:

*

Project contact role:

*

Project contact email address:

*

Please enter the Local Authority 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 *

Declaration: Please confirm that you have authority on behalf of the applicant organisation to submit this application and receive funds for the activity stated within the application. You are also confirming that your planned activity will begin no earlier than Monday 3 June 2024 and will finish by Friday 31 January 2025. *

☐ Yes

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

3. Project strand and background

What grant scheme aim are you applying under? *

- [ ] **Organisational resilience** (linked to Arts Council's Investment Principles 'Ambition and Quality' and 'Dynamism')
- [ ] **Collections development** (linked to Arts Council's Investment Principles 'Ambition and Quality' and 'Inclusivity and Relevance')
- [ ] **Increasing inclusion and tackling inequality** (linked to Arts Council's Investment Principle 'Inclusivity and Relevance')
- [ ] **Environmental responsibility** (linked to Arts Council's Investment Principle 'Environmental Responsibility')

Has your project been developed as a result of project engagement or any consultation with Museum Development? (e.g. following an Organisational Health Check or participation in a Museum Development programme.
[Max 50 words] *

- [ ] Museum Development England Organisational Health Check (OHC)
- [ ] South West Visitor Insights
- [ ] Volunteering Fit for the Future
- [ ] Travelling Together /Rebuilding the Foundations
- [ ] Not applicable - project not developed as a result of project or programme engagement with MD South West or South East
- [ ] Other (please specify):

4. Project information

Which of the following best describes your project?

- [ ] A standalone project
- [ ] Aligned activity with another funded project
- [ ] Match funding for a bigger funded project
- [ ] A pilot project/ seed funding for a bigger grant application

Please provide a project title.
[Max 20 words] *

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

5. Project description

Please tell us about your project in more detail and why it matters to your organisation There are 3 sections to this question covering: your project planning, project benefit, and project delivery.

It is essential that you address each of the three sections and the listed prompts in your answer.

Project Planning

A. What is your project and what does it involve?
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 project now and what would happen if it didn't happen now? [Max 250 words] *

_____

Project Benefit

D. Tell us about the external impact your project will aim to have: who is 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] *

_____

Project 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 project?[Max 250 words] *

_____

What, if any, freelancers, consultants or external expertise do you want to access to support delivery of the project? Please remember we require all grant holders to adhere to Our Principles for Working with Freelancers.[Max. 200 words] *

_____

6. Environmental responsibility

If your project is not focused on Environmental Responsibility, we strongly encourage all applicants to consider the environmental impact of your project activity and share what steps you will take to mitigate its impact.

What steps will you take to understand, calculate and reduce the carbon footprint of your project? Remember you can use project funding to help you do this.

You may consider how to minimise travel /transport emissions. Are you sourcing supplies locally? Can you use local tradespeople or consultants? How can your project minimise waste? If travel is involved, are you able to use public transport and/or car sharing? How can energy consumption be minimised?
[Max. 200 words]

7. Project timetable and milestones

Project timetable *

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

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

Please set out the things you plan to do as part of your project:

	What will you do?	When will you do it?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

	What will you do?	When will you do it?
12		
13		
14		
15		

8. Workforce involvement in the project

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

☐ Yes
☐ No

Will volunteers be involved in the delivery of the project? *

☐ Yes
☐ No

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

What is the estimated total number of days all volunteers involved will contribute to the project?[Insert 0 if no volunteers will be involved] *

Will staff be involved in the delivery of the project? *

☐ Yes
☐ No

What is the estimated total number of days staff will contribute to the project?
[Insert 0 if no staff members will be involved] *

9. Project Grant Finance

What is the amount of funding you are applying for from South West Museum Development? [Grants are available between £1000 and £10,000. Please round to the nearest £10] *

[   ]

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

☐ Yes
☐ No

Value of cash match funding towards your project. *

[   ]

Source(s) of cash match funding provided.
[Max. 50 words] *

[   ]

10. Project Grant Finance

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) *

☐ Yes
☐ No

Approximate value of in-kind support towards your project *

[   ]

Source(s) of in-kind support provided *

[   ]

11. Project Grant Finance

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 in-kind support.

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			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

12. Final comments

Please add any further items/information with regards to the Project Grant Finance or any other comments you have