

Collections Trust: Banish the Backlog Programme Expression of Interest

1. Welcome

Collections Trust: Banish the Backlog Programme

Thank you for your interest in the Collections Trust: Banish the Backlog Programme. To apply for a place on the programme for your museum please complete this expression of interest form by **12 Noon Monday 15 July 2024**.

Please note some questions on this form are mandatory and are indicated by an Asterix*. If you have any problems with this form please email museum.development@bristol.gov.uk

This programme is delivered in partnership by [Collections Trust](#) and [Museum Development South West](#) and is supported with funding from [Arts Council England](#).



2. Museum Details

1. Name of Museum

2. This programme is open to Accredited and Provisionally Accredited museums only. Museums formally recognised as Working Towards Accreditation or non-Accredited museums are not eligible for this programme. Is your museum:

Accredited

Provisionally Accredited

3. Does your organisation have a training plan?

Yes

No

Not sure

3. Primary participants details

This page relates to the primary participant in the programme. Details of the second participant can be added on the next page.

4. Full name

5. Email address

6. Contact number

7. Role

8. Are you:

- Paid
- Volunteer
- Trustee
- Freelance
- Student
- Trainee

4. Primary participants details

9. How frequently do you volunteer?

- Daily
- Weekly
- Monthly
- Ad-hoc basis

5. Primary participants details

10. How long have you worked or volunteered in museums/ heritage sector?

- Less than 6 months
- Over 6 months but less than 2 years
- Between 2 to 5 years
- Over 5 but less than 10 years
- 10 years+

11. How often do you undertake activity in your role that is related to this training programme?

- Daily
- Weekly
- Monthly
- Infrequently

12. On a scale of 1 to 5 what would you consider your current level of experience in this topic?

- 1. Novice - no experience
- 2. Advanced beginner - would like to learn more
- 3. Competent - need increased understanding
- 4. Proficient - would like a wider range of experience
- 5. Very experienced - would like to expand knowledge and refresh

13. Do you have any access needs that we should be aware of to support your participation in the programme?

- Yes
- No

If yes, please tell us about your needs and how we may best support you.

14. Do you consent for the information supplied on this form to be shared with Collections Trust to enable your participation in the programme, for evaluation purposes and future communications?

Yes

No

15. We sometimes take photographs to be used for advocacy purposes. Do you consent for your image to be taken and shared online and/or in-print by Museum Development South West and Collections Trust for this reason?

Yes

No

6. Second participants details

This page relates to the second participant in the programme.

16. Full name

17. Email address

18. Contact number

19. Role

20. Are you:

- Paid
- Volunteer
- Trustee
- Freelance
- Student
- Trainee

7. Second participants details

21. How frequently do you volunteer?

- Daily
- Weekly
- Monthly
- Ad-hoc basis

8. Second participants details

22. How long have you worked or volunteered in museums/ heritage sector?

- Less than 6 months
- Over 6 months but less than 2 years
- Between 2 to 5 years
- Over 5 but less than 10 years
- 10 years+

23. How often do you undertake activity in your role that is related to this training programme?

- Daily
- Weekly
- Monthly
- Infrequently

24. On a scale of 1 to 5 what would you consider your current level of experience in this topic?

- 1. Novice - no experience
- 2. Advanced beginner - would like to learn more
- 3. Competent - need increased understanding
- 4. Proficient - would like a wider range of experience
- 5. Very experienced - would like to expand knowledge and refresh

25. Do you have any access needs that we should be aware of to support your participation in the programme?

- Yes
- No

If yes, please tell us about your needs and how we may best support you.

26. Do you consent for the information supplied on this form to be shared with Collections Trust to enable your participation in the programme, for evaluation purposes and future communications?

Yes

No

27. We sometimes take photographs to be used for advocacy purposes. Do you consent for your image to be taken and shared online and/or in-print by Museum Development South West and Collections Trust for this reason?

Yes

No

9.

28. Please describe how this programme would benefit your museum?

29. What do you think are your main barriers to resolving your documentation backlogs? E.g., skills, knowledge, confidence, resources.

30. Are you currently undertaking or planning an upcoming inventory project?

Yes

No

If yes, please describe:

31. Do you have existing temporary numbers that need resolving?

Yes

No

If yes, how many?

32. When was your procedures manual last reviewed?

33. When was your documentation plan last reviewed?

34. If you know your latest Museum Accreditation feedback related to documentation, please include it here.

35. Are there particular documentation issues you've identified, and would you like to focus on during the programme?



10. Senior management team support

36. Please tick below to confirm that you meet the following requirements for participation in the programme:

- The senior management team at my museum supports the museum's participation in this cohort programme.
- The senior management team at my museum commits to sending the two named representatives on this form to the three virtual training sessions, 10:00am - 12:00pm on Tuesday 10 September 2024, Tuesday 14 January 2025 and Tuesday 29 April 2025.
- The senior management team at my museum commits to signing off the action plans developed as part of this programme
- The senior management team at my museum commits to the museum completing the programme evaluation survey and to providing a case study at the end of the programme.

37. Name of senior management team sponsor

38. Role of senior management team sponsor

39. Contact email of senior management team sponsor

40. Contact phone number of senior management team sponsor