



Museum Accreditation Eligibility



mDEM.org.uk

What is the Museum Accreditation Scheme?

- The Museum Accreditation Scheme is run for museums and galleries of all sizes and types across the UK.
- It sets out nationally-agreed standards, which inspire the confidence of the public and funding and governing bodies.
- The scheme is managed as a UK Partnership between Arts Council England, the Welsh Government, Museums Galleries Scotland and Northern Ireland Museums Council and aims for:

'all museums to be sustainable, focused and trusted organisations, which offer their visitors a great experience.'

You can download a copy of the [Accreditation Standard here](#).

What is the Museum Accreditation scheme for?

- To encourage all museums and galleries to meet an agreed standard in:
 - How they're run
 - How they manage their collections
 - How they engage with their users
- To build people's confidence in how museums manage collections in trust for society, and how they manage public resources.
- And to reinforce a shared, ethical way of doing things for everyone involved in running a museum.

What are the characteristics of a good museum?

Sense-of-purpose
Accessible
Full-of-interesting-stories
Loved-by-the-community
Solvent Online
Welcoming Relevant
collections
Fun Friendly
Well-managed

How did the Accreditation scheme start?

- Formerly the Museum Registration Scheme, it was established in 1988, since then it has supported museums across the UK to focus on standards.
- In 2004 the scheme was renamed Accreditation to better reflect its purpose.
- The November 2018 Accreditation Standard replaced the previous Standard (October 2011).
- It was developed through widespread consultation with the museums sector throughout the UK and with key partners.

Who is Accredited?

- Accreditation covers all types and sizes of museums and galleries and there are currently more than 1700 museums participating in the scheme across the UK.
- Museum Accreditation is a voluntary scheme it accredits museum sites not collections or museum services; 52% are independent museums, 28% are run by local authorities.
- The scheme works for museums of all sizes; from the smallest volunteer-run museums to national museums.
- It's not a one-size-fits-all scheme and applications are assessed according to a museum's size and type.

Why does Museum Accreditation matter?

- It shows a museum is being properly managed and governed.
- It lets people know that anything they donate to a collection will be accessible to the public and will be looked after ethically.
- It shows a museum looks after its collections properly and safeguards them for the future.
- It helps museums understand what their users and visitors want and make plans for the future.



Museum Accreditation benefits:

- Museum Accreditation demonstrates to everyone that your museum
 - *Is properly managed and governed*
 - *Demonstrates professionalism – which makes it easier to get funding and helps give confidence to lenders and donors*
 - *Looks after the collections and manages them appropriately*
 - *Is meeting the needs of your visitors and users*
 - *Team works to an industry-wide standard*
 - *Has access to professional advice and support, including an accreditation mentor, if you require one*
 - *Will stay on track for the future with formalised plans, policies and procedures and improved services*

Accreditation:

- Can boost museums' reputations, win funding and give confidence to donors and other supporters
- Helps museums manage their collections fairly, ethically and legally
- Provides clear guidance and support for continued development
- Uses a set of minimum requirements museums have to meet, which support accountability and performance management/monitoring and progress
- Helps museums work more effectively with visitors and audiences
- Shows your museum is ready for new opportunities and partnerships



The Accreditation Standard

Accreditation 2018

Section 1 Organisational Health

Section 2 Managing Collections

Section 3 Users & their Experiences



Museum Accreditation standard:

Organisational Health

- 1. Have appropriate governance and management
- 2. Plan ahead and have the resources to deliver your plan
- 3. Assess and manage risk to your organisation

Managing Collections

- 4. Hold and develop collections
- 5. Hold useful and useable information on collections
- 6. Care for and conserve collections

Users and their experiences

- 7. Be accessible to the public
- 8. Understand and develop your audiences
- 9. Engage with your users, and improve their experience

Accreditation guidance document:

- The guidance document supports the Accreditation standard and provides museums with detailed information and practical support to complete the application form.
- It includes ‘museum indicators’ (pages 11-15) to help museums decide on their size and scale.
- It makes it clear how expectations differ for the type and size of museum.
- It includes the key assessment questions, so you can see what the assessor is looking for.
- Additional support is available - Collections Trust provides supporting documents and information.

How do museums become Accredited?



Museum Accreditation – how to apply:

- Museums wishing to participate in the Accreditation scheme are assessed for eligibility; they complete the [Eligibility Questionnaire](#).
- Once confirmed as ‘eligible’ museums have three years with ‘Working towards Accreditation’ status to submit a full application.
- During this time museums are eligible for support and grants from Museum Development.
- Accredited museums are invited to submit a return every five years, this confirms the museum continues to meet the standard in all areas.
- The [Accreditation Guidance document](#) provides all the information to support your application

Is your organisation eligible for the Accreditation scheme?

- To apply for the Scheme for the first time or reapply after a period of non-participation, your organisation must:
 - be based in the UK, Isle of Man or Channel Islands
 - meet the Museums Association's 1998 definition of a museum
 - be a physical site/space/building which is open to the public regularly
 - enable the public to see and engage with your museum's collections
 - have an appropriate constitution which supports the long-term purpose of a public museum
 - be committed to making a full application for Accreditation within three years
- Arts Council England will let you know within six weeks if your museum is eligible to join the Accreditation scheme.

Museums Association's 1998 definition of a museum:

"Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society."

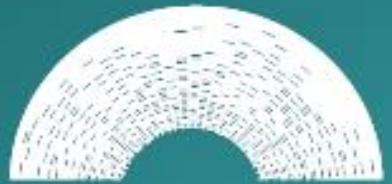


Appropriate Constitution:

- The museum must be a long-term organisation that exists to benefit the public and protect its assets, including collections. There are five constitutional requirements for your museum's governing body:
 1. *Existing for public benefit*
 2. *Demonstrating its collections and assets are appropriately protected*
 3. *Has powers to operate a museum and hold collections and assets. These powers must be transparent and should not include the ability to distribute assets or profits for private gain.*
 4. *It is subject to statutory regulation or judicial process in relation to its conduct.*
 5. *It must be a permanent entity with a long-term purpose.*

Information about appropriate constitutions is here:

- [Quick reference Guide to Museum Constitution Requirements](#)
- [Museum Constitutional Governance Guidance](#)



MUSEUM
ACCREDITATION

Accreditation Scheme for Museums
and Galleries in the United Kingdom

Eligibility questionnaire

The
Questionnaire

Main contact:

Title:	
First Name:	
Last name:	
Job title/position:	
Correspondence address:	
Postcode:	
Telephone number:	
Email address:	
Please indicate whether these details are personal or business:	
Personal <input type="checkbox"/>	Business <input type="checkbox"/>
For reasons of speed and cost we prefer contact by email. If you would prefer contact by post – please tick here <input type="checkbox"/>	

On completion of the form, to be signed by a member of the governing body or by an individual, authorised to sign on behalf of the governing body.

Signed:	
Name:	
Position:	
Date:	

Data Protection

Any personal information you provide will be used purely for the purpose of determining whether the museum you represent can apply for Accreditation. No personal information provided will be published unless as otherwise required by law and all data will be handled in accordance with the General Data Protection Regulation and the Data Protection Act 2018. For more information contact accreditation@arts council.org.uk

Contact Information

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1. Is the museum based in the UK, Isle of Man or Channel Islands?

Yes/No

Name of museum:	
Museum address including postcode:	

2. Does it meet the agreed definition of a museum?

The Museums Association definition of a museum (1998) is:

"Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society"

Yes/No

Please describe briefly how your organisation meets this definition (max 300 words)

3. Is the museum a physical site/space/building which is open to the public regularly?

Briefly describe the museum's opening arrangements (max 300 words)

Museum Information

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4. Are the public able to see and engage with the museum's collections?

Please outline how this takes place (max 300 words)

5. The museum must have an appropriate constitution

Name of governing body

The constitutional entity must legally mean that the museum:

1. Exists for public benefit
2. Can demonstrate its collections and assets are appropriately protected
3. Has powers to operate a museum and hold collections and assets, these powers must be transparent and should not include the ability to distribute assets or profit for private gain
4. Is subject to statutory regulation or judicial process in relation to its conduct
5. Must be a permanent entity with a long-term purpose

What type of constitution does your organisation have?

- | | | | | | | | | | | |
|--|--|--|-------------------------------------|---|---|---|---|---|---|--------------------------------|
| <input type="checkbox"/> Act of Parliament | <input type="checkbox"/> Royal Charter | <input type="checkbox"/> Local Authority | <input type="checkbox"/> University | <input type="checkbox"/> Charitable Trust | <input type="checkbox"/> Charitable Company | <input type="checkbox"/> Charitable Incorporated Organisation & Scottish Charitable Incorporated Organisation | <input type="checkbox"/> Community Interest Company | <input type="checkbox"/> Benefit of Community Societies | <input type="checkbox"/> Unincorporated Association | <input type="checkbox"/> Other |
|--|--|--|-------------------------------------|---|---|---|---|---|---|--------------------------------|

Access arrangements and constitution

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If you selected Other,
please expand here

Please attach your museum's current governing documents and briefly describe how they meet the constitutional criteria 1-5 above (max 500 words)

Please outline which regulatory framework your museum operates under. For example, who you are registered with or your appropriate regulator eg the Charity Commission/Office of the Scottish Charity Regulator (max 300 words)

Charity
number:

Company number
If relevant:

Please confirm whether the governing body operates the museum directly or has contracted a separately constituted management organisation:

Directly managed Contracted

6. Commitment and timescales for making a full application for Accreditation

Please evidence your commitment to making a full application for Accreditation within a three-year period and outline your planned timescale (max 300 words or via a cross-referenced attached document, eg Forward/business plan, letter from trustees etc)

Governance and commitment

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Making your Accreditation application



Decide on the size and type of your museum:

- The Accreditation standard is applied proportionately to the museum's type and size
- Use the indicators in the tables on pages 11-15 of the Accreditation Guidance to decide on your museum's size and type.
- This ensures that your application is assessed proportionately.

What scalability type have you used when preparing your application?

(Definition indicators can be found in the guidance introduction document)

Please select one of the following:

Independent

- type one
- type two
- type three

Local authority

- type one
- type two
- type three

University

- type one
- type two
- type three

National or Nationally styled

- national museum
- nationally styled museum

Getting started:

- Accreditation works best if the museum adopts a team approach to meeting the standard – remember, Accreditation is an ongoing process, not a one off event.
- A good place to start is to review what you currently do against the Museum Accreditation standard – you will probably have more in place than you realise.
- Familiarise your self with the Accreditation Guidance document, so you know what is expected of the museum.
- Develop an action plan to address the museum's areas of development and develop any policies, plans and procedures required.
- Contact the Museum Development Accreditation Advisor for your area
- Talk to other Accredited Museums, they will often be happy to share their experiences.

Access to professional advice:

- Museums need access to professional advice to meet the Accreditation Standard, this can be through
 - Staff
 - A member of the governing body
 - An Accreditation Mentor
- Accreditation Mentors provide advice and support to smaller museums, often in a voluntary capacity.
- The museum and the mentor sign an agreement to detail the terms of the appointment.



How do Accreditation Mentors work?

- Mentors support museums through the Accreditation application and returns process.
- They provide an ongoing source of professional advice and support (approximately 4 days a year).
- There is a formal agreement between the museum and the mentor.
- An annual review takes place with the museum – linked to forward planning
- Mentors will:
 - Help museums source advice
 - Endorse applications and returns
 - Visit twice a year – one visit must be a governing body meeting
 - Confirm their support for the coming year at the annual review

How do we become Accredited?

- Museums apply using an online application form supported by a range of appropriate policies, plans and evidence of how they meet the standard.
- The online system is Grantium and [information is here](#)
- An initial assessment is undertaken by an assessor, based on the published Accreditation Standard and the associated guidance documents.
- An assessor will visit the museum as part of the assessment.
- Completed assessments are submitted for a quality assurance review (moderation) and scheduled for panel consideration.
- The Accreditation panel (formed of members of the Accreditation Committee) then decides the award outcome and the award is confirmed (as appropriate).

Apply now

If you are returning to an application or grant in progress, click [here](#) to go straight to Grantium

Find out more ►

Museum Accreditation returns:

- Once museums are Accredited they commit to continuing to meet the Accreditation Standard.
- Museums are invited to complete an Accreditation return every five years which confirms they continue to meet all areas of the standard
- Any significant changes, which may affect the museum meeting the Accreditation Standard, must be reported to the Accreditation team at Arts Council England.



Support for Museum Accreditation:

- Arts Council England publish a [range of information](#)
- Collections Trust provide Museum Accreditation [resources and information](#)
- Museum Development - your regional team provide support and advice.

MDN / Museum Development Network

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Supporting a thriving museum sector

Falmouth Art Gallery ©Amanda Harman Photography

THANKS FOR WATCHING

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