

|  |
| --- |
| **COLLECTIONS ACCESS FUND 2022-23**  **Grant Application Form and Guidance**  Museum Development East Midlands (MDEM) is funded by Arts Council England. Collections Access Grant applications are assessed on a monthly basis by a grants panel that includes Arts Council representation. Applications can be made between 1 April and 31 December 2022 and it is a competitive process.  **Purpose of Grant**: To support museums to make more of their collections accessible by e.g. improving documentation, storage and care of collections, providing collections training for staff and volunteers, improving/ refreshing displays, interpretation and information about collections or by addressing backlogs.  **What the grant can fund:** training costs, purchase of documentation, conservation or storage materials and equipment; costs of working with collections specialists/conservators over a defined period of time to address any of the above (MDEM can help you find specialists that can support you and appropriate trainers if needed – contact Anita Hollinshead as below).  **Eligibility:** Applicants must bean Accredited Museum or have ‘Working Towards Accreditation’ status. Provisionally accredited museums are eligible to apply.  All applicants must complete the annual museums data survey which you will be notified about separately.  **Your application will be assessed against the following criteria:**   * Project is viable, achievable, and clearly planned * There is a demonstrable need * Urgency of need and availability of other suitable funds * Outcomes of project align with museum’s Forward Plan and will make a significant difference to an aspect of the museum’s operation * The project addresses Arts Council Investment Principles * Project demonstrates value for money * Application demonstrates 10% match funding towards total project cost * Grant supports the requirements of Museum Accreditation * Project is informed by MDEM support / recommendations   **Match funding:** MDEM can fund up to 90% of the total project costs in your answer to Q12 – applicants must demonstrate how they will cover the remaining costs. A match funding contribution can be in cash and/ or volunteer-time where appropriate (see application form). Paid-staff time **is not** eligible match funding  **How much can you apply for**: £100 - £1,000 per annum  **When is the deadline?**  Museums can apply at any time, applications are assessed monthly and deadlines are at the end of each month between April and December (to meet this deadline, applications must be received by the last day of the month). You will receive notification of the outcome of your application within two weeks of the grant panel meeting which usually takes place within the first week of each month after your application is received. If you are successful **you will need to accept the** **Collections Access Grant Terms and Conditions** issued with your grant offer email and complete the bank form (at the end of this form) before we can process payment. We should be able to make grant payments within **six weeks** of receipt of acceptance of terms and conditions.  **More information:** If you are unsure about your eligibility or what to apply for, please contact the MDEM Regional Collections Adviser Anita Hollinshead - [anitahollinshead@hotmail.com](mailto:anitahollinshead@hotmail.com)  You can find information about our [Privacy Policy](http://mdem.org.uk/about-museum-development-east-midlands/working-mdem-museums/) here.  **Museum Commitment:** By applying for a grant you are acknowledging that you will provide MDEM with grant monitoring and evidence of expenditure information, and that you will complete the annual regional data survey and Organisational Health Review when requested.  **Working with Freelancers Guidance:**  Please see the link to recently developed guidance we have adopted on working with Freelancers, funded and developed in partnership with Museum Freelance network.   * Working with freelancers: Principles checklist   <https://southwestmuseums.org.uk/resources/freelance-principles-checklist/>  (also version for place with notes for implementation)   * Working with freelancers: Commissioning in a fair, inclusive and transparent way <https://southwestmuseums.org.uk/resources/museum-freelance-commissioning/> * Working with Freelancers: contracts, work plans and working effectively   <https://southwestmuseums.org.uk/resources/museum-freelancers-contracts/>   * Working with Freelancers: How to write an effective brief   <https://southwestmuseums.org.uk/resources/museum-freelance-brief/>  **Applicants will be required to ensure their approaches meet current accessibility requirements related digital content and delivery. Please see**[**our resource on website accessibility**](https://southwestmuseums.org.uk/wp-content/uploads/2020/09/Digital-Website-accessibility-an-introduction.pdf)  **PLEASE ENSURE THIS APPLICATION IS TYPED AND NOT HANDWRITTEN** |
| 1. **Name of organisation:** |
|  |
| 1. **Museum Accreditation Number:**   **Or, do you have ‘Working Towards Accreditation’ status with Arts Council England? YES/ NO** (delete as appropriate) |
|  |
| 1. **Contact person for this application:**   Name:  Position:  Tel:  Email: |
|  |
| 1. **Please provide a headline summary of the project/ activity for which you are seeking funding (max. 25 words):** |
|  |
| 1. **Grant payment:**   The grant will be paid by bank transfer – please complete the attached BACS form and send a copy of your bank paying-in slip. |
|  |
| 1. **How much of your collection is currently accessible to the public (percentage estimate)?** 2. **How will this grant help to make more of the collection accessible? (max. 150 words):** 3. **Please tell us what the need is for your project and how this relates to your forward plan (max. 150 words):** 4. **How will this grant help address this need/ make a difference? (max.150 words):** 5. **Please tell us what the outcomes will be for your museum due to this funding (max. 150 words):** |
|  |
| 1. **Please provide a breakdown of costs and suppliers** - where you are using volunteer time-in-kind as match funding make sure you detail these costs here - please provide a breakdown showing the hourly/ daily rate you have used in your calculation. Staff time should **not** be included in your project costs: |
|  |
| 1. **What is the total project cost?** This should be the total of everything in your answer to Q11 and can include volunteer costs but should **not** include staff costs: |
|  |
| 1. **The climate crisis is one of the most significant challenges facing us all. Please state how you have considered your organisation’s environmental responsibility in the work relating to your application.** This could be through your procurement practices, programming, partnerships and/or creative activities (max.250 words): |
|  |
| 1. **How much is your match funding contribution to this project?** This must be a minimum of 10% of the total project cost (your answer to Q11) and can include volunteer time-in-kind. Staff time is **not** eligible match funding.   **How do you intend to source the match funding?** |
|  |
| 1. **How much is the grant you are applying for?**   £ |
|  |
| 1. **How does your project address the Arts Council Investment Principles?**   <http://www.artscouncil.org.uk/lets-create/explore-investment-principles>  • Ambition and Quality  • Dynamism  • Environmental Responsibility  • Inclusivity and Relevance |

|  |
| --- |
| 1. **First signature** (by person completing the application):   I certify that, to the best of my knowledge, the information given in this application is correct:  Name:  Signed: Date:  Position:  Email: |
|  |
| 1. **Second signature** (someone different in your organisation from the person who completed the application form and who will be copied into all grant related correspondence):   I certify that, to the best of my knowledge, the information given in this application is correct:  Name:  Signed: Date:  Position:  Email: |
|  |
| It is advisable to discuss your application in advance of submission - contact Anita Hollinshead, MDEM Regional Collections Adviser [anitahollinshead@hotmail.com](mailto:anitahollinshead@hotmail.com)    **Please email your completed form marked ‘Collections Access Grant Application’ to: Laura Hughes, Museum Development Project Officer** [**laura.hughes@leics.gov.uk**](mailto:laura.hughes@leics.gov.uk)  **You will receive confirmation of receipt of your grant application by return email – please contact Laura Hughes (as above) if you do not receive a receipt within one week of submission.** Thank you for making an application. You will be notified of the outcome of your application two weeks after the next grant panel meeting (panel meetings usually take place during the first week of each month). |



****

**BANK DETAILS FOR BACS PAYMENTS**

**The details provided on this form will be held in our financial system and be used to make payment to the payee detailed in the below fields.**

**Payee Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address for Remittances** |  |

**Bank Account/Building Society Details**

|  |  |
| --- | --- |
| **Name of Bank or Building Society** |  |
| **Branch Name** |  |
| **Sort Code** |  |
| **Account Number** |  |
| **Account Name** |  |
| **Roll Number  (required for Building Society Accounts)** |  |

**Verification of Details**  
To prevent any fraudulent activity, we require either a paying-in slip or a bank statement to support your bank mandate submission. If submitting a bank statement, values can be blanked out.

|  |  |
| --- | --- |
| **Payee Signature** |  |
| **Date** |  |
| **Verification Provided** | **Paying-in Slip Bank Statement** |

**Please scan and email the completed form to the department contact that issued this document to you.**