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| **SMALL GRANTS FUND 2022-23**  Grant Application Form and Guidance  Museum Development East Midlands (MDEM) is funded by Arts Council England. Small Grants are assessed monthly by a grants panel that includes Arts Council representation. Applications can be made between 1 April 2022 and 31 December 2022 and it is a competitive process.  **What the grant can fund:** Purchase of equipment and materials; training costs; match funding towards a purchase/ project/ short term temporary contract, consultancy work etc. Grants cannot fund running (revenue) costs or building (capital) work.  **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 the Arts Council’s Investment Principles * Project demonstrates value for money. * Application demonstrates 10% match funding towards total project cost * Grant enables improvements related to 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 detailed in Q9 – 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:** £250 - £1,500 per annum  **When is the deadline?**  Museums can apply at any time, applications will be assessed at the end of each month between April and December 2022 (to meet this deadline, applications must be received by the end of each 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. If you are successful **you will need to accept the** **Small Grant Terms and Conditions** issued with your offer email and complete the bank form (at the bottom of this form) before payment can be processed. We should be able to make grant payments within **six weeks** of receipt of acceptance of terms and conditions.  **More information:** If necessary, discuss your application with the MDEM project officer [laura.hughes@leics.gov.uk](mailto:laura.hughes@leics.gov.uk)  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 museums data survey and Organisational Health Review where applicable and 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:** |
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| 1. **Museum Accreditation Number:**   **Or, do you have ‘Working Towards Accreditation’ status with Arts Council England? YES/ NO** (delete as appropriate) |
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| 1. **Contact person for this application:**   Name:  Position:  Tel:  Email: |
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| 1. **Please provide a headline summary of the project/ activity for which you are seeking funding (max. 25 words):** |
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| 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. |
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| 1. **Please tell us why you need this funding and how the proposed project/ activity relates to your forward plan (max. 250 words):** 2. **If you receive the grant, please tell us what the outcomes will be for your museum/ how the grant will make a difference (max. 250 words):** 3. **The climate crisis is one of the most significant challenges facing us all. Please state how you have considered your organisations environmental responsibility in the work relating to your application (max. 250 words):** This could be through your procurement practices, suppliers, programming, partnerships and/or activities. 4. **Please provide a breakdown of all project costs and suppliers** (including volunteer time-in-kind contributions if you are using this as match funding): 5. **What is the total project cost?** This should be the total of everything in your answer to Q8. Where volunteer time-in-kind is included in the total project cost please show the hourly/ daily rate you have used in your calculation. Paid-staff time should **not** be included in your total project costs calculation. |
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| 1. **How much is your match funding contribution to this project?** This must be a minimum of the 10% of the total project cost (your answer in Q10) and can include volunteer time in kind. Paid-staff time is not eligible as match funding.   **How will you source the match funding? (e.g. core museum funds)** |
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| 1. **How much is the grant you are applying for?**   £ |
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| 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 |

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| 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: |
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| 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: |
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| Should you wish to discuss your application in advance of submission, contact Laura Hughes email: [laura.hughes@leics.gov.uk](mailto:laura.hughes@leics.gov.uk)  **Please email your completed form marked ‘Small Grant Application’ to:**  **Laura Hughes, MDEM Project Officer** [**laura.hughes@leics.gov.uk**](mailto:laura.hughes@leics.gov.uk)  Thank you for making an application. **You will receive confirmation of receipt of your grant application by return email – please contact Laura Hughes if you do not receive a receipt within one week of submission.** You will be notified of the outcome of your application within two weeks of the next grant panel meeting (panel meetings take place during the first week of each month). |



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**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**

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

**Bank Account/Building Society Details**

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| **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.

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| **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.**