

## Museum Development Small Grant Scheme 2014-15



Image: Ryedale Folk Museum

June 2014

## Museum Development Support Opportunities 2014-15

**Museum Development Yorkshire** is pleased to be able to launch its Museum Development Small Grant Scheme for 2014-15.

The **Museum Development Yorkshire** team offers high quality information, advice, guidance and consultancy to every eligible museum in Yorkshire, however large or small they are and whatever their governance model. In short, a one-stop shop for every eligible museum in the region.

Last year we:

- Supported 85% of museums in Yorkshire
- Delivered 69 programmes of detailed advice and support
- Invested £19,000 into 10 museum organisations through 11 cash grants

As a result of our support

- 18 museums improved their collections management
- 9 museums improved their understanding of copyright and changed the status of 520 objects
- 190 individuals received training or CPD
- 5 museums further developed their audiences
- 4 museums saved money on energy bills and reduced carbon emissions
- 6 museums reviewed and improved their business plan
- 6 museums improved their fundraising plans
- 13 organisations renewed their learning offer

This year **Museum Development Yorkshire** (MDY) wants to work with you to deliver more for your museums, collections and audiences.

# Museum Development Small Grant Scheme 2014-15

Your museum is invited to submit grant applications for the year 2014-15 (for the period July 2014 until the end of March 2015). If you are unsure how your project fits our priorities, please contact your Museum Development Officer.

## 1. The role of Museum Development support

**Museum Development Yorkshire** wants to support museums across Yorkshire to manage their resources, look after their collections and provide services to their audiences in ways that meet or exceed recognised standards within the museum sector.

To achieve this, the team offers every eligible museum access to high quality information, advice, guidance, consultancy and strategic programmes. We aim to help museums become more resilient and sustainable and ensure a thriving and vibrant sector that enhances the lives of the people it serves.

Museum Development is funded by Arts Council England as part of a national programme. In Yorkshire, Museum Development is delivered by York Museums Trust through **Museum Development Yorkshire (MDY)**.

## 2. Small Grant Scheme

**Museum Development Yorkshire's** Small Grant Scheme complements the wider programme of support, including:

- Individual advice, guidance and support
- Extended consultancy and detailed guidance
- Regional projects
- Training, CPD or Peer Support
- eBulletin
- Sub-regional fora

Our Small Grant Scheme assists museums to implement advice, test new ways of working and make good things happen. We offer grants of up to £3,000 (with two tiers of up to £1,000 and up to £3,000). We will expect your museum to make an appropriate contribution in kind or in cash. In exceptional circumstances grants for 100% of project costs will be considered.

The fund will be available on an open application basis but all monies must be spent within the financial year in which they are allocated.

Museums are encouraged to talk to a Museum Development Officer before making a submission. They will be able to guide your application and ensure you request the most appropriate support.

We have consulted widely and listened to feedback on our programmes and have used a range of evidence to identify current and upcoming development needs. As a result, we have created a comprehensive programme and secured a broad range of expertise appropriate to all types of museums. If you cannot see what you need, please do get in touch with us – we pride ourselves in our one-stop shop approach and ability to meet the needs of every museum in the region, however large or small.

*Michael, Alan, Dieter and Liz*

### 3. Our Priorities

All projects must help your organisation respond to Arts Council's five Strategic Goals:

- Goal 1: Excellence is thriving and celebrated in museums
- Goal 2: More people experience and are inspired by museums
- Goal 3: Museums are sustainable, resilient and innovative
- Goal 4: The leadership and workforce in museums are diverse and highly skilled
- Goal 5: Every child and young person has the opportunity to experience the richness of museums

All projects must help your organisation meet or go beyond the requirements of the Accreditation Standard:

- Organisational health
- Collections
- Users and their experiences

We encourage museums to submit grant applications that build upon the advice and support of Museum Development Yorkshire. We encourage museums to submit grant applications that support the development of the museum workforce in their area. For example supporting training travel bursaries or running a training event for museums in your area.

We expect all funded projects to meet industry quality benchmarks. For conservation work, for example, we require museums to source ICON registered contractors (or appropriate alternative selection criteria).

Projects requesting a grant of up to £1,000 will be expected to contribute more than 20% of total project costs in kind. Projects requesting a grant of between £1,001 and £3,000 will be expected to contribute a minimum of 20% total project costs in cash.

In kind contributions may include:

- The value of donated land or property
- The value of donated materials
- Employee time
- Voluntary labour based on:
  - Professional labour e.g. accountancy – up to £350 a day
  - Skilled labour e.g. admin, carpentry, guided tours – £150 a day
  - Unskilled labour e.g. clearing, working as a steward – £50 a day

#### 4. How we assess applications

We will be looking for evidence of the following:

- A demonstrated need, i.e. why the project is needed, and by whom
- Clear aims and objectives
- Details outlining when and how the project will be implemented and how it responds to why the project is needed
- Costs appropriate to scale and nature of your project
- Value for money
- Outcomes and outputs that relate to our funding priorities

All applications must be supported by a separate itemised cost breakdown for the project.

It is recommended that applications be discussed with a Museum Development Officer prior to submission.

Every form received will be assessed by members of the Museum Development Yorkshire team.

Applications will be assessed on a monthly basis and applicants will be contacted soon after the assessment meeting. Decisions will be made on an assessment of need and viability.

**Please ensure that the museum provides the information requested in the application form and any additional supporting documentation to help the assessors otherwise the application will not be successful.**

#### 5. Making an application

Your museum can submit an application at any time. However, applications will be dealt with on a first come, first served basis at monthly assessment meetings. We expect to allocate approximately £20,000 to grants this financial year and competition will be high.

All funds must be spent within the financial year in which they are allocated. Grant money must be claimed by end February each financial year.

Your museum should complete one grant application form for each project it wishes to submit. It may submit as many applications as it wishes.

Submit applications to:  
Michael Turnpenny  
Museum Development Manager  
York Museums Trust  
St. Mary's Lodge  
Marygate  
York  
YO30 7DR

Or via email to [Michael.turnpenny@ymt.org.uk](mailto:Michael.turnpenny@ymt.org.uk)

Using the subject '[museum's name] Small Grants'



# Appendix 1

## Frequently asked questions

### 1. Is my museum eligible?

It must be:

- In Yorkshire or the Humber
- Accredited or formally recognised as 'Working towards Accreditation'

National Museums (DCMS sponsored) and Arts Council England Major Partner funded museums (York Museums Trust and Leeds Museums and Galleries) are not eligible. We work in partnership with these organisations to achieve shared goals.

### 2. Is my museum's project eligible?

Areas of activity that **Museum Development Yorkshire** has supported before are eligible.

However, direct repetition of projects will not be funded. The focus of the MDY scheme is developmental and museums need to demonstrate how they have progressed as a result of past support.

### 3. What will my museum have to contribute?

Museums will be expected to commit a significant amount of time to any project.

Projects requesting a grant of up to £1,000 will be expected to contribute more than 20% of total project costs in kind.

Projects requesting a grant of between £1,001 and £3,000 will be expected to contribute a minimum of 25% total project costs in cash.

For example:

Project costs	Description	£
Exhibition design	Contractor (name)	1,000
Production costs	Contractor (name)	500
Installation fee	Contractor (name)	300
Volunteer research	10 days @ £50 per day	500
Electrician	Contractor (name)	250
Materials	Sundries	100
<b>Total project costs</b>		<b>2,650</b>
Cost breakdown enclosed		<input type="checkbox"/>

Project income	Description	£
Cash contribution incl. other grants/donations		530
Non-cash contributions	Free materials from electrician	50
Volunteer time	Research	500
<b>Museum Development Yorkshire Small Grant requested</b>		<b>1,570</b>
<b>Total project income</b>		<b>2,650</b>

#### 4. Can my museum apply for more than one project?

Museums can apply for as many grants as they wish each financial year. We expect you to prioritise what is most important for your museum at this time and assessment will take into account your museum's capacity, its needs and the overall demand on the support funds.

#### 5. Conditions of support

Each formal offer of support will require your museum to contract with **Museum Development Yorkshire**, agreeing the conditions of the award. You will be asked to:

- **Demonstrate accountability for public funds:** Monitor project progress and undertake and evaluation of the extent to which the project has achieved its aims; follow an agreed claim process
  - All costs are to be inclusive of VAT unless the applicant is registered to reclaim VAT
  - We will not fund costs retrospectively. No project should commence prior to receipt of the grant offer
  - Amendments to the project or the claim schedule should be agreed with Museum Development Yorkshire otherwise the grant award will be considered void
  - All claims must be supported by an itemised spending breakdown and copies of all associated receipts and invoices
- **Celebrate success:** Promote your activity and support **Museum Development Yorkshire** in making stakeholders aware of the benefits of museums delivering better services in more sustainable ways. Your museum will acknowledge **Museum Development Yorkshire** within your site or project publicity (labels, print and web).
- **Sharing learning: Share what your museum has done and learned** across the region Yorkshire so that others can benefit from the investment.
- **Embed change:** Your museum is expected to demonstrate how you have used this investment to address specific challenges or opportunities and move forward. The programme's focus is on developing museums so that they continue to evolve and deliver more effective and efficient services for their audiences.

Failure to comply with our conditions of award outlined above may result in the termination of support and the reallocation of resources to another museum. Any such actions will be used to inform future investment priorities.

#### 6. When will my museum receive the grant payment?

Payment will be made in arrears upon submission of a claim form and project evaluation to the satisfaction of **Museum Development Yorkshire**.

## 7. What happens if the museum is unable to proceed?

If your museum is unable to take up the award please let us know as soon as possible so that we can re-allocate resources to another museum.

## 8. Who can we talk to about available support?

We encourage all museums to contact our Museum Development Officers before making any application:

**Alan Bentley**  
0759 5609782  
alan.bentley@ymt.org.uk

**Liz Denton**  
07785 458220  
liz.denton@ymt.org.uk

**Dieter Hopkin**  
0797 0977217  
dieter.hopkin@ymt.org.uk

**Michael Turnpenny**  
0791 7220227  
michael.turnpenny@ymt.org.uk

We look forward to hearing from you!

## 9. What is Museum Development Yorkshire?

**Museum Development Yorkshire** is part of York Museums Trust (YMT) and is funded by Arts Council England. It produces a Museum Development programme which will be a key element of both YMT's regional remit and Arts Council England's museum support. Using a team of Museum Development Officers and supported by the wider YMT staff, partners and associates, we support museums so they can improve the governance, management, operation and positioning of museums in the Yorkshire and Humber region in order that museums become sustainable and resilient organisations.

We are committed to supporting museums in Yorkshire and the Humber which want to improve and become more sustainable. **Museum Development Yorkshire** provides tailored support which aims to meet the needs of museums and enhance their resilience. We achieve this through the provision of museum expertise and intelligence. We are unique in our sustained relationship with our museums. We operate for the benefit of the sector as a whole and their users. Our work is bounded by funder requirements and we operate within professional and ethical standards.

## 10. Where does the funding come from?

The Museum Development Programme is part of a national programme of funding from Arts Council England. (<http://bit.ly/MsxxAv>)

Museum Development helps deliver Arts Council England's strategic framework *Great Art and Culture for Everyone*. A copy of the framework can be downloaded from (<http://bit.ly/1ga2m9v>).