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**ARTS COUNCIL
ENGLAND**

Small Grant Scheme 2023-24

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Museum Development Yorkshire Small Grant Scheme 2023-24

Your museum is invited to apply for a small grant. You may apply for more than one grant from this fund in any financial year. In 2023-24, **your project must be completed by 31st January 2024.** If you are unsure what to apply for, please contact your Museum Development Officer (see p.13 or our website for details) who will be happy to discuss this with you.

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1. The role of Museum Development Yorkshire support

Museum Development Yorkshire is part of York Museums Trust and is funded by Arts Council England to support museums across Yorkshire and the Humber.

We recognise the mixture of museums and geography of the Yorkshire & Humber region which is reflected in the institutions and the collections that they hold. Our role is to help museums to fully understand the complexity of operating successfully in the 21st Century and to build on good practice to assist them in releasing the cultural potential of their collections, people and sites. We will guide museums on their development journey by enabling them to benchmark themselves, understand changes in audience, sector and stakeholder expectations and identify the steps needed to realise their ambition.

Our aim is to build capacity across the region and foster an environment in which best practice is developed, shared and used to inspire others to deliver their own growth. We match museums with expertise and nurture their capacity to experiment and develop strong museum networks.

- MDY will prioritise work with Accredited Museums
- In the provision of Accreditation advice we support all organisations that are eligible to apply for Accreditation
- MDY will work with National Portfolio Organisations and DCMS sponsored National Museums to support the delivery of their projects but they are not eligible for 1-to-1 support or grants from MDY beyond Accreditation advice
- MDY will support but not prioritise work with museums that are recognised by Arts Council England as 'Working Towards Accreditation'¹
- MDY will collaborate with Arts Council England, Arts Council England Investment Principle Support Organisations, and other Museum Development regional providers to deliver benefits to the regional museum community

¹ Every museum that receives 'Working Towards Accreditation' will be offered a kit of essential resources and induction support on key areas of Accreditation

2. Our work in 2023-24

We will work with museums across Yorkshire and the Humber to support change, development and improvement and to help create excellent museums.

Museums will be required to demonstrate that any grant application reflects key priorities or development needs for their organisation.

This is likely to include any Accreditation Areas for Improvement or Required Actions, initiatives prioritised within their business plans, or a management review such as [HLF's Resilient Health Checker](#) or [AIM Hallmarks](#).

Museums are encouraged to talk to a Museum Development Officer before making an application.

Every museum that we support will be expected to share their learning with other museums. We might also ask you to write a short blog post or contribute to a regional meeting. We are keen to ensure that our investment makes the biggest possible difference.

Please note that in 2023-24, grant claims must be submitted by 31st January 2024.

On 1st April 2024, Museum Development Yorkshire will be replaced by Museum Development North. For this reason, there can be no movement of deadlines to accommodate any delays to projects.

All project funds must be spent and completed with final reports and invoices submitted to MDY by 31st January 2024.

Whilst we understand that museums may experience unforeseen circumstances, we cannot extend deadlines for grants in 2023-24, due to the change in our funding arrangements.

3. Small Grant Scheme

3.1 Introduction

MDY's Small Grant Scheme can assist museums to implement advice, test new ways of working and make good things happen. It can also support people working or volunteering in a museum to attend training courses and conferences.

We offer grants of up to £3,000 (with two tiers of up to £1,000 and up to £3,000). Grant requests of over £1,000 must include a minimum contribution of 20% cash.

If your museum wishes to submit a bid in partnership with one or more eligible museums, please contact a Museum Development Officer as we can increase the maximum grant to £3,000 per beneficiary museum.

The fund will be available on an open application basis but all monies must be spent and claimed 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.

3.2 Our Priorities

All projects must help your organisation meet or go beyond the requirements of the Accreditation Standard (including any Areas for Improvement and Required Actions). If awarded, you will be asked to demonstrate how your project has delivered against Arts Council England's [Let's Create](#) Strategy 2020-2030, in particular how it delivers against the [Investment Principles](#) (please see Appendix 2).

We encourage museums to submit grant applications that build upon the advice and support of Museum Development Yorkshire. Our funding aims to help your organisation progress and develop.

We will not normally fund ongoing maintenance or revenue costs, such as collections consumables, routine maintenance, or the development of exhibitions. We do, however, award grants which may add value to a wider exhibition or interpretation project, such as an audiovisual display or resources to increase access and engagement.

3.3 Eligibility

The following museums are eligible to apply for a Small Grant:

- Accredited Museums in Yorkshire and the Humber
 - Excluding National Portfolio Organisations and DCMS sponsored National Museums

- Museums that are recognised by Arts Council England as 'Working Towards Accreditation'² are eligible to apply but are not a priority for investment

Grants of up to £1,000 do not require match funding. However, including a cash or in-kind contribution towards your project costs will contribute to a positive assessment of your organisational commitment to the project.

Grants of between £1,001 and £3,000 must be matched with a minimum of 20% in cash.

In-kind contributions may include:

- The value of donated land or property
- The value of donated materials
- Employee time (at base cost to the organisation – salary, NI etc.)
- 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. cleaning, working as a steward – £13.59 per hour

3.4 Conditions

Grant recipients are asked to:

- Complete a short evaluation report which describes the impact of your project to enable us to report the value of investment through Museum Development, including evidence of expenditure by 31st January 2024.
- Complete the Annual Museum Survey.
- Acknowledge funding from Arts Council England and Museum Development Yorkshire (please see Appendix 1).

Additional requirements

We may also ask your museum to commit to one or more additional requirements. These help us evidence the impact of our work and are part of our funding agreement with Arts Council England. Your museum will only be expected to meet the requirement(s) that

² Every museum that receives 'Working Towards Accreditation' will be offered a kit of essential resources and induction support on key areas of Accreditation

relate to your project and the relevant Arts Council England Investment Principles (please see Appendix 2):

We may specify one of the following requirements as a condition of your grant at the time of the award:

- Complete a Museum Development Organisational Health Check prior to commencement of project support
- Provide a case study on how your museum has embraced and embedded the Creative Case for Diversity

We will offer you support to complete either of these actions if they are required as a condition of your grant.

We expect all funded projects to meet industry quality benchmarks. For conservation work, for example, we require museums to use conservators who are qualified in their field with demonstrable experience of working on the type of material concerned.

4. How we assess applications

We will be looking for evidence of the following:

- A clearly demonstrated need, i.e. why the project is needed, and by whom
- Outputs and outcomes that respond to MDY's funding priorities and Arts Council England's [Let's Create](#) Strategy
- Clear aims and objectives
- Details outlining when and how the project will be implemented and how it responds to the project need
- Costs appropriate to scale and nature of the project
- Value for money
- Scale of potential change through the delivery of the project

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 your museum's need, the potential impact of this project on your organisation, and MDY priority in relation to the work propose.

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 £15,000 in grants each financial year.

All funds must be spent and claimed within the financial year in which they are allocated. In 2023-24, grant funding **must be claimed by 31st January 2024**.

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

All applications are to be made online via:

<https://online1.snapsurveys.com/k8s0rj>

Please submit your form using the submit button at the end of the form.

You can save progress as you go by clicking 'save', which will send you a customised web address to use later. There is also a 'print' button so that you can print a copy of the questions and your answers. Once you have submitted you will receive an email confirmation.

A downloadable cost template is available at

[Small-Development-Grant-Cost-Template-2018-22.xlsx \(live.com\)](#)

Appendix 1 - Frequently asked questions

1. 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.

We are unable to match our funds with other monies from Arts Council England or to support projects partially funded by Arts Council England.

If you are unsure about project eligibility, please get in touch with a Museum Development Officer.

2. 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 between £1,001 and £3,000 must be matched with **a minimum of 20%** of the grant requested in cash.

For example:

Project costs	Description	£
Professional fees	Exhibition Design - Contractor (name) @ £1,000 Electrician (name) offering 20% discount @ £250	1,250
Equipment and materials	Supplier (name)	600
Volunteer	Exhibition research	500
Total project costs		2,350

Project income	Description	£
Cash contribution incl. other grants/donations	Cash contribution from reserves	500
Non-cash contributions	Discount from electrician	50
Staff time		
Volunteer time	Research	500
<i>Museum Development Yorkshire Small Development Grant requested</i>		1,300
Total project income		2,350

In this example, the cash contribution is £500, which is above the minimum threshold of £260.

3. 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. Assessment will take into account your museum's capacity, its needs and the overall demand on our funding.

4. Conditions of support

Museum Development Yorkshire operates using government funds from Arts Council England. We place conditions on our investment so that we can demonstrate the value of our work and evidence the impact of your museum to our funders and stakeholders.

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 an evaluation of the impact of our investment and the extent to which the project has achieved its aims
 - 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 a 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:** Please 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 be required to acknowledge the support of Museum Development Yorkshire for your site or project. Acknowledgement could take the form of:
 - Inclusion of Museum Development Yorkshire with other funders and supporters (where applicable) in the acknowledgement panel as part of an exhibition
 - Inclusion of Museum Development Yorkshire in internal and external publicity and reports about the project
 - Reference to Museum Development Yorkshire on website, digital materials and social media feeds
 - Reference to Museum Development Yorkshire in print materials produced as part of the project

- A pdf, jpeg or eps file of the Museum Development Yorkshire preferred logo is available on request.
- We may require you to supply copies of the form of acknowledgement e.g. image of acknowledgement panel, copy of piece of print or URL.
- **Sharing learning:** Share what your museum has done and learned across the region so that others can benefit from the investment. We will expect you to host placements, provide case-studies and content at regional meetings
- **Share benchmarking data:** Your museum must complete the Annual Museum Survey to provide Museum Development Yorkshire with vital sector information and data. Your information will be anonymised and used to create benchmark performance information for the sector in the region
- **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.

Our advice and support is provided on a confidential basis and we work within the Code of Conduct and Practice of the Chartered Management Institute. We share programme information with Arts Council England. You need to be aware that client confidentiality does not override our legal responsibilities and we will challenge and report conduct or behaviour which we suspect to be unlawful or unethical.

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.

5. **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.

6. 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 reallocate resources to another museum.

7. Who can we talk to about available support?

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

Victoria Smith, Museum Development Yorkshire Intern

07544 394541

MDYOffice@ymt.org.uk

@MusDevYorks

Alan Bentley (West Yorkshire, Harrogate and Craven & South Yorkshire)

07595 609782

alan.bentley@ymt.org.uk

Liz Denton (East Yorkshire and Northern Lincolnshire)

07785 458220

liz.denton@ymt.org.uk

Sarah Oswald (North Yorkshire and York)

07970 977217

sarah.oswald@ymt.org.uk

We look forward to hearing from you!

8. Where does the funding come from?

The Museum Development Programme is part of a national programme of funding from Arts Council England. (<http://www.artscouncil.org.uk/NPO>)

Museum Development helps deliver Arts Council England's Strategy [Let's Create](#).

Appendix 2 - Arts Council England Investment Principles

Previously, Arts Council England's Strategy, Great Art and Culture for Everyone (2010-2020) employed five goals to stimulate change and development:

- Goal 1: Excellence is thriving and celebrated in the arts, museums and libraries
- Goal 2: Everyone has the opportunity to experience and to be inspired by the arts, museums and libraries
- Goal 3: The arts, museums and libraries are resilient and environmentally sustainable
- Goal 4: The leadership and workforce in the arts, museums and libraries are diverse and appropriately skilled
- Goal 5: Every child and young person has the opportunity to experience the richness of the arts, museums and libraries

Replacing the five Goals, Arts Council England's new [Let's Create](#) strategy (2020-2030) uses four [Investment Principles](#):

- **Ambition & Quality**
- **Dynamism**
- **Environmental Responsibility**
- **Inclusivity & Relevance**

The Investment Principles are used by organisations of all sizes across multiple art forms. They can be interpreted broadly to match your activity as a museum.

Each Investment Principle has three pillars, these are core features providing detail to help museums apply them according to their own context.

If in doubt, please discuss which Investment Principle is most suited to your project with your Museum Development Officer.

Identifying one Investment Principle, or one pillar of one Investment Principle, is sufficient for this application. You may identify more than one if you wish, or you may choose to report against additional Investment Principles when your project is completed, if you then feel it is appropriate to do so.

Investment Principles

1. Ambition & Quality

Cultural organisations are ambitious and committed to improving the quality of their work.

Pillar	Summary
Understanding Perception	Museums understand how they are perceived by the public through consultation with participants, communities, partners, staff, peers, stakeholders.
Progression	Museums develop by adopting a culture of continuous improvement and progression and refine their creative practice through testing and piloting ideas; learning, adapting and advocating for themselves and the sector.
Measuring Performance	Museums become outcome focused regarding the quality of their service, through effective performance management, monitoring risk and embedding evaluation.

2. Dynamism

Cultural organisations are dynamic and able to respond to the challenges of the next decade.

Pillar	Summary
Business Model Innovation	Museums plan strategically, influenced by their environment, adopting new business models and developing partnerships to drive innovation, deliver value and diversify income.
People & Skills	Museums recognise and invest in developing the skills, diversity and resilience of their workforce.
Using Technology & Information	Museums develop strategies using evidence from data and technology to develop an outcome driven approach.

3. Environmental Responsibility

Cultural organisations lead the way in their approach to environmental responsibility

Pillar	Summary
Understanding the Data	Museums use data to understand their environmental impacts and responsibilities as well as the wider local and global impacts of climate change.
Plan, Action & Change	Museums take organisation-wide action, developing plans to adapt, change, and mitigate their impacts.
Influence, Educate & Advocate	Museums become advocates of environmental action in their local communities and wider cultural sector, seeking to work in partnership to accelerate action.

4. Inclusivity & Relevance

England's diversity is fully reflected in the individuals and organisations supported by ACE and the work they produce

Pillar	Summary
Communities	Museums develop their collections to tell new - and sometimes challenging - stories relevant to communities they serve; with a renewed focus on under-served communities.
Workforce, Leadership & Governance	Museums embed Equality, Diversity and Inclusivity within their governing, leadership and workforce practices.
The Creative Case for Diversity	Museums are community-centred in their approach to programming and service delivery; creating opportunities to work with a range of artists / practitioners / freelancers from different backgrounds and lived experiences to celebrate and present an inclusive and diverse programme.

To find out more about the Investment Principles, ACE have published some ['Essential Reads'](#) to help museums understand the foundations of each of them.