

Museum Development Yorkshire Small Grant Scheme 2018-22 Issue

June 2018

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Your museum is invited to apply for a small grant. It is able to make more than one application to this fund each financial year, however each project must be completed before 31st March the following calendar year. 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 1:1 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 Sector Support Organisations including the Audience Agency, ACE, AIM, MA, Collections Trust, Culture 24, IVE, Kids in Museums and other Museum Development 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 2018-19

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

We will provide museums with the following services:

Relationship Management, Information Giving and Intelligence

We will manage our relationships with regional museums and ensure they have access to information from MDY. We will respond to enquiries from museums

Ongoing and incremental improvement

We will invest in one-to-many support so that a broad range of museums have access to development advice. This will focus on workshops, seminars, advice surgeries and **small grants**

Step Change - 1:1 Support

We will invest in a significant amount of coaching, mentoring and consultancy into a small number of museums so that they are able to effect significant change as a result of MDY support

Special projects

We will develop several projects that museums can participate in to develop their organisations. These will be designed to encourage museums to effect change

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 'Areas for Improvement' or 'Required Actions' under Accreditation, initiatives prioritised within their business plans or a management review such as HLF's 'Resilient Heritage Strength Checker' or AIM's 'Hallmarks of Prospering Museums'.

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 require every museum receiving a grant to complete an impact report and provide performance and benchmarking data as part of our *Museums in Yorkshire 2018* report. 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.

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 personnel 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). We will require your museum to make an appropriate contribution in kind or in cash for each tier. Only in exceptional circumstances will grants for 100% of a project's cash costs be considered. **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 for 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 advised Areas for Improvement and Required Actions) and deliver one of the Arts Council's Five Strategic Goals:

- Excellence is thriving and celebrated in museums
 - Help eliminate documentation backlogs
 - Improve collections care
 - Increase access to collections
 - Support the integration of Creative Case principles in collections management
- More people experience and are inspired by museums
 - Respond to empirical audience data and user and non-user feedback
- Museums are sustainable, resilient and innovative
 - Test opportunities to generate profit and improve sustainability
- The leadership and workforce in museums are diverse and highly skilled
 - Support leadership development (for the benefit of your museum)
 - Support skills development (for the benefit of your museum)
 - Review diversity and develop action plans
 - Build relationships with overseas museums through attendance at international conferences or travel overseas to develop projects

- Every child and young person has the opportunity to experience the richness of museums
 - Embed the principles of the Kids in Museums Manifesto
 - Increase or deepen engagement with a Local Cultural Education Partnership

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.

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 must be matched with a minimum of 20% cash or in kind.

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

Where a grant is being used as a training bursary, we will expect the museum to contribute towards travel and subsistence costs. With larger organisations we will also expect a reasonable contribution towards course fees.

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 – £50 a day

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

3.4 Conditions

As part of our agreement with you we need your museum to commit to one or more of the following requirements. These help us evidence the impact of our work and are part of our funding agreement with ACE. Your museum would only be expected to meet the requirement(s) that relate to your project and ACE goals

- Excellence is thriving and celebrated in museums
 - Self-evaluate, peer review and audience review the quality of how your museum develops, researches, cares for, interprets and shares your collections (we will support your museum to define and meet this requirement)
 - Self-evaluate, peer review and audience review the quality of your museum's engagement through interpretation and programming (we will support your museum to define and meet this requirement)
 - Provide a case study on how your museum has embraced and embedded the Creative Case for Diversity
- More people experience and are inspired by museums
 - Use Audience Finder to collect audience data and use audience insights
- Museums are sustainable, resilient and innovative
 - Complete a business needs diagnostic prior to commencement of project support
- The leadership and workforce in museums are diverse and highly skilled
 - Complete a business needs diagnostic prior to commencement of support
 - Develop an Equality Action Plan
- Every child and young person has the opportunity to experience the richness of museums
- Sign up to and embed the principles of the Kids in Museums Manifesto
- Engage proactively with your Local Cultural Education Partnership

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
- Outcomes and outputs that respond to MDY's funding priorities and ACE goals
- 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 the potential impact of this project on your organisation.

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 to grants each financial year including £2,000 for international projects. The first assessment meeting will be July 2017.

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

All applications are to be made online via:

<http://bit.ly/MDY18SGApp>

Please submit this 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 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

<http://bit.ly/MDY18SGCost>

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 other initiatives partially funded by ACE.

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 up to £1,000 must be matched with a minimum of 20% of the grant requested in cash or in kind.

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 and 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:** 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 provide **Museum Development Yorkshire** with information as part of *Museums in Yorkshire 2018*. 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 to that we can re-allocate 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:

Museum Development Yorkshire Intern

0754 4394541

MDYOffice@ymt.org.uk

@MusDevYorks

Alan Bentley (West Yorkshire, Harrogate and Craven)

0759 5609782

alan.bentley@ymt.org.uk

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Liz Denton (East Yorkshire and Northern Lincolnshire)

0778 5458220

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@MusDevYorks

Dieter Hopkin (North Yorkshire and York)

0797 0977217

dieter.hopkin@ymt.org.uk

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Michael Turnpenny (South Yorkshire)

0791 7220227

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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 strategic framework Great Art and Culture for Everyone. A copy of the framework can be downloaded from <http://bit.ly/1TDSAxK>.