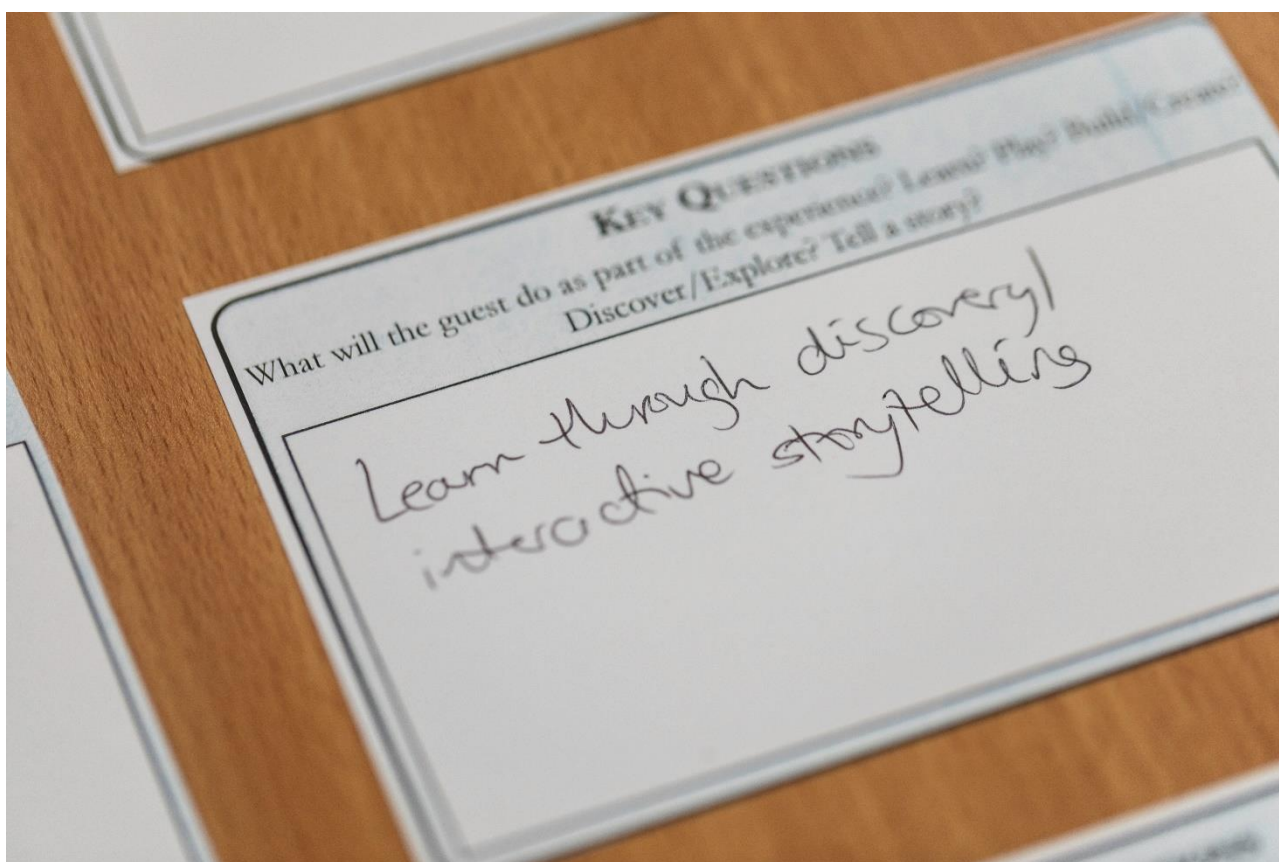


## Museum Development Yorkshire Recovery Funding Grant Scheme

### Guidance Notes



July 2020  
Version 2

# Museum Recovery Funding Grant Scheme 2020

Your museum is invited to submit a grant application for a recovery focussed project. There will be a requirement for the projects to be complete and the monies spent by the end of March 2021. If you are unsure how your project fits our priorities, please contact your Museum Development Officer.

These guidance notes will be updated during July and August. A version number is on the first and final page of this document.

## 1. The role of Museum Development support

Our vision is for the museums of Yorkshire and the Humber to be secure, accessible and sustainable homes for their collections, and of value to the diverse communities they serve. Museums will develop excellence, be ambitious, resilient and deliver quality in all that they do.

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.

## 2. Art Fund/Museum Development Grant Scheme

This Art Fund Recovery Grant Scheme is financed by The Art Fund and Arts Council England (Museum Development Fund). This is a one-off opportunity to receive between £3,000 and £10,000 to support your museum's response and recovery from the COVID-19 crisis.

**This fund is only available to Accredited Museums and those with formal Working Towards Accreditation status. National Portfolio Organisations and DCMS Sponsored National Museums are not eligible for this fund.**

**This grant scheme is only available to museums which have not accepted COVID-19 emergency funding from Arts Council England, the National Lottery Heritage Fund, or Historic England.**

The investment programme will support organisational resilience and help museums to recover safely and effectively, to meet audience needs and expectations and to develop a sustainable offer.

### 3. Our Priorities

All projects must deliver against Art Fund priorities and Ace's Strategy, [Let's Create](#) and help your museum recover.

The Art Fund have identified priority museums as being (one or more of):

- located in areas of low cultural engagement
- the main cultural offer in their locality
- in urban areas with niche collections and specific cultural offers outside of the larger city institutions

Key Outcomes from our investment are

- Your museum recovers well from this crisis so that
  - Creative People – Everyone can develop and express creativity throughout their lives
  - Cultural Communities – Villages, towns and cities thrive through a collaborative approach to culture
  - A Creative and Cultural Country – England's cultural sector is innovative, collaborative and international

The Principles we expect your museum to embody are:

- You are ambitious and committed to improving the quality of your work
- You are dynamic or flexible and respond to challenges posed by Covid-19
- You recover in an environmentally responsible fashion
- You are inclusive and relevant in your approach

We are keen to support projects that meet the strategic needs of organisations in recovering from the COVID-19 crisis and those which allow museums to build back better. This could include:

- Making your museum more resilient
- Becoming a more agile and adaptable organisation
- Demonstrating how you will build current expectations into your strategic plans:
- Developing ambition for your museum's future
- Responding to challenges through innovation in what you do
- Develop your digital capability and delivery
- Be inclusive of everyone in your delivery programme, and represent diverse audiences in your content and communications
- Work towards becoming a carbon neutral organisation

## 4. Our Expectations

We will keep this grant programme as simple as possible. There will be several conditions that your museum will need to meet before, during and after the project.

- **Recover well:** Your project will reflect the needs of your museum. An organisational health check self-assessment must be completed pre or post application to inform where investment will make the best difference
  - <https://wh1.snapsurveys.com/s.asp?k=159224228947>
- **Invest in your recovery:** Museums must contribute at least 20% of total costs in cash or in kind. In kind contributions may include:
  - 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. clearing, working as a steward – £50 a day
- **Be accountable for grant funds:** Monitor project progress and undertake an 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
  - 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 quotes and subsequent receipts and invoices
- **Celebrate success:** Promote your activity and support Museum Development Yorkshire in making stakeholders aware of your achievements
- **Acknowledge the support of Museum Development Yorkshire, the Art Fund and Arts Council England in your recovery**
- **Share learning: Share what your museum has done and learned** across the Yorkshire region, 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

## 5. How to Apply

The applications form is available online at <https://wh1.snapsurveys.com/s.asp?k=159524321131>.

Your museum must submit its application by **23:59 on 30<sup>th</sup> September 2020**. We expect to allocate £35,000 to grants this financial year and competition will be high.

Grants are available from £3,000 - £10,000. We expect to award approximately five grants.

**Funds must be spent and claimed by 31<sup>st</sup> March 2021.** Activities must have been completed and any funds committed need to be spent by 31<sup>st</sup> March 2021.

Please talk with 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 will also host an online discussion to support museums in developing their application.

## 6. How MDY will Assess Applications

Grants will be assessed on Tuesday 6<sup>th</sup> October and museums will be informed of the decision week beginning 12<sup>th</sup> October.

We will be looking for evidence of the following:

- A robust proposal that meets a demonstrated need, i.e. how this project will help your museum recover and develop post COVID-19
  - This could include information about specific challenges your museum is facing
- Costs appropriate to scale and nature of your project
- Value for money
- Outputs, processes and outcomes that reflect the [Let's Create](#) Strategy

Our decisions will be informed by the need for, viability and quality of your proposal.

Date	Version	Comment
01/07/2020	1	
26/08/2020	2	Link to web application added