

Museum Development Yorkshire CPD Bursary Guidance Notes

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York Museums Trust



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**ARTS COUNCIL
ENGLAND**

Museum Development Yorkshire CPD Bursary

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. Our 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.

These Guidance Notes explain:

- How Museum Development Yorkshire can help regional museums in 2022-23.
- How your museum can apply for a CPD bursary to support the development of its employees and volunteers.

Please note that whilst MDY will work with National Portfolio Organisations and DCMS sponsored National Museums by providing Accreditation advice and supporting project development and delivery, they are not eligible for an MDY CPD bursary.

This bursary scheme is to support the development of museums through their employees and volunteers. Alternative funders are available to support individuals in their personal professional development.

Museum Development Yorkshire CPD Bursary

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1. The Role of Museum Development Yorkshire

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

We recognise the range of museums and audiences in the Yorkshire & Humber region, which is reflected in those 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 assist them by building on good practice to release the 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 ambitions.

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.

Museum Development Yorkshire is renewing its focus on the importance of museums being inclusive, diverse and accessible to everybody, in order to deliver on its stated purposes. We will be a visible advocate of equality, diversity and inclusion for all museums in Yorkshire and the Humber. Our museums will become confident in their equality, diversity and inclusion aims and will be able to articulate their development needs and progress in this area. We will create a strong and growing body of best practice in the region, with museums being able to evidence the changes being made through audience engagement, and in the positive benefits experienced throughout their organisation from best practice in equality, diversity and inclusion.

- MDY will prioritise work with Accredited museums.
- MDY will provide Accreditation advice to all organisations that are eligible to apply for Accreditation.
- MDY will work with National Portfolio Organisations and DCMS sponsored National Museums by providing Accreditation advice and supporting project development and delivery, but they are not eligible for one-to-one support, MDY Small Grants or bursaries.
- MDY will support, but not prioritise, work with museums that are recognised by Arts Council England as 'Working Towards Accreditation'¹.

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. Support Available from Museum Development Yorkshire

As an ACE funded programme, our work is divided into six areas:

- Relationship Management with Museums
 - Such as website, newsletter, Elevenses, forum meetings
- Supporting Development Needs
 - One-to-One Mentoring, Coaching and Consultancy
 - Workforce Development Events
 - Small Grants
- Learning Cohorts
 - Blended programme of organisation focused CPD with mentoring, coaching and consultancy
- Special and Group Projects
 - Such as the Northern Volunteer Pass, Insight and Impact and Digital Skills for Heritage projects
- Embedding ACE Investment Principles into the work of MDY
- MDY Development

Our work is designed to support museums in embedding Arts Council England's 'Investment Principles' into their work so that they can better deliver the Outcomes reflected in 'Let's Create':

- Ambition and Quality
 - Understanding Perceptions
 - Progression
 - Measuring Performance
- Dynamism
 - Business Model Innovation
 - People and Skills
 - Using Technology and Information
- Environmental Responsibility
 - Understanding Data
 - Plan, action and change
 - Influence, educate and advocate
- Inclusivity and Relevance
 - Communities
 - Workforce, leadership and governance
 - Creative Case for Diversity

For more information about what the Investment Principles mean for your museum, please read the resources available from <https://www.artscouncil.org.uk/lets-create/investment-principles-resource-hub>

3. Applying for a CPD Bursary

3.01 How much funding is available?

As part of our grant funding activity, we are offering Continuing Professional Development (CPD) bursaries for people employed by or volunteering in museums to undertake CPD opportunities that meet the needs of their museum. These are applied for separately to the normal MDY small grant scheme.

This bursary is intended to benefit the museum and not open to applications from individuals. If you are looking to support personal professional development, we recommend looking at funding streams from membership organisations like the [Museums Association](#) or the [Association of Independent Museums](#). For more substantial programmes of personal professional development, we recommend that individuals look at [Developing Your Creative Practice](#) from Arts Council England.

Bursaries of up to £1,000 are available to support museums in investing in the professional development of their workforce. MDY anticipates investing up to £3,000 in financial year 2022-23.

We believe that museums should invest in their workforce. For bursaries of £500 or above, we require museums to match a minimum of 20% of the bursary requested in cash, preferably from their own resources. For a bursary of £1,000, a museum would invest £250 towards a CPD opportunity costing £1,250. If a bursary is supporting the CPD of an employee, this must form part of their working hours and not be unpaid overtime. All applications for a bursary must be approved by the appropriate manager or decision making group within the museum.

3.02 What can a CPD bursary be used to support?

A bursary can be used to develop knowledge, skills and behaviours of people employed by or volunteering in museums that reflect the needs of regional museums. MDY's focus is on developing organisations through investing in their workforce. We are keen to support packages of CPD activity as opposed to individual workshops. These do not have to be a formal course from a single provider and could be a series of linked activities identified by the applicant.

Bursary payment will be made upon completion of the CPD programme on an expenditure basis.

A CPD bursary can be used to cover the costs of:

- Taught or instructor led sessions - lectures, workshops, courses, online learning and conferences
- Practical training - shadowing, mentoring, industry visits
- Travel, accommodation and subsistence
 - Standard fare public transport or £0.45/mile where cost is incurred
 - MDY expects that public transport be used wherever possible
 - Accommodation at £120 per day
 - Subsistence at £50 per diem
- Reasonable adaptation costs required by the individual for accessibility or care
- Reasonable costs associated with caring for dependents e.g. respite care, out-of-hours childcare or other dependent care

The bursary cannot be used to cover the cost of additional hours or overtime for employees engaged in CPD or any associated backfill.

4. How to apply

4.01 Is my museum eligible?

The programme is open to all museums and heritage organisations however you may be charged for the one-to-one support unless your organisation fulfils all the following criteria:

It must be:

- In Yorkshire and the Humber
- Accredited with Arts Council England*

It must not be:

- Funded by Arts Council England as a National Portfolio Organisation
- A National Museum (non-departmental public body sponsored by the Department for Digital, Culture, Media and Sport)

*MDY will support, but not prioritise work with, museums that are recognised by Arts Council England as 'Working Towards Accreditation'.

4.02 What should I consider before applying?

- Please discuss your planned application internally before applying as we are unlikely to provide a museum with more than one bursary per year
- Identify how the funding will help your museum embed ACE's Investment Principles
- Please review any documents (e.g., Forward or Business Plan, Accreditation Award letter or external review) and how the bursary addresses any recommendations.

4.03 How do I apply and who should I talk to?

We would welcome a conversation with your museum before you apply. Please contact a **Museum Development Officer**.

Make your applications for a Museum Development Yorkshire CPD Bursary via
<https://online1.snapsurveys.com/ojz6x2>

You will be asked

- What the CPD opportunity is, including details of the course/opportunity you have identified
- Evidence of need and details on how it will improve the work of the museum
- How the CPD opportunity will help your museum embed ACE's Investment Principles
- Cost of training and amount of funding requested from MDY
- Timetable

If you are applying for a bursary and need support to complete the application form, please contact MDY. If you have additional needs we will talk with you and complete a draft of the application for you or another colleague to review.

Applications will be assessed on a rolling basis until 31st December 2022.

4.04 How will requests be assessed?

All applications will be assessed within one month by the **Museum Development Yorkshire** team.

Decisions will be made on an assessment of need and viability.

On some occasions we may, in discussion with you, identify different or additional types of support as appropriate.

As part of the assessment process, we will contact you to make sure that your museum receives the right type of support at the most appropriate time.

4.05 What will my museum have to contribute?

For bursaries of £500 or more we require museums to match a minimum of 20% of the bursary requested in cash, preferably from their own resources.

The CPD bursary will be paid to the museum upon completion of a claim form and evaluation. We would also expect the employee or volunteer to prepare a short case-study using an MDY template that could be presented at a forum meeting, Elevenses session or shared on our website.

4.06 Can my museum apply for more than one bursary?

Museums can make as many applications as they wish. It is unlikely that any museum (organisation) will receive more than one bursary per financial year.

4.07 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 extent to which the project has achieved its aims
- **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
 - Inclusion of Museum Development Yorkshire in internal and external publicity and reports as appropriate
 - Reference to Museum Development Yorkshire on website, digital materials and social media feeds as appropriate

- A pdf, jpeg or eps file of the Museum Development Yorkshire and ACE logos is available via email
- **Sharing learning: Share what your museum has done and learned** across the Yorkshire region so that others can benefit from the investment. We will expect you if asked 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 the *MDN Annual Survey of Museums*. 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 are provided on a confidential basis and we work within 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.

4.08 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.

If the proposed attendee is unable to complete the CPD opportunity, we would expect another employee or volunteer to attend in their place. Only in exceptional circumstances would a bursary be paid to a museum to cover the costs of non-attendance.

4.09 Who can we talk to about a CPD Bursary?

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

Museum Development Yorkshire Intern

Victoria Smith
0751 3123043
MDYOffice@ymt.org.uk
@MusDevYorks

Alan Bentley

0759 5609782
alan.bentley@ymt.org.uk

Joanne Bartholomew

07730 642919
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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

4.10 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 Yorkshire has been commissioned to deliver Arts Council England's *Great Art and Culture for Everyone 2020-2030* strategy, [Let's Create](#).