

Request to Quote:

Museum Development Yorkshire – The Wild Escape Grants Administration

AIM: To be contracted by Museum Development Yorkshire, to work with Museum Development North East, North West, East Midlands, West Midlands and Yorkshire to administer grants provided to museums for activity for Art Fund The Wild Escape project in the period 2 November 2022 – 31 May 2023.

Timescale of project	2 November 2022 – 31 May 2023
Target audience	<p>Museum Development providers in Yorkshire, the North East, North West, East Midlands and West Midlands are providing small grants of up to £3,000 to museums and other heritage organisations for activity with schools and families for The Wild Escape project (previously called The Great Escape), in support of Earth Day 2023. Grants are provided with funding from Art Fund, as a collaborative grant-giving project across all five regions.</p> <p>As Museum Development providers, our primary focus is on museums which do not receive regular funding from Arts Council England through National Portfolio Organisation revenue grants. Our client museums include:</p> <ul style="list-style-type: none"> ○ medium-sized, local authority services with multiple sites ○ large and small independent museums ○ smaller, often volunteer-led museums
Consultancy Budget	Up to £6,000 (exclusive of VAT but including travel, expenses, insurance etc)
Tender Deadline	09:00 Wednesday 2 November 2022

1. Background

This contract is being tendered by Museum Development Yorkshire with work being delivered on behalf of the five regions of Museum Development Yorkshire, North East, North West, East Midlands and West Midlands, which deliver comparable work with shared objectives across their own regions. This consultancy contract will administer a set of grants, provided by Art Fund, across all five regions.

Museum Development Yorkshire (MDY) is contracting this work. MDY supports 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 role is to help museums 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 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.

We foster an environment in which best practice is developed, shared and used to inspire others to deliver their own growth. We deliver our support through a combination of mentoring, site-specific consultancy, group training, development programmes, network activity, small grants, and free professional advice.

MDY is funded by Arts Council England as a Sector Support Organisation for 2018-23, and is part of York Museums Trust.

2. Current situation

Museum Development providers across England are administering grant funding provided by Art Fund to enable museum activity with schools and families in Spring 2023 as part of The Wild Escape project (previously called The Great Escape).

Please read [more about The Great Escape Museum Development Grants here](#).

To administer the grants process across the five regions of North East, North West, East Midlands, West Midlands and Yorkshire, we are seeking a contractor to work flexibly during the period 2 November 2022 – 31 May 2023. The work will have two peaks of demand on capacity in November 2022 and May 2023, with on-going intermittent work during the life of the grants.

There is a budget of up to £6,000 available to procure grant administration capacity of approx. 16 days for this work.

We are expediting the appointment of this contract to bring in grant administration capacity as soon as possible.

3. Brief

Museum Development Yorkshire is seeking to commission an experienced freelancer to provide additional grant administration capacity. The expected grant pot is approximately £128,000 for the five regions combined, but will be dependent on applications received and awarded. The number of grant-holding museums will depend on the size of grants allocated, but may be approximately 50 museums. There is the potential to extend the budget to meet demand for grants, if necessary.

Working remotely, this role will:

- process and undertake initial assessment of grant applications following the deadline of 2 November, using an agreed decision matrix and criteria
- consult with, capture and record grant decisions made by the five Museum Development teams
- administer grant award communications including terms and conditions, issuing outcome letters to museums on 14 November
- answer enquiries from grant holders during the period from confirmation to acceptance of award on 21 November
- receive and record grant acceptances following the deadline of 21 November
- provide information for the MDUK national dataset on grants offered and accepted
- process up-front grant payments to museums following 21 November for payment by York Museums Trust via Museum Development Yorkshire
- answer on-going grant administration enquiries during the period 21 November – 5 May
- prompt, receive, check and process receipts for grant claims for final payment in May 2023
- check and process completion reports after grant claim deadline of 5 May 2023
- provide required information for the MDUK national dataset on grant completion via template reporting forms

Project delivery: The ideal appointee will offer responsive support during the cycle of the grant for the period November 2022-May 2023.

Methods: The proposal should describe how support will be offered and the candidate's suitability for the contract.

Budget: Confirm a day rate and estimated number of days proposed to be worked for the available budget of £6,000.

Costs: The budget should be fully inclusive of all costs including VAT, insurance, travel and expenses.

6. Project Management

The contacts for the commissioning process are Joanne Bartholomew, Head of Museum Development Yorkshire and Kaye Hardyman, Museum Development Officer and Museum Development North West.

7. Method of Appointment

The closing date for receipt of proposals is **09:00 Wednesday 2 November 2022**.

Proposal documents should include:

- i) A **tender** - a maximum of 2 sides of A4 detailing:

- Method or approach proposed
- Confirmation of budget, number of days estimated to be worked and clear statement of how they will be worked
- Details of relevant knowledge and experience, with a focus on knowledge of museums, experience of comparable work, including managing projects and contracts
- Declaration of any potential conflicts of interest e.g. where the consultant is currently a museum trustee or has pre-existing relationships with specific museums
- Contact details for two referees

ii) A **CV** (in addition to the two sides of A4) stating your wider, relevant experience.

Proposal documents should not exceed 12 sides of A4 including CV.

Selection will be according to the following criteria:

- Experience in and knowledge of the areas detailed in the specification
- Knowledge and understanding of the museums sector
- Evidence of ability to deliver to specification
- Value within budget of £6,000

8. Timescale

- Deadline for receipt of proposal is by **09:00 Wednesday 2 November 2022**.
- Delivery to commence as soon as possible from 2 November.
- Completion by 31 May 2023.

9. Submission of Proposals

Proposals, to be received by **09:00 Wednesday 2 November 2022**, should be sent to:
joanne.bartholomew@ymt.org.uk

If you have any queries, or would like to discuss this brief, please contact:

Joanne Bartholomew: joanne.bartholomew@ymt.org.uk or phone: 07730 642 919

Kaye Hardyman: kaye.hardyman@manchester.ac.uk or phone: 07748 147 151

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