

Art Fund_



CPD Bursary 2023-24

Guidance Notes

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York Museums Trust



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Contents

1.0 Museum Development Yorkshire CPD Bursary	1
1.1 Priorities of the scheme	1
1.2 How much funding is available?	2
1.3 What can a CPD bursary be used to support?	2
2. How to apply	3
2.1 Is my museum eligible?	3
2.2 What should I consider in my application?	3
2.3 How do I apply and who should I talk to?	3
2.4 How will requests be assessed?	4
2.5 Does my museum need to contribute to the cost?	4
2.6 How is payment made?	5
2.7 Can my museum apply for more than one bursary?	5
2.8 Conditions of support	5
2.9 What happens if the museum is unable to go ahead?	6
2.10 Who can we talk to about a CPD Bursary?	6
2.11 Where does the funding come from?	7

1.0 Museum Development Yorkshire CPD Bursary

These Guidance Notes explain how your museum can apply for a Continuing Professional Development (CPD) Bursary in 2023-24 to support the development of employees and volunteers.

Thanks to funding from Arts Council England and with support from Art Fund, MDY can offer CPD bursaries for individuals, organisations and networks in Yorkshire and the Humber that represent Accredited museums and museums officially Working Towards Accreditation.

1.1 Priorities of the scheme

This grant scheme is being made available to support the museum sector to mitigate pressures resulting from the cost-of-living crisis, and to enable the retention and training of the museum workforce. The funding is also intended to contribute to the continued recovery of the sector from the pandemic.

Applications for funding must support **one** of three key aims:

- 1. Develop the use of collections in new ways, e.g. through collections care and access**
- 2. Audience development, e.g. visitor engagement through learning, exhibitions or other programming initiatives**
- 3. Volunteer and workforce development including:**
 - **Staff and volunteer retention and training.**
 - **Support for activity to ensure museums can keep curatorial and other collection-centred roles (including collection care, learning and engagement).**
 - **Support for in-house training and places on training courses and conferences.**
 - **Wellbeing offers for staff and volunteers.**
 - **Bespoke personal development opportunities to upskill collection and curatorial staff.**

Additional consideration will be given to applications from:

- museums with fewer than 50,000 visitors per year seeking to reconnect with visitors or reimagine their future as vital community spaces.
- museums in areas of low cultural community engagement, where the museum is the main cultural offer in a locality.

- museums in urban areas that have niche collections and specific cultural offers outside the larger city institutions.

1.2 How much funding is available?

Grants of up to £1,000 are available for individual activity.

Museums and museum networks can apply for up to £5,000 for activity benefiting more than one participant.

Higher awards are likely to be made for applications benefiting more than one individual, or where higher costs are essential to the project, e.g. international CPD opportunities.

1.3 What can a CPD bursary be used to support?

A bursary can be used to develop the knowledge, skills and behaviours of people employed by or volunteering in museums, that reflect the needs of regional museums.

If a bursary is supporting an employee's CPD, 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.

This bursary is intended to benefit the museum and is not open to applications from individuals for activity which is entirely unrelated to their work or volunteering activity with a museum.

Other sources for funding personal professional development, include membership organisations like the [Museums Association](#) or the [Association of Independent Museums](#). For more substantial programmes of personal professional development, we recommend [Developing Your Creative Practice](#) from Arts Council England.

Examples of projects include but are not limited to:

- Taught or instructor led sessions e.g. lectures, workshops, courses, online learning and conferences.
- Practical training e.g. shadowing, mentoring, industry visits.
- Any other development activity in line with the aims of the scheme.
- Travel, accommodation and subsistence:
 - Standard fare public transport or £0.45 per mile where cost is incurred - MDY expects that public transport be used wherever possible.
 - Accommodation at £120 per day.
 - Subsistence at £50 per day.
- Reasonable adaptation costs 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 core staff salary costs but can be used to backfill staff undertaking CPD activity.

2. How to apply

2.1 Is my museum eligible?

The CPD Bursary is open to museums which are:

- Accredited with Arts Council England
- Working Towards Accreditation with Arts Council England
- located in Yorkshire and the Humber

The CPD Bursary is not open to museums which:

- receive funding from Arts Council England as National Portfolio Organisations (NPOs)
- receive funding from the Department of Culture, Media and Sport (DCMS) as National Museums

2.2 What should I consider in my application?

Before applying:

- Discuss your planned application within your museum because we are unlikely to award more than one bursary per year to the same museum.

In your application:

- Show how the funding will help your museum achieve the aims of this grant fund.
- Show how the project is aligned with ACE's Investment Principles.
- Review any documents (e.g. your Forward or Business Plan, Accreditation Award letter or external review) and identify how the bursary addresses any recommendations and will make an impact on your museum's work.

2.3 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/ehcxuu>

You will be asked:

- What the CPD opportunity or project is, including details of the course or opportunity if relevant
- How your project meets one of the three key aims of the scheme
- How the project meets your museum's needs, how it will benefit the museum, and how you will demonstrate this
- Why a CPD Bursary is needed to support the project
- How the activity will deliver against ACE's Investment Principles
- Cost of activity, value of match funding if grant request is over £1,000, and amount of funding requested from MDY
- Timing of the activity

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 support you to complete a draft of the application for you or another colleague to review.

Applications will be assessed on a rolling basis until 30th November 2023.

****Please note the CPD Bursary will close earlier if all funds have been allocated.****

Museums must claim grants awarded by 28th February 2024.

2.4 How will requests be assessed?

All applications will be assessed within two weeks by the Museum Development Yorkshire team.

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

2.5 Does my museum need to contribute to the cost?

We believe that museums should invest in their staff and volunteers where possible. Match funding is therefore welcome in all applications.

For bursaries above £1,000, we require museums to provide a cash match of a minimum of 20% of the bursary requested. For example, an application for £1,200 would include a cash contribution of £200. Match funding is not needed for bursaries up to £1,000.

2.6 How is payment made?

The CPD Bursary will usually be paid to the museum upon completion of the project. Grants are paid following receipt of a claim form with evidence of expenditure and evaluation of the project.

Please contact us if your organisation needs to discuss payment in advance to support cashflow. Requests will be considered.

We 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.

2.7 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.

2.8 Conditions of support

Museum Development Yorkshire operates using government funds from Arts Council England, and, for this fund, with support from Art Fund. We place conditions on our investment so that we can show the value of our work and evidence the impact for 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.
- **Acknowledge MDY support:** Your museum will need to acknowledge the support of Museum Development Yorkshire for your site or project. Acknowledgement could take the form of:
 - Including Museum Development Yorkshire in a list of funders and supporters
 - Including Museum Development Yorkshire in internal and external publicity and reports as appropriate
 - Reference to Museum Development Yorkshire on your 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.

- **Acknowledge Art Fund:** When sharing information about the project, your museum must use the credit line “with Art Fund support” and where possible the Art Fund logo, which will be made available to you.
- **Share learning:** Share what your museum has done and learned across the Yorkshire region so that others can also benefit from the investment. If asked, we will expect you to host visits or placements, provide case-studies and present content at regional meetings.
- **Share benchmarking data:** Your museum must provide Museum Development Yorkshire with information as part of the *MD Annual Survey of Museums 2023-24*, in the summer of 2024. 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 show 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.

Failure to meet these conditions of support may result in the termination of support and the reallocation of resources to another museum. Any such outcome will be used to inform future investment priorities.

2.9 What happens if the museum is unable to go ahead?

If your museum is unable to use 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.

2.10 Who can we talk to about a CPD Bursary?

We encourage all museums to contact a Museum Development Officer before making an application:

Alan Bentley - usually available Mon-Fri

Museum Development Officer (West Yorkshire, Harrogate and Craven, South Yorkshire)

Email: alan.bentley@ymt.org.uk Tel: 07595 609782

Liz Denton - usually available Mon-Fri

Museum Development Officer (East Riding of Yorkshire and Northern Lincolnshire)

Email: liz.denton@ymt.org.uk Tel: 07785 458220

Sarah Oswald - usually available Mon, Tue, Fri

Museum Development Officer (North Yorkshire)

Email: sarah.oswald@ymt.org.uk Tel: 07970 977217

2.11 Where does the funding come from?

MDY CPD Bursary 2023-24 is made possible with support from Art Fund www.artfund.org

Museum Development is part of a national programme of funding from Arts Council England, which supports and enables this grant scheme. [Museum Development programme | Arts Council England](#)

Museum Development Yorkshire has been commissioned to deliver Arts Council England's Strategy 2020-2030, [Let's Create | Arts Council England](#).

END.