

SHARE Museums East museum development programme 2015/16:

Collections review and rationalisation grants scheme

This guidance document explains the purpose and process of the SHARE Museums East Collections review and rationalisation grants scheme 2015-16. Please see below for further information, grant guidance and eligibility.

After reading this document, we recommend you contact your Museum Development Officer (MDO) to discuss your proposal before submitting your application to the grants scheme.

Introduction

Collections review and rationalisation grants scheme

As part of the regional museum development programme for the East of England, SHARE Museums East launching a collections review and rationalisation grants scheme for 2015/16. Grants of up to £1,000 are available to help museums that

- are considering a review or rationalisation project
- would like to know the local, regional, national or international significance of their own collections or part thereof
- want to use an external expert to review a collection
- are looking to carry out an audit preparatory to your review
- need to focus scarce resources on key collections
- are planning a store move or similar change that requires collections review support

Applications are welcomed from Accredited museums, and those working towards Accreditation in the East of England.

As well as supporting with a review process we expect museums to have a clear idea of how their proposed activity will develop access to their collection and support the aims of their organisation.

SHARE Museums East Museums can apply for a collections review and rationalisation grant up to a maximum of £1000 on submission of a completed grant application form to sharemuseumseast@norfolk.gov.uk.

The grant form is available from the SHARE Museums East website at:

<http://sharemuseumseast.org.uk/collections-review-grants/>

Examples of things for which the grant can be used include:

- a consultant or specialist of their choice
- temporary storage
- transport costs for re-homing objects
- anything else that will help them in their review project

If you are unsure if what you are applying for is eligible for a grant please speak to your MDO or a member of the SHARE Museums East team. We are happy to talk it through with you.

Grants eligibility and criteria

Museums from across the region are invited to apply but priority will be given to museums that:

- Show clearly how they intend to use the grant to support planned activity eg as outlined in the museum's forward plan or care and conservation plan.
- Are registered as an Accredited museum or Working Towards Accreditation at date of grant deadline.
- Have support of the county MDO (and Museum Mentor if applicable).
- Are able to demonstrate evidence of need.
- Are prepared to share learning for example through county museum networks or SHARE website case studies.
- Are willing to feed back comments into the evaluation of the grants scheme.

Exclusions

Applications will not be considered:

- To cover the costs of activities taking place before a grant offer is made.
- By museums that are not Accredited or actively working towards Accreditation.
- From Major Partner Museums.

How to apply

It is important to follow these instructions carefully, to ensure the success of your application and claim. Failure to comply with the scheme guidelines may result in an offer being withdrawn.

- Discuss your application in advance with your county Museum Development Officer.
- Application forms are available to download from www.sharemuseumseast.org.uk or contact us by email at sharemuseumseast@norfolk.gov.uk.
- Only fully completed application forms will be considered.
- The application and supporting documents may be submitted by email or as hard copies.
- Applications must be supported and signed by a second person at senior level, eg Chair, Director or Manager (an electronic signature such as an identifiable email from the appropriate individual can be provided).

You must enclose full details of the proposed development activity to be funded and a detailed breakdown of costs. Supporting evidence is required e.g. the brief provided to the consultant; evidence of all expected costs e.g. quotations, estimates, price lists. We would like to know how your project links to your organisation's planned activities and priorities such as the museum's forward plan or collections care plan. You can attach copies if you wish and hard copies or electronic versions are acceptable.

What happens after you apply

- Applications will be acknowledged by email only.
- Applications will be evaluated by the SHARE Museums East team. When reading applications, the reviewers ask themselves whether:
 - the museum can demonstrate how the project will support planned activity for example through the museum's forward plan and/or care and conservation plan.
 - does the project develop public access to the collection?
 - does the project support the museum's long term resilience?
 - how will the museum measure the success of its project?
- A decision will be provided by Monday 16th November 2015.
- Successful applicants will receive an offer letter by email. This will confirm the amount of the grant and any special conditions applied, in addition to the general expectations set out in this document.

Grant offer and payment

- The offer letter will be accompanied by an acceptance form. This will clarify the responsibilities of the applicant organisation, SHARE Museums East and other stakeholders such as the MDO.
- To accept the grant on the terms offered, the acceptance form must be completed, signed and returned by the deadline stated in the letter, or the offer may be withdrawn.
- The grant payment will be made on behalf of SHARE Museums East through Norfolk County Council.
- Grants may not be used for any other purpose than that stated in the application form and offer letter.
- Successful applicants will be asked to provide feedback on the process as part of the project evaluation so the benefit of the grants programme can be measured.
- You will be asked to share your learning with other museums by producing a case study or giving a presentation.
- Publicity about the grant award must acknowledge that it has been funded by a grant from the SHARE Museums East Museum Development Programme, supported using public funding by Arts Council England. Logos are available on request by email to sharemuseumseast@norfolk.gov.uk.

How to claim your grant

It is your responsibility to claim your grant by submitting your invoice to us.

- In order to transfer the grant amount to your organisation's bank account, a 'New Suppliers Form' may need to be completed and returned.
- Once details have been received, a Purchase Order (PO) number will be sent to your museum. You should keep a record of the PO number as you will need this to claim your grant.
- Your invoice claim cannot exceed the amount offered in your letter.
- After the project activity has taken place, recipients should submit:
 - A completed feedback form.
 - A copy of the paid invoice(s) from the consultant etc.
 - Relevant receipts for other expenses shown on the original application form.
- The claim documentation may be submitted by email, but must include a signed copy of the claim form (scanned if necessary).
- All claims must be received, correctly submitted, by 24th March 2016. Claims received after this deadline will not be paid.

Key dates

Launch of programme and applications opened	Thursday 1st October 2015
Deadline for grant submission	5pm Monday 2nd November 2015
Successful applicants will be informed and grant offers made by	Monday 16th November 2015
All money must be spent by and proof of expenditure provided by	Thursday 24th March 2016
Grant recipients will also be required to submit a report on the impact of their grant activity by	Thursday 30th June 2016

Contact for the Collections Review Grants Scheme

For more information please contact Annette French, Regional Museum Development Manager

Tel: 01603 228925 Email: annette.french@norfolk.gov.uk

Where can I get help?

Visit our website at www.sharemuseumseast.org.uk/local-links/ for contact details of your local MDO.