

Museum Development North Open Grant

Please note this Word document is for planning purposes only – you must fill in the application form online <https://online1.snapsurveys.com/peal00> - applications submitted in Word format will not be accepted

# Introduction

Before completing the online application form, please make sure you have read the Guidance Notes carefully. You will have the opportunity to save your answers as you go along. If you press save, you will be asked to enter your email address. Once you do this you will receive a link to resume your application. This is a unique URL and MD North does not receive a copy of this link.

There is a 'print' button so you can create a copy of your answers prior to submission. This will open in a separate browser window to allow you to print it out from there. It will look like this form but will not have a 'next' or 'submit' button at the bottom.

Please ensure you have made contact with your Museum Development Adviser to discuss your project proposal before submitting the application well ahead of submission deadline.

1. Contact Details

Organisation

Museum Name (if different)

Contact Name

Job Title/ Role

Contact Email

Telephone Number

To demonstrate permission to apply from your organisation, please add the name and contact email of a senior member of staff or trustee as 'project sponsor'. They will be copied into the correspondence regarding application assessment outcomes and decisions.

1. Project Sponsor

Name of Sponsor

Job Title/ Role of Sponsor

Email Address of Sponsor

# Project Details

1. Project Title
2. Project Summary. Provide an outline description of the project. This will be used as the summary of your project for reporting purposes, so be as clear as possible.

(count/250 characters)

1. What is the project? Tell us what you intend to do with the funding. (count/1500 characters)
2. What are your projected outcomes for this project? (list a maximum of 4)

Outcome 1

Outcome 2

Outcome 3

Outcome 4

MD North recognises its role, alongside that of museums, to develop an inclusive sector that challenges and opposes racism and inequity.

1. How have you considered equity, diversity and inclusivity in your project? (count/1000 characters)

The climate crisis is one of the most significant challenges facing us all.

1. How have you considered your organisation’s environmental responsibility in the work relating to your application? This could be through your procurement practices, programming or creative activities. (count/1000 characters)
2. How many museums/ sites are involved in the project?

1

2

3

4

5+

1. Names of project partner organisations

Lead organisation

Partner 1

Partner 2

Partner 3

Partner 4

1. Project Start Date

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. Project End Date

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# Funding Priorities

1. Which of ACE’s Investment Principles (IP) does this project relate to? Tick all that apply

Dynamism

Ambition and Quality

Environmental Responsibility

Inclusivity and Relevance

1. How does this project relate to your museum’s existing plans and priorities? (count/500 characters)
2. What difference will this funding make to your museum in the short term? (count/500 characters)

Financial

Give a breakdown of all the income and expenditure of your project. Please make sure the totals match. Only fill in the income and expenditure lines below that apply to your project. VAT-registered museums should show all costs and claims exclusive of VAT.  Those not registered for VAT and those partially exempt should show all costs and claims inclusive of VAT, as applicable.

When calculating salary costs or associated costs for volunteer time, as a minimum this should be calculated based on the National Living Wage, £11.44 per hour. Don’t assume a ballpark fee for freelancer costs. Many have or will be increasing their fees to cover the cost of living. We expect freelancers to be paid a fair rate for their work.

When entering income and expenditure, please do not enter a currency symbol or a comma. The form will accept the following formats - 1000 for £1,000 and 299.90 for £299.90.

1. Income

Amount of funding requested from MD North. Amount of cash funding from other sources of external funding (if any) Amount of cash match funding from your museum (If any)

1. Expenditure

Additional Staffing Costs

Professional fees

Repair and conservation work

Building modifications work

Digital outputs

Equipment and materials

Training

Travel

Expenses (out of pocket)

Cost of producing learning materials

Other

Publicity and promotion

Evaluation

# Summary Financial Information

|  |  |
| --- | --- |
| Total Income | £ |
| Total Expenditure | £ |
| MD North Grant Requested | £ |

1. To provide more detail about your budget proposals or any other supporting documents, please upload it here.

Timescale

1. Please outline the timescale for your project and any key milestones. (count/500 characters)

# Agreement

It is a condition that grant recipients do the following:

* Complete a short evaluation report which describes the impact of your project to enable us to report the value of investment through Museum Development including evidence of expenditure by 30 September 2025
* Complete the Annual Museum Survey for 2024-25 which will run summer 2025
* Acknowledge funding from ACE and MD North on all print and online marketing materials using the wording and logo we will provide

MD North reserve the right to claim back funding in the event of non-compliance.