**MD North Open Grants: Guidance on completing your application**

* 1. **Contact Details**

The contact details should be the person leading on the project from within the organisation applying for the grant.

* 1. **Project Sponsor**

To ensure applications are co-ordinated for your organisation and that there is permission from a senior member of staff or a trustee, we ask that you provide the details of a Project Sponsor. They will be copied into correspondence regarding the application assessment outcomes.

* 1. **Project Title**

Add the name of your project or a few words that describe your project activity.

* 1. **Project Summary (count/300 characters maximum)**

This should describe your project in a nutshell and is something we will use when publicising successful applications and for reporting purposes.

* 1. **About your project (count/1500 characters maximum)**

Here is where you can give us more details about the project, how the idea came about and the context in relation to your other projects and plans. Tell us about how you intend to use the funding, who will be involved and key milestones. Remember that our panel may know little about your organisation so please set the scene.

You must show that your project has been developed:

* through your consideration of how ACE’s *Let’s Create* strategy and the four Investment Principles impact on what your museum does and how it works

*and*

* in line with existing forward plans or other key policy and planning documents, including Accreditation Development Areas

Funding may support you to deliver on actions arising from your participation in current and past Museum Development programmes.

* 1. **How does this project support your organisational development? (count/1500 characters maximum)**

We want to be sure that this project supports the development of your museum in the short to long term. By organisational development we mean interventions that might:

* Build your museum’s capabilities and capacity to achieve your long-term goals
* Improve performance of how you plan for and deliver some of your services
* Support testing, trialling or changing approaches to the way you work
* Enable your workforce to flourish, thrive and have meaning in their work.
	1. **What will be the impact of the project on your organisation, and/or team, and/or visitors? (count/1500 characters maximum)**

Tell us who will benefit and how this impact will be demonstrated.

**Inclusivity and Relevance**

* 1. **How have you considered equality, diversity and inclusivity in your project? (count/1500 characters maximum)**

MD North recognises its role, alongside that of museums, to develop an inclusive sector that challenges and opposes racism and inequity. Tell us how your project contributes to building inclusion and diversity in your organisation and its programmes. You can find useful information about the Inclusivity & Relevance Investment Principal in Appendix 1 of the main [MD North Open Grants Guidance.](https://www.museumdevelopmentnorth.org.uk/resource-category/grant-guidance/)

**Environmental Responsibility**

* 1. **How have you considered your organisation’s environmental responsibility in you project? (count/1500 characters maximum)**

The climate crisis is one of the most significant challenges facing us all. How have you considered your organisation’s environmental responsibility in the work relating to your application?  This could be through your procurement practices, travel, programming, or creative activities. You can find useful information about the Environmental Responsibility Investment Principal in Appendix 1 of main [MD North Open Grants Guidance](https://www.museumdevelopmentnorth.org.uk/resource-category/grant-guidance/).

* 1. **Investment Principles**

You need to select which of Arts Council England’s Investment Principal/s your project responds to:

Dynamism

Ambition and Quality

Environmental Responsibility

Inclusivity and Relevance

You can find useful information about the Investment Principals in Appendix 1 of the main [MD North Open Grants Guidance](https://www.museumdevelopmentnorth.org.uk/resource-category/grant-guidance/).

* 1. **Project Lead and Partners (as applicable)**

Tell us about who is involved in the project, is it just your organisation or do you have other partners?

* 1. **Project Start Date**

The project must only start after you have been awarded funding and signed your acceptance agreement. You will find the key dates for Round 3 and Round 4 of Open Grants in section 9 of the main [MD North Open Grants Guidance](https://www.museumdevelopmentnorth.org.uk/resource-category/grant-guidance/).

* 1. **Project End Date**

All project funds must be spent and completed with final reports and invoices submitted to MD North the expected date. You will find the key dates for Round 3 and Round 4 of Open Grants in section 9 of the main [MD North Open Grants Guidance](https://www.museumdevelopmentnorth.org.uk/resource-category/grant-guidance/).

* 1. **Detail what you will be spending the funding on, which parts of the project will be funded by MD North, about other funding if applicable and how you will procure goods and services.** **(count/1500 characters maximum)**

This is your opportunity to provide additional details of spending on each element of your project. Be clear about which parts of the project will be funded by the grant from MD North. Detail any other external funding you have received or match funding from your organisation. Detail how you will procure goods and services, including recruitment of freelancers.

* 1. **Are you VAT registered? (Fully or Partially)**

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, as a minimum this should be calculated based on the National Living Wage [National Minimum Wage and National Living Wage rates - GOV.UK](https://www.gov.uk/national-minimum-wage-rates).

Don’t assume a ballpark fee for freelancer costs. Fees can vary and many have been increasing rates to cover the cost of living. We expect freelancers to be paid a fair rate of pay for their work.

* 1. **Income**

Amount of funding requested from MD North

Amount of funding from other external sources, such as other grant giving bodies

Amount of cash match from your museum (if any). This is not mandatory but would indicate your organisation’s commitment to the project.

* 1. **Expenditure**
* Additional Staffing Costs – for instance, backfilling staff working on the project
* Professional Fees – for instance freelancers or other service providers
* Repair and Conservation Work
* Digital Outputs
* Equipment and Materials
* Training
* Travel
* Expenses (out of pocket)
* Cost of producing learning materials
* Publicity and promotion
* Evaluation
* Other