



MLA North West Museum Development Fund Grants 2004 - 2006



Guidance and advice to applicants

Please read these notes carefully. For further advice and information, please contact: **Claire McDade, Museums Development Officer, MLA North West** Tel: 01925 625064 claire.mcdade@mlanorthwest.org.uk

What is the Museum Development Fund?

The Museum Development Fund (MDF) has been set up to meet some of the key strategic needs of **non Hub** museums across the North West region during 2004-2006. It consists of a grants programme for projects and partnerships and development funding which will be used to support sub-regional networks across the region and to pump prime strategic museums projects. The total grants fund available is £140,000.

Context

Links to Renaissance in the Regions and the North West Regional Museums Strategy

MLA North West is working closely with the North West Hub to develop and deliver the North West Regional Museums Strategy with the help and support of:

- Museums and galleries across the North West
- Designated collections
- National museums
- Culture Northwest
- Arts Council of England North West
- North West Federation of Museums and Art Galleries
- North West Regional Development Agency

The findings of the consultation carried out with the organisations listed above have helped shaped the priorities for the MDF 2004-2006.

For the **Renaissance in the Regions Business Plan Executive Summary**, see the MLA North West website: www.mlanorthwest.org.uk

The **North West Regional Museums Strategy** document will be available on the MLA North West website from autumn 2004.

Useful Background Information

For this application it will be useful to be aware of MLA North West's Operational Plan which describes the following 10 work programme areas for 2004-05:

- 1 Access and Inclusion
- 2 Strategic Marketing
- 3 Collections
- 4 E-society
- 5 Leadership and Advocacy
- 6 Learning
- 7 Research and Development
- 8 Standards
- 9 Workforce Development
- 10 Enabling Infrastructure

See MLA North West's website under Business Plan Summary at: www.mlanorthwest.org.uk The 10 programmes inform all of MLA North West's work and are part of a shared planning framework developed with the Museums, Libraries and Archives Council (MLA). For the purposes of the Museum Development Fund we have prioritised some of the key programme areas. See Section 4 of this document for the MDF Grant Priorities.

Grant Guidelines

1. How much is available under the MDF grant programme?

£140,000 until March 2006

There will be two rounds of applications:

Closing Dates:

- 30 August 2004
OR
- 7 February 2005

2. How much can you bid for?

Individual museums can bid for up to **£5000** per round.

- It is unlikely that we will fund the same organisation more than once in this period unless as part of a wider partnership project.
- Partnership projects involving several museums can bid for more overall but can not exceed the total value of a maximum of £5000 per institution.
- We will accept separate bids from museums with multiple sites but we will take strategic decisions on how much overall funding we can give to one institution.

3. **Who can apply for the MLA North West Museum Development Fund?**

The MDF is available to non Hub **museums** in the North West of England that meet the following criteria:

- Museums must have a Forward, Development or Business plan of an appropriate scale and nature
- Museums must have achieved Full or Provisional Phase 2 Museums Registration
- Joint applications by groups of museums and cross-domain projects (museum, library, archives) are also welcomed and encouraged.
- First Partners of the North West hub.
- Projects in partnership with North West Hub museums will be accepted, but the application must be submitted by a non Hub venue.

4. **MLA North West MDF grant priorities**

The following priorities are directly linked to MLA North West's Operational Plan 2004-05 (see above)

Inspiring Learning for All

This is a planning tool which helps museums staff to place learning in its widest sense at the heart of any project or activity. It also provides a methodology for measuring the impact of learning and is aimed at **all** staff working in museums.

All applications **must** demonstrate use of Inspiring Learning for All. Further information is available at www.inspiringlearningforall.gov.uk or contact MLA North West's Learning and Access team Tel: 01925 625050

4.1 What we will fund

All of the following themes can be linked in a variety of ways. We welcome imaginative and creative responses to the opportunities and challenges currently facing museums.

4.2 Collections

Conservation and collections care

Preventative and remedial conservation projects – this can include the hiring of professional conservators (who must be listed on the United Kingdom's Institute for Conservation's Conservator Registrar, see www.conservationregister.com) or form part of a planned programme to improve conservation and collections care standards.

Documentation

Projects which aim to improve the documentation of collections, and research programmes which seek to gain a better understanding of the museum's collections. Also, projects designed to facilitate online access to collections.

Conservation, collections care and documentation projects must link to the museum's Forward Plan and demonstrate how they will either:

- Improve access to the collections (e.g. linking to a digitisation programme)
- Facilitate workforce development (e.g. developing object handling training with staff/volunteers),
- Provide learning opportunities for visitors (e.g. how will projects generate learning opportunities for users and/or staff?)

Projects which respond to the new Standard for Registration are encouraged

4.3 Learning and Access

Innovative projects to develop or sustain partnerships with new user groups, including work with diverse, socially excluded and non-traditional museum audiences. (e.g. exhibitions and interpretation, contemporary collecting, developing targeted resources, etc.)

Projects to enhance physical and intellectual access to collections and services for people with disabilities. Implementation will only be supported if specialist access advice/audit has been undertaken. Grants can only be used as funding towards an access audit.

4.4 Workforce and Organisational Development

Workforce development projects:

- Training, particularly development opportunities which benefit all staff/volunteers in new areas of work, (e.g. a whole staff training day on social inclusion/Inspiring Learning for All, object handling or collections care).
- We will provide support for individuals working in museums (including volunteers) who are undertaking a CPD programme, (e.g. attending training seminars, training courses, costs of NVQ courses).
- If the application is for training costs, the application must link to the organisation's Training Development Plan.
- Staff exchanges, work shadowing and placements.
- Projects to develop management and leadership skills.
- Volunteer programmes.

Organisational development:

- Projects to improve a museum's **marketing and evaluation**, either by producing a marketing plan and/or by implementing the recommendations of such a plan.

5. How much grant will MLA North West offer?

The grants will fund up to 100% of project costs but match funding from partnerships is encouraged.

6. Assessment criteria

6.1 Within these overall priorities, preference will be given to applications which:

- Encourage innovation in learning and access.
- Include elements of partnership and collaboration with external bodies and/or internally across departments of the museum.
- Foster cross-domain working between museums, libraries and Archives.
- Meet the museum's own long term development plans and priorities as set out in Forward, Development or Business plans.
- Improve practice.
- Are sustainable.
- Demonstrate clear public benefit and value for money.
- Demonstrate clear links to MLA North West's business plan.

MLA North West will also aim to achieve a balanced spread of expenditure and strategic priorities across the region.

6.2 Activities the Museum Development Fund will NOT finance:

- Publications.
- Purchase of collections.
- Work funded through insurance claims.
- Staff salaries, **except** where short term contract staff have been specifically employed to do a specific piece of work or to cover existing salaried staff engaged in new or additional work.
- Day to day running or maintenance costs, the costs of regularly occurring activities, or projects that have already begun. These should be funded by the museum's core revenue budgets.

MLA North West will not cover the costs of examination fees, personal equipment, accreditation fees or professional body membership fees.

7. What is the timetable?

Key dates for grant applications	2004 - 2005	2005 - 2006
Deadline for receipt of applications	30 August 2004	7 February 2005
Notification of results	30 September 2004	7 March 2005
Deadline for claiming grant	31 May 2005	31 May 2006
Payment of grant:	Within 30 working days of receipt of claim form and appropriate evidence of expenditure	

In no circumstance will grant be paid if we have not received a completed claim form and evidence of expenditure by 31 May 2005 or 31 May 2006 if a two year project has been agreed.

8. Completing the application form

Please read these guidelines carefully, especially **Section 4. MLA North West MDF grant priorities** and **Section 6. Assessment Criteria** as your application is more likely to be supported if you have followed these guidelines. Please check that you have answered all sections of the application form and send the completed document to the Head of Finance and Administration at MLA NW by the closing date (see Section 7).

We need to see evidence that you are aware of and working towards the national standards that are appropriate to your proposal. For example, museums must have achieved Full or Provisional Registration with The Museums, Libraries and Archives Council (MLA).

Collections care projects should refer to *Benchmarks in Collections Care for Museums, Archives & Libraries* published by MLA and available at: www.mla.gov.uk/documents/benchmarks.pdf

Advice

We expect any project to have been devised in consultation with an appropriately qualified person. This may require you to obtain professional advice from your Curatorial Adviser, or internally from colleagues. Please ensure that we know what advice you have taken, and from whom, whether internally or externally.

Further Information

- We must know the main suppliers and costs in order to determine the standard and cost effectiveness of the work.
- Do not send copies of suppliers'/contractors' estimates. Please give details of the costs on the application form.
- Volunteer time and goods "in kind" cannot be counted towards matching costs.

VAT

If you are VAT registered you **cannot** include VAT in your grant claim.
If you are not VAT registered you **can** include VAT in your grant claim.

9. Assessment procedure and conditions

Each application is initially assessed on its own merits against the above priorities. Decisions relating to the amount of grant allocated are taken within the limitation of the overall grants budget.

25% of MLA North West's overall expenditure is directed towards learning and access. This will have an impact on which projects we decide to fund.

Bids will be assessed by MLA North West, and if necessary we will seek advice from appropriate agencies where relevant. The recommendations will be reviewed and ratified by the MLA North West Board, which takes final responsibility for all decisions.

Evaluation

Grants will be released on receipt of a final report, not to exceed two sides of A4, which should explain what the objectives of the project were and the degree to which these are met, and give an account of the outcomes of the project. A pro-forma will be provided when a grant offer is made.

The report **must** be accompanied by two digital photographs of publishable quality which relate directly to the project, together with a statement, signed by the applicant, that MLA North West can use the report and images in its publications and/or website.

MLA North West reserves the right to disseminate these case studies to promote new/best practice and to advocate the impact of museums to other organisations.

10. If applying for funds towards the costs of CPD activity, the following must be submitted with the application form:

- An individual CPD plan – the project grant applied for must be linked to this plan.
- The dates of specific events and costs, including travel costs, as supporting evidence.
- Completed applications must be signed by: line manager, volunteer co-ordinator, or person in authority from the organisation for which they carry out voluntary work.

11. Grant Conditions and claiming your money

11.1 Payment will only be made on completion of the project and submission of the claim form. Grant claims must be accompanied by copy paid invoices or receipts as evidence of expenditure.

11.2 Grant aid cannot be claimed on work undertaken before an application is made and no work can commence prior to formal written approval of the project.

11.3 All projects must be completed within the stated timescale. MLA North West should be notified as soon as possible if there is any variation, with an explanation. Severe slippage in the project timetable may result in the withdrawal of the grant.

11.4 The grant must not be used for any purpose other than that stated in the grant award notification letter. Consent to change the project must be sought from and is at the discretion of MLA North West.

11.5 Support by MLA North West must be acknowledged in any advertisement, report, publicity or permanent record associated with the scheme, as follows: *This project has been supported by MLA North West through the Museums Development Fund.* The logo and

guidelines for use can be provided in either hard copy or electronic format.

The Museums, Libraries and Archives Council's logo must also be used (this will also be provided with grant letter).

11.6 Applications can be submitted by email but must be backed up by a signed hard copy.

Please submit your application forms to:

Shirley Bridge
Head of Finance and Administration
MLA North West
The Malt Building
Wilderspool Park
Warrington WA4 6HL

Tel: 01925 625050
Fax: 01925 243453

shirley.bridge@mlanorthwest.org.uk

Electronic versions are acceptable but we must also have a signed hard copy

Sources of Information and Advice at MLA North West:

For further information and advice please contact the appropriate officer at MLA North West:	
Museums: Claire McDade, Museums Development Officer	Tel: 01925 625064 claire.mcdade@mnanorthwest.org.uk
For further advice on Cross-Domain partnership Projects:	
Archives: Janice Tullock, Archives development Officer	Tel: 01925 625062 janice.tullock@mnanorthwest.org.uk
Libraries: Alan Boughey, Libraries Development Officer	Tel: 01925 625063 alan.boughey@mnanorthwest.org.uk
For further advice on learning and access issues:	
Chris Chadwick, contact for Cheshire Head of Learning & Access	Tel: 01925 625053 chris.chadwick@mnanorthwest.org.uk
Nicola Siminson, contact for Merseyside. Key areas: Formal learning and disability	Tel: 01925 625059 nicola.siminson@mnanorthwest.org.uk
Jane Fletcher, contact for Cumbria. Key areas: Schools and Rural Learning (Cumbria office)	Tel: 01768 895778 jane.fletcher@mnanorthwest.org.uk
Heather Tipler, contact for Lancashire. Key areas: Basic Skills and Family Learning (Cumbria office)	Tel: 01768 895639 heather.tipler@mnanorthwest.org.uk
Jo Ward, contact for Greater Manchester. Key areas: informal learning, social inclusion and diversity.	Tel: 01925 625069 joanne.ward@mnanorthwest.org.uk
Finance Advice:	
Shirley Bridge Head of Finance and Administration	Tel: 01925 625067 shirley.bridge@mnanorthwest.org.uk