



Small Grant Scheme, Emergency Funding 2020

Guidance Notes

The Small Grant Scheme is part of the West Midlands Museum Development Programme (WMMD), funded by Arts Council England (ACE).

The aims of the Small Grant Scheme:

The Small Grant Scheme will support museums in the West Midlands that were ineligible for either ACE's Emergency Response Fund or National Lottery Heritage Fund's (NLHF) Heritage Emergency Fund.

We will prioritise applications that **demonstrate urgent need** for support to **stabilise the museum to allow future operation** and/or **protect heritage** during the Covid-19 pandemic.

Museums that have been unsuccessful in applying for the ACE and NLHF funds may apply.

Please Note:

- We will prioritise applications that demonstrate an urgent need where our intervention will provide stabilisation to allow for future operation
- This is a rolling fund with a final closing date of 9am, Wednesday 29 July 2020
- The grant panel will meet fortnightly with first grant offers made on 23 June and then fortnightly on 7 July, 21 July and 4 August 2020
- Your application will be presented to the first available grant panel after its receipt
- We strongly recommend that you discuss your application with your Museum Development Officer (MDO) before you submit it

KEY DATES

You can apply from	9am, Wednesday 3 June 2020
To be included in the final panel you must submit your application form no later than	9am, Wednesday 29 July 2020
We will tell you if you have succeeded on	23 June, 7 July, 21 July and 4 August 2020
If successful, you must complete and submit an Organisation Health Check and any other information requested by	2 October 2020
You must spend your grant by	1 December 2020
You must submit your final invoices, receipts and statements by	31 December 2020
We expect a brief report by	31 December 2020

Information for Applicants

1. Is your museum eligible?

Your museum must hold Accreditation (including Provisional Accreditation) or be formally Working Towards Accreditation. To check your status, please see the list of Accredited Museums at <https://www.artscouncil.org.uk/document/list-accredited-museums-uk-channel-islands-and-isle-man>

National Portfolio Organisations and National museums are not eligible to apply.

Museums in receipt of either ACE's Emergency Response Fund or NLHF's Heritage Emergency Fund are not eligible to apply.

If you are awaiting a decision from NLHF please advise us of the outcome as soon as possible.

2. How long have I to spend the grant?

The grant is for emergency funding and must be spent by 1 December 2020.

3. How much can I apply for?

You can apply for any amount between £500 and £3,000.

4. What will we fund?

We WILL consider applications for activity/ expenditure that will address financial or organisational challenges due to the Covid-19 pandemic. The following is not an exhaustive list and could include:

- running costs e.g. utility bills, rent, extended insurance for loan items
- consultancy e.g. for business remodeling, finance, governance, health and safety
- support for improving store accessibility
- PPE equipment
- tools for digital audience engagement
- staff to carry out essential work (subject to conditions of furlough scheme)
- training costs for a particular skillset which is linked to a person who is shielding or furloughed
- market research
- marketing and press campaigns

If you are unsure whether a cost could be covered by the grant funding please contact your MDO for clarification before making an application.

We will only provide funding for costs and activity once WMMD has received your signed copy of the Grant Offer Letter. All expenditure must be completed by 1 December 2020.

5. What won't we fund?

We will not consider activity/ expenditure that does not address significant financial or organisation challenges resulting from the Covid-19 pandemic, for example:

- building costs
- travel costs for staff or volunteers
- attendance at conferences and or membership subscriptions
- contingency

In addition, you cannot use the Small Grant Fund money for:

- any costs you have to pay before a decision is made on your application by West Midlands Museum Development

- any costs that are already covered by other funding/ income
- any goods and services, including consultants and contractors, that have not been appointed in accordance with the Small Grant Fund requirements

6. Will the grant cover VAT?

The grant will cover VAT that you cannot recover from HM Revenue and Customs.

VAT registered museums should show all costs and claims exclusive of VAT.

Museums not registered for VAT should show all costs and claims inclusive of VAT.

You must send us all appropriate invoices (with VAT or without VAT) when submitting your final accounts.

7. How will the money be paid?

We will pay you 100% of the grant via BACS payment once we have received your signed acceptance of the Small Grant Fund terms and conditions.

8. What do we expect you to agree when we offer a grant?

- You must **complete and submit an Organisation Health Check** and any other information requested by WMMD by 2 October 2020
- You must **complete all expenditure** by 1 December 2020
- You must **forward copies of all invoices, receipts and statements** to WMMD by 31 December 2020
- On completion you must **submit a brief report** (using our reporting template) by 31 December 2020

9. What is the Organisational Health Check?

The Organisational Health Check is a self-assessment tool for museums which will take around an hour to complete.

It is designed as an indicator to help you highlight your museum's current best practice, understand where the museum has areas of development and to feed into your forward planning.

This will enable you to prioritise areas of working over the next 12 months and provide you with a benchmark for future work.

The organisational health check asks an overarching question about your museum's Forward Plan and then addresses six themes:

- governance and leadership
- financial planning and resources
- people development and management
- working practices
- audiences
- collections

By completing the organisational health check you will receive a bespoke advisory report with a summary of your results and suggestions of where to access support in your highlighted areas of need.

The information gathered via the Organisational Health Check will be used by Museum Development regionally and nationally to understand current trends and create targeted support for museums.

We will use the information gathered to inform programming and development support. Your museum will be invited to join programmes if you have indicated that they are a priority for your organisation.

As we repeat the Museums' Organisational Health Check every two years it will allow you to see how your museum has evolved, highlighting where you've developed and potential areas for growth in the future.

How to Apply

Please speak to your MDO about your planned activity before applying.

Please complete the Application Form which can be downloaded from our website www.mdwm.org.uk or requested by emailing wwmd@ironbridge.org.uk

10. How will grant applications be assessed?

We will prioritise applications that demonstrate urgent need where our intervention will provide stabilisation to allow for future operation and/ or protect heritage.

This is a competitive application process. Each application will be assessed by a Grants Panel comprised of team members from Ironbridge Gorge Museum Trust and West Midlands Museum Development.

The panel will assess your application against the following criteria:

- You have explored other appropriate funding options
- The grant application demonstrates a financial need
- The grant application demonstrates a timely need
- The grant fulfils a demonstrable need
- You provide a clear outline of how the grant will support your museum and how it will be implemented
- Your proposed costs are appropriate to scale and nature of your application

Applications will be assessed on a rolling fortnightly basis. Museums will be contacted regarding the decision of the first panel on Tuesday 23 June. Further notification dates will be 7 July, 21 July and 4 August.

The panel's decision is final.

11. Completed Applications

We will only accept applications submitted using our grant application form.

Please send your completed application forms by email to wwmd@ironbridge.org.uk

The final closing date for applications is: 9am, Wednesday 29 July 2020.

12. Sending applications by email

- Ensure that your subject line does not contain any full stops or commas
- Ensure that attachments do not contain any full stops or commas within their name for example in a date (file extensions are acceptable for example .docx)
- We can accept Word, Excel and PDF files
- If your email contains over 8MB of attachments, please send all the documents to us via We Transfer
- We will acknowledge receipt of your application within one working day. If you haven't heard from us after this time, please contact us immediately.

Notes on completing the APPLICATION FORM

13. APPLICANT DETAILS

Please ensure that you complete this section thoroughly and provide up to date details for the named person who will be the primary contact for any queries about the application. We will hold this information on our database to help us process and monitor your application and, if successful, your grant.

Tell us here how much grant funding you wish to apply for.

Remember to stick to the word count!

14. SECTION ONE: Understanding the impact of Covid-19 on the financial stability of your organisation

Section One is designed to inform the Grants Panel how the Covid-19 pandemic has affected the financial health of your organisation.

a. Have you applied, or are you planning to apply for, any Covid-19 support schemes? Which ones? Please state outcomes.

If you have not applied, please outline why.

What other steps have you taken to reduce your outgoings? (max 250 words)

This demonstrates that your organisation has applied for all available sources of funding. Please include the outcome of these applications.

b. Please state your free cash reserves as at 31 May 2020.

This includes accessible funds that may have been earmarked for projects that will be delayed due to the pandemic.

c. Has your organisation prepared a cashflow forecast for the next few months/to your year end? If yes please attach a copy with your application email. If you do not have a cash projection please explain why below.

This breakdown of your expected outgoings and income (if applicable) will help the grant panel to understand that the organisation has reviewed the financial situation in the short term.

If you do not have an updated cashflow forecast we may request that you produce one if your application is successful.

d. How many months will the free cash reserves and any other funding support the short term operation of the organisation (from 1 June 2020)

This helps the panel to evaluate the immediate need for emergency funding.

e. Has your organisation faced any significant sustainability concerns in 2019 or in early 2020 prior to the impact of Covid-19 arising? Did this place your heritage at risk?

If your museum was already facing significant sustainability concerns *before* the Covid-19 pandemic please summarise here. By 'significant', we mean challenges that put your museum at risk of permanent closure without additional financial or organisational support.

15. SECTION TWO: What is the grant for? How will you use the money?

Section two is designed to inform the Grants Panel about the need and the impact that a Small Grant will have on your organisation and its heritage.

a. What is your project? (max 50 words)

Tell us what your need is in 50 words

- Keep it simple, keep it clear.
- Would someone who knows nothing about your situation clearly understand what you want to achieve if they read this section? If they don't the grants panel won't either!

b. Please tell us the difference that this funding would make to your organisation. How would it help protect heritage? (max 500 words)

Provide a detailed explanation to help the Grants Panel to understand more about your proposed project.

Tell us about the work that will be carried out, highlighting why the grant is needed, by whom and include a summary of any evidence you have collected to demonstrate need.

c. Who will be responsible for managing this funding?

Make sure that there is a person or shared team able to ensure the grant is managed in line with your application.

Please provide name, role and contact details.

16. SECTION THREE: Grant funding breakdown

a. Grant Applied For. How much funding are you seeking from the Small Grant Scheme?

b. Is the museum VAT registered?

Tell us the total amount of grant funding you need from us.

- VAT-registered museums should show all costs and claims exclusive of VAT.
- Museums not registered for VAT should show all costs and claims inclusive of VAT.

If this statement causes you confusion, check your status with your MDO.

At the end of the project, you should submit the appropriate invoices (with VAT or without VAT).

c. Costs: Provide an indicative list of all the costs including the specialist services/ materials/ or equipment required.

This is where you describe and list the costs of the various items or services you want the grant to fund.

We expect you to include evidence of the costs, like quotations, statements, price sheets, as email attachments.

Make sure that you are only asking for funding for things that the Small Grant Scheme will pay for (check sections 5-7 to be sure). Do not include a contingency cost as this will not be considered by the panel.

Finally, make sure that the costs quoted in here exclude or include VAT as appropriate. Again, if in doubt, check with your MDO.

17. SECTION FOUR: Agreement

Ensure that you have read and accept the terms of the agreement. The declaration must be signed and dated by the CEO, Chair, Director or Head of Museum Service.

GOOD LUCK WITH YOUR APPLICATION!