**Application Form For**

*Developing an Equality Action Plan 2020*

This programme has been designed to support managers, Trustees and decisions makers to develop Equality Action Plans (EAP) that will enable their museums to strategically implement actions and changes to create more diverse and inclusive organisations. An effective EAP can support equality, diversity and inclusion for workforce, audiences, programming and collections. Participating museums will identify their own organisational challenges and priorities.

Participants will be supported to identify, refine and communicate their plans; to colleagues, stakeholders and audiences. An Equality Action Plan is a live, evolving tool which needs regular review and development to work effectively. Some museums may be creating their first Equality Action Plans, whilst others will be reviewing and reflecting on their work to date, updating EAPs to set more ambitious targets. Inclusive Boards will provide expert feedback and guidance on your developing plan to ensure it is clear, ambitious and fit for purpose.

We have appointed [Inclusive Boards](http://www.inclusiveboards.co.uk/) to design and deliver the programme. They are a highly experienced training agency who have worked with over 100 organisations at board level to support their equality, diversity and inclusion strategic planning and development of equality, diversity and inclusion action planning.

**18 November 2020, 10am-11.30am, Developing an Equality Action Plan, online training.** Attendees will review examples of EAPs from other sectors and work together to develop a suitable template.

**25 November 2020, 10am-11.30am, Completing an Equality Action Plan, online training.** Attendees will begin to identify goals and objectives, and explore how to communicate plans to colleagues and stakeholders.

**26 November - 31 March 2021, EAP development, 1-2-1 appointments with Inclusive Boards.** Participants will independently develop their EAPs, consulting with museum colleagues and stakeholders. Project leads will attend two 30 minute 1-2-1 appointments with Inclusive Boards to review their first drafts via phone or video call. All appointments with Inclusive Boards to be completed by 31 March 2021.

Participants are strongly encouraged to undertake further learning and consultation to inform an Equality Action Plan which is fit for purpose. West Midlands Museum Development are compiling a list of [resources](https://mdwm.org.uk/equality-diversity-and-inclusion-resources/) which can be used as a starting point to support this process.

**Programme Timescale:**

* Submission of Application Form by **5pm, Friday 30 October 2020**
* Successful applicants notified **w/c 2 November 2020**
* Training will take place via [Zoom](https://zoom.us/) on **18 November and 25 November, 10am-11.30am**
* 1-2-1 appointments with Inclusive Boards will be scheduled **before 31 March 2021**

**Conditions of Participation**

* Priority will be given to non-NPO and non-National museums who are Accredited or Working Towards Accreditation based in the West Midlands
* Museums must commit to:
  + Providing a dedicated project lead
  + Active participation in the project, including prompt and timely correspondence with project partners, and have the permission and support of your senior management team
  + Attend two online training sessions on 18 November and 25 November, 10am-11.30am
  + Undertake development work outside of training sessions to develop an Equality Action Plan
  + Access 1-2-1 support from Inclusive Boards via phone or video call. Inclusive Boards will provide a review of first draft EAPs, suggesting areas for improvements for second drafts

**About you**

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| --- | --- |
| **Name:** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **Job Title:** | Click here to enter text. |
| **Organisation:** | Click here to enter text. |

**Does your museum currently have an Equality Action Plan?**

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| Click here to enter text. |

**What do you consider your organisation’s main challenges in relation to equality, diversity and inclusion?**

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| Click here to enter text. |

**What do you hope to get out of taking part in this project?**

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| Click here to enter text. |

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| **By signing this form your museum agrees to the ‘Conditions of Participation’ as outlined above and confirms that representative(s) will fully participate in the programme.** | | | |
| **Signed:** | Click here to enter text. | **Date:** | Click here to enter a date. |

**Please return completed form by email to** [**wmmd@ironbridge.org.uk**](mailto:wmmd@ironbridge.org.uk) **no later than 5pm,** 30/10/2020**.**