**Application Form For**

*‘Open to All 2021’- Accessibility Audit programme*

**Overview**

West Midlands Museum Development are providing four museums in 2021 with the opportunity to receive professional advice to improve access for visitors at their venue. WMMD have appointed [**Direct Access**](https://directaccessgp.com/consultancy/accessibility-audits/?cn-reloaded=1)to deliver this programme.

Each venue will receive an accessibility audit and report identifying a comprehensive list of tailored, prioritised recommendations based on current standards and legislation, an Easy Read Welcome Guide providing essential pre-visit information for their venue, expert training and advice.

The 2021 ‘Open to All’ programme has been developed in response to recommendations identified by an independent evaluation of the WMMD ‘Open to All’ programme 2015-2020, and wider sector research, including [Museum and Heritage Access Survey 2020 – VocalEyes](https://vocaleyes.co.uk/museum-and-heritage-access-survey-2020/).

Since 2004 Direct Access and its team of NRAC certified Access Consultants have provided access consultancy for thousands of buildings and services across multiple sectors. Millions of people daily use a service or premises audited by Direct Access. Direct Access’ clients range from small community museums such as Nantwich Museum to large sites including Kelvingrove Art Gallery and Museum in Scotland, Bodelwyddan Castle in Wales or UNESCO World Heritage sites such as the City of Bath and its Roman Baths.

*Participation in the Access Audit programme directly supports Arts Council England’s Accreditation Standard 2018, Users and their experiences, 7. Be accessible to the public.*

**This programme consists of three parts:**

1. **The Audit**
* Pre-arranged Access Audit visit to your site conducted by Direct Access during June or July 2021
* Accessibility Audit Report – Each venue will receive an access audit report in PDF format identifying a comprehensive list of tailored, prioritised recommendations based on current standards and legislation. The recommendations will also be provided in Excel format for ease of implementation, so that this can be developed into a ‘working’ accessibility plan.
* Easy Read Welcome Guide (Visual Story) – Direct Access will create a bespoke Welcome Guide designed to provide essential pre-visit information to visitors on your website. Welcome Guides will be provided in Word document format to allow museums to update information regularly as exhibitions, facilities and restrictions change.
1. **Training**

Creating an Effective Access Plan in the New Normal - Direct Access will deliver a short online training session on **15 September, 11am-12noon, via Zoom**, to support participating museums to use their accessibility audit reports effectively.

Delegates are also encouraged to attend the following training event linked to the programme;

* **20 July, 11am-12.30pm, Zoom** **– Accessible recruitment** successful applicants will be sent booking information prior to bookings opening to the wider WMMD network

WMMD will commission further training and/or support based on the findings of the accessibility audit reports. Participating museums will be offered priority booking for this support and are strongly encouraged to participate.

1. **Sharing**
* Online sharing event on **2 March 2022, 10.30am-12noon**. Participating museums will deliver a short presentation outlining how they have used the findings of the audit report and training to improve accessibility at their venue.
* Participating museums submit a Case Study outlining how they have used the ‘Open to All’ programme to improve accessibility at their venue by **31 March 2022**.
* Museums publish updated accessibility information for their venue online (using the Easy Read Welcome Guide or updating their own document) no later than **31 March 2022**

**Programme Timescale:**

* Submission of Application Form by **5pm, 14 June 2021**
* Successful applicants notified **w/c 21 June 2021**
* **Audit site visits will be undertaken by Direct Access during June and July 2021**
* ‘Accessible Recruitment’ event, **20 July, 11am-12.30pm**, Zoom
* **Completed audit reports will be sent to lead applicants and senior contacts no later than 31 August 2021**
* ‘Creating an Effective Access Plan in the New Normal’ event, delivered by Direct Access will take place via [Zoom](https://zoom.us/) on **15 September, 11am-12noon**
* Further training and/or support based on the needs identified through the audit report will be commissioned during the final quarter of 2021. Museums participating in the ‘Open to All’ programme will be given priority booking.
* Sharing event held **2 March 2022, 10.30am – 12noon, Zoom**
* Participating museums will complete a Case Study identifying how they have used learning from the project**, submitted no later than 31 March 2022**

Please note, that WMMD will endeavour to uphold dates stated above to enable participants to plan in advance. However, we will follow government guidance and may change dates if deemed necessary.

**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
* Places are limited and as such this is a competitive application process
* Museums that have previously received an accessibility audit through WMMD will be considered

**Are you committed to fully participating in the programme including attendance at events?**

Choose an item.

Please consider the following when answering the above:

* Is your senior management fully supportive of the organisations participation in this programme?
* Are you able to provide up to two key staff/volunteers to contribute as necessary?
* Will you ensure online accessibility information for your venue is updated following participation?

**About you**

|  |  |
| --- | --- |
| **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. |

**When did your museum last undertake an accessibility audit? Which organisation conducted the audit?**

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| Click here to enter text. |

**Did your organisation make changes or improvements as a result of your most recent accessibility audit?**

Click here to enter text.

**Does your museum provide up to date access information online? Please provide details.**

Click here to enter text.

**What do you consider to be your organisation’s main challenges in relation to accessibility?**

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| Click here to enter text. |

**Has your organisation undertaken any training or development, or accessed funding to support accessibility recently? Please provide details.**

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** **no later than 5pm,** 14/06/2021**.**