**Please complete the Application Form with reference to the Guidance Notes. If in doubt, contact your MDO.**

# Applicant details

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| --- | --- | --- |
| **Museum name** | | **Museum address and postcode** |
|  | |  |
| **Contact name** | | **Position** |
|  | |  |
| **Contact email** | | **Local Authority Area** |
|  | |  |
| **Amount applied for** | | |
| **£** | | |
| **Museum Accreditation status (please circle or make bold as appropriate)** | | |
| Accredited Provisional Working Towards Accreditation | | |
| **Have you previously received or are you currently in receipt of Cultural Recovery Funding (CRF) from any of the following funders? (please delete as appropriate)** | | |
| Arts Council England (ACE) | Yes/ No | |
| National Heritage Lottery Fund (NLHF) in partnership with Historic England (HE) | Yes/ No | |
| **Have you applied for CRF Round 3? (please delete as appropriate)** | | |
| Yes/ No | | |

# SECTION ONE: What is the grant for? How will you use this money?

The following questions will help the Award Panel to understand your need.

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| **a) What is your activity? (max 50 words)** |
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| --- | --- |
| **b) Please select your outcomes for this funded activity.** You must select **a minimum of one** of the following outcomes listed under Communities, Workforce, Leadership & Governance **OR** Collections and Programming.  Please read ACE’s [*Essential read: Inclusivity & Relevance*](https://www.artscouncil.org.uk/lets-create/essential-read-inclusivity-relevance) before selecting your outcomes. | |
| **Communities** | |
|  | Recognise under-served communities and take action to actively develop and grow relationships with them |
|  | Reach out, listen to and involve local communities to inform our work and practice |
|  | Work in partnership with creative practitioners and organisations who can help us build a meaningful relationship with those communities |
|  | Build trust and a sense of belonging for under-served communities through removing barriers and increasing access, opportunity, participation, and involvement |
| **Workforce, Leadership and Governance** | |
|  | Actively nurture a more inclusive organisational workplace which values and develops the talent of all the people we work with, including freelancers and employees |
|  | Foster a safer workplace where harassment and discrimination are challenged and eliminated |
|  | Identify and remove biases and barriers in organisational cultures and structures that reinforce inequality and block opportunity |
|  | Adopt a data-led approach to identify and respond to under-representation across our governing bodies, leadership roles and the workforce in relation to protected characteristic groups and those from lower socio-economic backgrounds |
|  | Identify actions and set targets to drive and monitor change |
| **Collections and Programming**  *\*Creative practitioners = Individuals undertaking roles such as collections development, exhibitions, programming, developing activities and events* | |
|  | Recognise the creative value of diversity by committing to work that is representative of and relevant to more people |
|  | Commit to inclusion and better representation across all \*creative practitioner roles |
|  | Invest in creating opportunities for a more diverse range of people to join the talent pipeline into the sector. This will include ensuring programming and talent development activity is designed to recognise and remove barriers to participation |
|  | Provide better access to resources and cultural spaces to empower under-represented \*creative practitioners to share their stories |
| **c) Outline your project in more detail; clearly state individual activities (outputs) and how you will deliver these (max 200 words)** | |
|  | |
| **d) How will the funded activity support your museums short-term priorities for its ongoing recovery from Covid-19? (max 200 words)** | |
|  | |
| **e) How will the funded activity support your museums long-term priorities for its ongoing recovery from Covid-19 and improve long-term resilience? (max 200 words)** | |
|  | |
| **f) Please state how you have considered inclusion and accessibility in the activity relating to your application. (max 200 words)** | |
|  | |
| **g) Please state how you have considered your organisation’s environmental responsibility in the activity relating to your application. (max 200 words)** | |
|  | |
| **h) How will you measure the success of the funded activity?** *Note: This needs to be cross referenced with sections b and c, and include clear targets and evaluation methods* **(max 200 words)** | |
|  | |
| **i) What are the key milestones of the funded activity? Who will be responsible for delivering the project and managing the funding?** | |
|  | |

# SECTION TWO: Grant funding breakdown

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| --- | --- | --- |
| **Please outline your project funding summary** | | |
| **a) Grant Applied For**  How much funding are you seeking from the Recovery Grant Scheme? | | **£** |
| **b) Is the museum VAT registered?**  Please note: VAT-registered museums should show all costs and claims exclusive of VAT. Those not registered for VAT should show all costs and claims inclusive of VAT. | | YES/NO  (please delete as appropriate) |
| **c) Project Costs**  Provide an indicative list of all the project costs including the specialist services/ materials/ or equipment required to deliver the project. Continue on a separate sheet if necessary. | | **£** |
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| **(c) TOTAL Costs** | | **£** |
| **d) Match Funding**  What cash or in kind resources will you be contributing to this project? Indicate whether this includes/excludes VAT. Add your own headers if required. | | **£** |
| Costed staff time | Y / N |  |
| Costed volunteer time | Y / N |  |
| Contribution from core budgets | Y / N |  |
| Transport | Y / N |  |
| Venue costs | Y / N |  |
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|  |  |  |
|  |  |  |
| **(d) TOTAL Match funding** | | **£** |

**MAKE SURE THAT WHEN YOU ADD UP (a) the Grant Applied for and (d) the Match Funding that they equal (c) the overall costs of the project**

# SECTION THREE: Agreement

All successful applicants will receive a formal Grant Offer and must agree to the following terms:

* To **uphold the** [**Principles for Working with Freelancers**](https://southwestmuseums.org.uk/wp-content/uploads/2021/03/Museum-Freelance-Principles-checklist.pdf)
* To **ensure approaches meet current accessibility requirements and recommended good practice**, using examples and resources developed by [South West Museum Development](https://southwestmuseums.org.uk/wp-content/uploads/2020/09/Digital-Website-accessibility-an-introduction.pdf) and those listed on [WMMD EDI pages](https://mdwm.org.uk/equality-diversity-and-inclusion-resources/)
* To **acknowledge the Recovery** **Grant funding from WMMD and ArtFund** on all print and online marketing materials using the wording and logo we will provide
* To **complete the Organisational Health Check Tool** (if not already done so in last 12 months) and other information requested by WMMD by 1 February 2022
* To **complete all activity expenditure** by 1 March 2022
* To **forward a copy of all receipts, statements and invoices** to WMMD by 1 April 2022
* To **submit a final activity report** on completion to WMMD by 1 April 2022
* To **complete an Evaluation Survey** for Museum Development Network and Art Fund when requested
* To **take part in the National Annual Museum Survey** **2022** (by September 2022) which helps us establish benchmarking for the museum sector regionally and nationally

**Declaration**

This must be completed by the CEO, Chair, Director or Head of Museum Service.

Please sign and date to confirm:

* You have read and accept the terms of the agreement
* All information provided in the application is true and correct to the best of your knowledge

|  |  |
| --- | --- |
| Signature | Date |
|  |  |
| Print Name | Position |
|  |  |

# Completed Applications

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

We encourage applicants to carefully consider the value of their grant requested in order that the available funding may support as many museums as possible.

Please send your completed application forms by email to [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk)

Remember to attach copies of supporting evidence such as quotations with your application.

# Deadline

**The deadline for applications is 5pm, Friday 5 November 2021**

# Acknowledgment

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.