Application Form for

# ‘WMMD Inclusive Museums 2022-24’

## **Overview**

West Midlands Museum Development (WMMD) is working with Isilda Almeida and Maurice Davies to provide a small cohort of museums with the opportunity to receive professional training, mentoring and peer support to actively improve equity and inclusion across their organisations.

The programme will run over three phases between autumn 2022 and early 2024.

As a result of taking part in the programme, participants will:

* Demonstrate a consistent understanding of Equity and Inclusion and how it relates to their audiences, workforce (paid and voluntary), governance and programmes
* Feel confident about using inclusive language and current Equity and Inclusion terminology
* Identify internal issues and external opportunities and barriers related to Equity and Inclusion and develop the skills to address them
* Demonstrate improved confidence in talking about difficult issues/ topics
* Identify the challenges and/ or barriers within their organisation relating to Equity and Inclusion and develop plans to address these
* Undertake a self-assessment of EDI in their organisation
* Prepare an Equity Action Plan (EAP)
* Gain a supportive network of colleagues developing their equity and inclusion policy and practice
* Involve their wider organisation in developing their Equity Action Plan

## **About the trainers**

Isilda Almeida and Maurice Davies deliver tailored approaches to increasing inclusive and equitable practice in the cultural sector, including training, advice, strategic planning, service review and community engagement.

Isilda Almeida, works as an Equity, Diversity and Inclusion Consultant in the culture sector and brings with her over 20 years’ experience of the UK heritage sector. Isilda will be supported by Maurice Davies, who brings nearly 40 years’ experience in UK museums and galleries as a policymaker, leader and curator. He has championed equity and inclusion since the 1990s when he was editor of Museums Journal. He has advised organisations such as the Greater London Authority, the National Museum Directors Council and the National Trust on aspects of heritage and race. Most recently he has helped Museum Detox with an organisational review and, with Isilda, delivered training on museums, equity and inclusion.

Between them, Isilda and Maurice bring knowledge, professional and lived-experience, current approaches to Equity and Inclusion, contextualised by historical and political events that have shaped how museums got to where they are.

## **Programme Information**

### **Who should attend?**

This programme has been designed to involve two participants\* from each organisation- staff, trustees and volunteers working in museums, galleries and heritage sites who are:

* Keen to review and prioritise improving equity and inclusion at their organisation
* In a position to initiate organisational change
* Open to new ways of working
* Able to dedicate time and staff resources to ensure they can benefit from the programme fully

\*If it is not at all possible for your organisation to send two participants then it is essential that the attending delegate holds a senior position in the organisation and can implement organisation-wide change.

It is important that delegates share learning with their colleagues and meet regularly to embed understanding and ensure actions can be implemented effectively within the organisation. To support this there will be tasks to complete with your wider team between sessions.

### **Programme schedule**

The programme will be delivered via three phases of activity through a combination of live online workshops, 1:1 mentoring, case studies and peer group activities between October 2022 and March 2024. Recorded training presentations will also be available to share with colleagues.

Phase 1: Preparation, November-December 2022

Phase 2: Planning, January – February 2023

Phase 3: Delivery, April 2023 - March 2024 details to be confirmed

Participants will arrange to meet with their museum colleagues over the course of the programme to;

* Undertake a self-assessment of EDI in your organisation
* Develop a museum Equity Action Plan
* Implement plans

Phase 3 of the programme will be informed by the feedback and priorities of participants during Phases 1 and 2. Support will include 1:1 mentoring with an EDI professional and structured peer network support. During Phase 3 WMMD will also support participants to access professional 1:1 bid writing support to support any fundraising bid that aims to address an action or priority addressed through the museum’s Equality Action Plan.

Phase 1 - Preparation

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| Date | Session | Activity |
| 1 November 2022 | Session 1 Introduction to EDI and museums (full day) | **Facilitated online workshop**: Programme launch, including;  Inclusivity, Relevance and Dynamism  Museum Case studies  Start EDI baseline assessment |
| November 2022 | 1:1 mentoring session | **Mentoring (online):** Isilda Almeida will schedule 1:1 mentoring sessions with each organisation to support museums to conduct a Baseline EDI assessment |
| 8 November 2022 | Session 2 Peer Learning (half day, morning) | **Facilitated online workshop:** Create a shared learning ethos and establish peer groups |
| Mid November 2022 | Peer Group Task 1 | Peer groups support each other in engaging colleagues in their museums, analysing EDI baseline assessments and identifying priorities for action |
| 22 November 2022 | Session 3 How to embed EDI in your organisation (half day, morning) | **Facilitated online workshop:** Each museum develops key points to share within their organisation and learns how to share ownership – eg create an Equity Action Group |
| 29 November 2022 | Session 4 Difficult conversations and the language of EDI (half day, morning) | **Facilitated online workshop:** Reflecting on the experience of engaging colleagues and enhancing skills for difficult conversations around equity. Sharing priorities for Equality Action Planning and planning to engage colleagues. |
| Early December 2022 | Peer Group Task 2 | Peer groups support each other to refine each museum’s priority areas for change (working with organisational colleagues) |

Phase 2 - Planning

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| Date | Session | Activity |
| 31 January 2023 | Session 5 Inclusive volunteering, creating an Equity Action Plan (half day, morning) | Facilitated online workshop: Volunteers and EDI  Introducing suggested format of EDI plan |
| 7 February 2023 | Session 6 Transatlantic slavery, empire and museums  (half day, morning) | Facilitated online workshop: Background to museums and colonialism and case studies of activities taken to decolonise museums |
| Mid February 2023 | Peer Group Task 3 | Peer group supporting development of EAPs, identifying actions and success indicators |
| 21 February 2023 | Session 7 Community Coproduction (half day, morning) | Facilitated online workshop: Building workforce confidence in coproduction |
| 28 February 2023 | Session 8 Sharing Draft Equity Action Plans (half day, morning) | Facilitated online workshop: Final programme cohort session |
| March 2023 | 1-2-1 Mentoring session | Mentoring (online): Finalising your Equity Action Plan (EAP) |

Phase 3 - Delivery

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| Date | Session | Activity |
| April, June, September, November 2023  January 2024 | Peer Groups meet (at least five times) | Peer groups meet to support each other in implementing and reviewing progress with EAPs. Suggested structures and agendas for meetings will be provided |
| Summer – Autumn 2023 | 1:1 mentoring session | Mentoring (online): 1:1 mentoring session for each museum. Details to be confirmed |
| 2023 | 1:1 bid writing support | WMMD will facilitate access to professional 1:1 bid writing support |
| Early 2024 | 1:1 mentoring session | Mentoring (online): Final 1:1 mentoring session. Details to be confirmed |

### **Sharing**

Participating museums submit a Case Study to WMMD outlining how the ‘Inclusive Museums’ programme has impacted their organisation by 31 March 2024.

#### **Application Timescale:**

* Submission of Application Form by **5pm Monday 12 September 2022**
* Successful applicants notified **w/c 19 September 2022**
* Participating museums will complete a Case Study **no later than 31 March 2024**

## **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

### **Data Sharing**

This programme requires us to share your application and contact information with our training providers; Isilda Almeida and Maurice Davies. We will obtain a ‘Third Party Data Processing Agreement’ to ensure that they are looking after your personal data in an efficient and compliant manner.

## **Application Information**

Are you committed to fully participating in the programme including attending all events?

Choose an item.

Please consider the following when answering the above:

* Is the senior management of the organisation fully supportive of participation in this programme?
* Are you able to provide up to two key staff/ volunteers to contribute as necessary? At least one participant from each museum must be senior enough to implement change.
* Will you meet with colleagues to identify organisational priorities and develop plans?
* Will you commit to developing and implementing an Equality Action Plan as a result of participation in the programme?

#### **About you (lead applicant) and your organisation**

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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. |

#### **Second applicant details**

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

**You are welcome to submit an application in an alternative format such as a recording, PowerPoint presentation, or video if you find this more accessible. Please use the questions listed below as prompts and submit your application to** [**wmmd@ironbridge.org.uk**](mailto:wmmd@ironbridge.org.uk)**. If you would like to discuss this further please email to arrange a conversation.**

#### **What support does your organisation need to be more equitable, diverse and inclusive?**

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| Click here to enter text. |

#### **Is Equity and Inclusion included in your organisation’s Business Plan?**

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| Click here to enter text. |

#### **Does your organisation currently have an Equality Action Plan?**

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| Click here to enter text. |

#### **What do you consider to be your organisation’s main challenges in relation to equity 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 two representatives 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,** 12/09/2022**.**