Application Form for

‘Open to All 2023’- Accessibility Audit programme

Overview

Museum Development East Midlands (MDEM) and West Midlands Museum Development (WMMD) are providing a small cohort of museums with the opportunity to receive professional advice to improve access for visitors. MDEM and WMMD have commissioned **Direct Access** to deliver this programme.

Accessibility Audits

Each venue will receive a site visit from Direct Access resulting in an accessibility audit and report identifying a comprehensive list of tailored, prioritised recommendations based on current standards and legislation, delivered alongside expert training and advice.

About the consultants

Since 2004 [**Direct Access**](https://directaccessgp.com/consultancy/accessibility-audits/?cn-reloaded=1) 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.

Programme Information

Participation in the Open to All 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 elements:

1. **Accessibility Audits**

* Pre-arranged Accessibility Audit visit to your site conducted by Direct Access between April and July 2023
* 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.

**2) Training**

* Creating an Effective Access Plan - Direct Access will deliver a short online training session on **Thursday 21 September 2023, via Zoom**, to support participating museums to use their accessibility audit reports effectively.

1. **Sharing**

* Participating museums submit a Case Study to their regional Museum Development provider outlining how they have used the ‘Open to All’ programme to improve accessibility at their venue by 29 February 2024.
* Museums publish updated accessibility information for their venue online no later than 29 February 2024.

Participants in the Open to All programme will also have the opportunity to attend additional accessibility training to further extend skills and understanding. These events will be promoted and booked through regional Museum Development programmes.

Programme Timescale:

* Submission of Application Form by **9am, Monday 3 April 2023**
* Successful applicants notified **w/c 3 April 2023**
* Audit site visits will be undertaken by Direct Access **between April and July 2023**
* ‘Creating an Effective Access Plan’ delivered by Direct Access via [Zoom](https://zoom.us/) on **Thursday 21 September 2023**
* Participating museums will complete a Case Study and update online accessibility information **no later than 29 February 2024**

Conditions of Participation

* Priority will be given to non-NPO and non-National museums that are Accredited or Working Towards Accreditation based in the East Midlands and West Midlands
* Places are limited and as such this is a competitive application process
* Multi-site organisations must specify one venue only to receive an accessibility audit
* Museums that have previously received an accessibility audit will be considered

Data Sharing

West Midlands museum applications will be submitted directly to West Midlands Museum Development using [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk). Programme communications and updates will be via West Midlands Museum Development.

If your museum is based in the East Midlands please submit your application to Museum Development East Midlands.

Application Information

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

Choose an item.

Please consider the following when answering the above:

* Is your senior management fully supportive of the organisation’s 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 and your organisation

|  |  |
| --- | --- |
| **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?**

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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?**

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| Click here to enter text. |

**Does your museum currently provide access information online? Please provide details.**

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| 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.**

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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 9am,** 03/04/2023**.**