**Please complete the Application Form with reference to the relevant grant Guidance Notes. If in doubt, contact a member of the WMMD team by emailing** [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk)**.**

# Applicant details

|  |  |
| --- | --- |
| **Museum name** | **Museum address and postcode** |
|  |  |
| **Contact name** | **Position** |
|  |  |
| **Contact email** | **Local Authority Area** |
|  |  |
| **Amount applied for** | |
| **£** | |
| **Museum Accreditation status (please circle, highlight or make bold as appropriate)** | |
| Accredited Provisional Working Towards Accreditation | |
| **Size of the museum – visitor number per annum (please circle, highlight or make bold as appropriate)** | |
| Micro (<10k visitors) Small (10-20k visitors) Medium (20-50k visitors) Large (50-100k visitors) Largest (>100k visitors) | |
| **Size data** **(please circle, highlight or make bold as appropriate)** | |
| Pre-pandemic data 2022-2023 data | |

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

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

|  |  |
| --- | --- |
| **a) What is your activity? (max 50 words)** | |
|  | |
| **b) Please select which of the following grant schemes you are applying for:**  If your project meets the aims of multiple grants please select the ONE it most closely reflects. | |
|  | Audiences Grant |
|  | Collections Development Grant |
|  | Collections Management Grant |
|  | Green Museums Grant |
|  | Resilience Grant |
|  | Workforce Grant |
| **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? (max 200 words)** | |
|  | |
| **e) How will the funded activity support your museums long-term priorities 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 section 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?** *Include a minimum of 2 named people* **(max 200 words)** | |
|  | |

# SECTION TWO: Grant funding breakdown

|  |  |  |
| --- | --- | --- |
| **Please outline your project funding summary** | | |
| **a) 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) |
| **b) Grant Applied For**  How much funding are you seeking from the Grant Scheme?  Provide an indicative list below of all the costs including the specialist services/ materials/ equipment required that the grant will pay for. Continue on a separate sheet if necessary. *This list should add up to the grant funding requested.*  ***Remember to send evidence of costs eg quotes as email attachments with your completed application*** | | **£** |
|  | |  |
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|  | |  |
| **c) Match Funding**  How much cash or in kind resources is your organisation contributing to the project?  Provide an Indicative list of the match funding contribution, adding your own categories as required and continue on a separate sheet if necessary. *This list should add up to the match funding total.* | | **£** |
| Costed staff time | Y / N |  |
| Costed volunteer time | Y / N |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **d) Total Project Cost**  What is the total project budget?  The total project cost is b) Grant applied for plus c) Match funding | | **£** |

# 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 Small** **Grant funding from WMMD** on all print and online marketing materials using the wording and logo we will provide
* Grants with Art Fund match funding will also need to acknowledge Art Fund on all print and online marketing materials using the wording and logo we will provide
* To **submit an interim report** to WMMD by Friday 24 November 2023
* To **complete all activity expenditure** by Sunday 31 December 2023
* To **complete the Organisational Health Check Tool** (if not already done so in last 12 months) and other information requested by WMMD by Monday 31 January 2024
* To **forward a copy of all receipts, statements and invoices** to WMMD by Monday 31 January 2024
* To **submit a final activity report** on completion to WMMD by Monday 31 January 2024
* To **take part in the National Annual Museum Survey** **2024** (spring/summer 2024) 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 form 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 9am, Monday 10 July 2023**

# 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.