

SMALL GRANTS SCHEME

April 2016

Thanks to additional funding from SHARE, for Museum Development, Museums Norfolk has £2,300, to award as grants of up to £500, to museums in Norfolk to support individual projects.

The deadline for completion of grant-funded projects is 30 June 2016 so this will influence the sort of projects that you will be able to undertake.

1. CRITERIA FOR FUNDING

- 1.1 The funding must be for activities that contribute towards supporting museums to achieve and maintain their Accredited status.
- 1.2 The activities must develop some aspect of your museum's Forward Plan.
- 1.3 Projects must be completed by 30 June 2016.
- 1.4 Your application must demonstrate how it meets one (or more) of the Arts Council England Goals:
 - Goal 1: Excellence is thriving and celebrated in museums and libraries
 - Goal 2: More people experience and are inspired by museums and libraries
 - Goal 3: Museums and libraries are sustainable, resilient and innovative
 - Goal 4: The leadership and workforce in museums and libraries are diverse and highly skilled.
 - Goal 5: Every child and young person has the opportunity to experience the richness of museums and libraries.

So for example you might want to bring in a consultant to review your forward plan or work with you on a specific area, you may wish to attend some training, undertake some conservation, documentation, fundraising or anything else that will be beneficial to your museum's development. As long as you can explain how the grant will help you to achieve or maintain Accredited status and demonstrate that it is part of your Forward Plan your application will be considered.

2. ELIGIBILITY

- 2.1 This grant funding is open to Accredited Museums or Museums that are working towards Accreditation. Museums that are neither Accredited or working towards it can apply as long as it is for something that will help to develop an application or help get them towards being in a position to apply for Accreditation.

2.2 All applicants must be fully paid up museum members of Museums Norfolk for the year 2016-17.

3. **NATURE OF THE GRANT**

3.1 Grants are made for project/programme-based schemes or for non-recurring items of expenditure. **Grants towards running costs are not eligible.**

3.2 Grants of up to 100% of the total cost may be applied for and local funding of projects will be encouraged. There is no obstacle to grants being sought from other sources for the same project, but this must be identified on the application form. Grants will be for a maximum of £500.

3.4 Grant aid cannot be applied for retrospectively; no grants can be paid for projects already started.

4. **APPLICATIONS**

4.1 Only one application is permitted per museum. All applications must be made on the form attached.

4.2 The Museums Norfolk Development Manager is happy to discuss any proposed application before the form is completed and submitted and advise museums on any aspect of their application.

4.3 A copy of the relevant Objective from the Forward Plan, or the action point from the related Action Plan/Business plan should be included with the application.

4.34 Details of the project should accompany the application. Costings should also be submitted and applicants are expected to have sought best value for goods, services or materials. Applicants may be asked to provide evidence of this.

4.4 Send completed applications by email to Stephanie Potts at steph@museumsnorfolk.org.uk to arrive by **2 May 2016 at the latest**

5. **ALLOCATION**

5.1 Grants will be allocated by the Museums Norfolk committee and applicants informed of the decision by email.

5.2 If, for any reason, a grant-aided project is withdrawn by the applicant Museums Norfolk may re-allocate the funding.

6. **PAYMENTS**

- 6.1 All grant funded work must be completed by **30 June 2016**. If the applicant knows at the time of application that this cannot be complied with, it should be clearly stated on the application form.
- 6.2 All grants must be claimed by **31 July 2016**. Grant claim invoices with evidence of expenditure and a report on the outcomes of the project must be submitted in writing, clearly addressed to the Museum Norfolk Small Grants Scheme.