

SHARE Acquisition Grants

SHARE Grants Scheme 2020-21

No deadline, rolling programme until midday 22nd March 2021

Introduction

As part of our 2018-2022 regional Museum Development activity plan, funded by Arts Council England, SHARE Museums East is supporting museums to develop their collections. We want to help museums to improve the representation and diversity of the stories that present, through the collections they have and interpret. We want museums to be able to provide a more accurate, balanced and inclusive interpretation of the past, therefore becoming more relevant and sustainable as a result.

Grant Overview

Museums can apply for a grant of up to **£2000 towards obtaining a new acquisition**. The grant application form is available from the SHARE Museums East website at:

<http://www.sharemuseumseast.org.uk/project/acquisition-grants>

Examples of activities for which the grant can be used, include:

- Purchase of object/objects to develop permanent collections
- Commissioning of work/works from an artist
- Costs towards working with a community advisory panel to inform new acquisition/s
- valuation costs, framing and display, the conservation and restoration of works, transport and storage costs to support display of new acquisition

New acquisitions must

- Be informed by community consultation.

In addition, acquisitions must meet at least one of the following criteria:

- Support the museum to address a lack of representation of a group of people or community in the permanent collections e.g. women, LGBTQ+, BAME, people with disabilities (N.B. this list is not exclusive).
- Help the museum to work towards further development of their collections and the diversity of the communities they represent e.g. stimulate contemporary collecting
- Address the balance of stories and interpretation in permanent displays

If you are unsure if what you are applying for is eligible for a grant, please speak to your MDO or a member of the SHARE team. We are happy to talk it through with you.

If you are considering working with a freelancer on your project, please read the SHARE guidance document: <http://www.sharemuseumseast.org.uk/wp-content/uploads/2018/09/SHARE-Museums-East-Guide-to-working-with-freelancers-compressed.pdf>

Grants eligibility and application criteria

Accredited museums and those officially Working Towards Accreditation from across the East of England are invited to apply. It will help your application if you show clearly:

- How your proposal fits within the museum's Acquisition Policy.
- How consultation has informed the selection of the acquisition.
- That you are registered as an Accredited museum or Working Towards Accreditation.
- That you can demonstrate how the grant will support the museum's development plans.
- How the activity will impact on your museum and its audiences.

Exclusions

Funds will not cover:

- applications if the applicant has already purchased or made a commitment to purchase the object, or made a financial commitment to the project

We are unable to accept applications from Arts Council England National Portfolio Organisations.

How to apply

- Application forms are available to download from www.sharemuseumseast.org.uk or contact us by email at sharemuseumseast@norfolk.gov.uk
- The application and supporting documents must be submitted electronically
- Applications must be supported and signed by a second person at senior level, e.g. Chair, Director or Manager (an electronic signature such as an identifiable email from the appropriate individual can be provided).
- You must enclose a breakdown of the costs of the proposed activity.

Grant offer and payment

- Successful applicants will receive an offer letter by email. This will confirm the amount of the grant and any special conditions applied in addition to the general expectations set out in this document.

- The offer letter will be accompanied by a grant contract. To accept the grant on the terms offered, the contract must be completed, signed and returned by the deadline stated in the letter.
- The grant payment will be made on behalf of SHARE Museums East by Norfolk County Council.
- Grants may not be used for any other purpose than that stated in the application form and offer letter.
- Successful applicants will be asked to provide feedback on the process as part of the project evaluation. This will be in the form of an initial report (a form will be provided), then followed-up over a longer-period in order to assess longer term impact.
- Publicity about the development grant award must acknowledge that it has been funded by a grant from the SHARE Museums East Museum Development Programme, supported using public funding by Arts Council England. Logos are available on request by email to sharemuseumseast@norfolk.gov.uk.

How to claim your grant

Once your grant contract has been signed and returned we will issue you with a purchase order number. You may then invoice us for your development grant – it is your responsibility to claim your grant by invoicing us. We will help you through this process.

After the development activity has taken place, recipients will be required to submit:

- A completed report
- A copy of paid invoice(s) from contractor(s) etc.
- Relevant receipts for other expenses shown on the original application form
- The claim documentation may be submitted by email but must include a signed copy of the claim form (scanned if necessary).

Key dates

Launch of programme and applications opened Monday 5 October 2020

There are no deadlines for submission. Applications for up to £2000 can be received at any time until midday 22nd March 2021, and we will aim to give you a decision within 2 weeks from the application submission.

All money must be spent and proof of expenditure supplied by Monday 4th October 2021

Grant recipients will also be required to submit a report by Monday 4th October 2021

Contact for Acquisitions Grants Scheme:

For more information and to discuss the scheme, please contact Ruth Burwood, Museum Development Project Officer. Tel: 01603 493659 Email: ruth.burwood@norfolk.gov.uk