

## **Collections Review and Rationalisation**

### **SHARE Grants Scheme 2019-20**

### **Deadline Monday 3rd June 2019**

#### **Introduction**

As part of our 2018-2022 regional Museum Development activity plan, funded by Arts Council England, SHARE Museums East is supporting museums to review and assess the significance of their collections, whilst developing confidence with rationalisation. The SHARE Collections Review and Rationalisation grants are available to help museums with this important area of collections management.

#### **Collections Review and Rationalisation Grants**

Museums can apply for a grant up to a maximum of **£3000**. The grant form is available from the SHARE Museums East website at: <http://sharemuseumseast.org.uk/collections-review-grants/>

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

- Payment of an expert or consultant
- Storage and packing materials
- Collections Management Systems
- Transport or removal costs
- Conservation and condition reporting

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:

1. How you intend to use the grant to support your forward planning process.
2. That you are registered as an Accredited museum or Working Towards Accreditation.
3. Have the support of your county MDO (and Museum Mentor if applicable).
4. That you can demonstrate how the grant will support the museum's development plans.
5. How the activity will impact on your museum and its audiences. Please take time to consider how your project will meet the aims of Arts Council England's ***Creative Case for Diversity***. This is not compulsory, but it will support your application if you can that you have thought about this. See our short guidance notes about the Creative Case on the SHARE website at <http://www.sharemuseumseast.org.uk/project/creativecasefordiversity/>

## Exclusions

Applications will not be considered:

- To cover the costs of activities taking place before a grant offer is made.
- By museums that are not Accredited or actively Working Towards Accreditation.
- From National or ACE Major Partner Museums.

## How to apply

- Application forms are available to download from [www.sharemuseumseast.org.uk](http://www.sharemuseumseast.org.uk) or contact us by email at [sharemuseumseast@norfolk.gov.uk](mailto:sharemuseumseast@norfolk.gov.uk)
- The application and supporting documents may be submitted by email or as hard copy.
- 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 development 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](mailto: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 *Creative Case for Diversity* Case Study (if applicable) – we can support you with this
- A copy of the paid invoice(s) from the consultant 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).

Please note that all claims must be received, correctly submitted, by Friday 28th February 2020. Claims received after this deadline will not be paid.

### Key dates

Launch of programme and applications opened	8th April 2019
Deadline for grant submission	5pm Monday 3rd June 2019
Successful applicants informed and grant offers made	by Friday 28th June 2019
All money must be spent and proof of expenditure supplied	5pm Friday 28th February 2020
Grant recipients will also be required to submit a report	5pm Friday 28th February 2020

Contact for Collections Review and Rationalisation 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](mailto:ruth.burwood@norfolk.gov.uk)