



Museum Accreditation Standard 2018 Completing your application on Grantium

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User support for Grantium:
Arts Council England Enquiries
0161 934 4317
enquiries@artscouncil.org.uk



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Step 1: Open your application form in Grantium

This guidance begins with you being logged into Grantium and with your blank application form open. Please refer to **Museum Accreditation Standard 2018: Getting Started on Grantium** for details on how to get to this stage.

If you log out of Grantium and need to come back to find your application again to continue working on it, log back in, click on **Submissions** in the left-hand menu, then click on the **orange folder** icon next to your Accreditation application: 

Top tip: This is the link to get onto Grantium:

<https://applications.artscouncil.org.uk/frontOffice.jsf>

Grantium will work in any internet browser, but it needs to be the most up to date version of that browser. You can check if your browser is up to date here:

<https://www.whatismybrowser.com/>

This is a systems guidance document – for support with the content of your application, please refer to the **Accreditation Standard 2018** and guidance documents here: <https://www.artscouncil.org.uk/accreditation-scheme/support-and-advice>

Access support

We can provide access support for people with access needs. Please contact your assessing organisation if you experience or expect any barrier with making your application or return or would like more information. You can contact us through our websites, by phone or email.

If you wish to make an application in the Welsh language, please contact our Accreditation colleagues at the Welsh Government for support at MALD@gov.wales

Step 2: Navigating your application form

Once you have your application form open, you will see that the left-hand menu lists all the sections that are required for you to fill in, page by page. You can navigate through your application either by clicking on these hyperlinks in the menu, or else when you fill in each page there will be a **Save and Next** button which will take you to the next page in the list.

You should fill in the pages in order, as the answers you provide will determine which subsequent questions and pages will open up to you. For example, if you are completing a return you will have fewer questions to answer than an organisation making a new application.

Top tip: Grantium will log you out 20 minutes after you last clicked a button or link. Typing in boxes **does not** count as activity, only clicking a button or link – so please remember to click **Save** often. You will receive a warning pop up when you are getting close to being timed out.

Step 3: Understanding the first few pages

The first page is an **Introduction** with links to guidance documents. Once you have read through this page, click **Next**.

The next four pages are pulled directly from your **Applicant profile**. You can review the information that is here and click **Next** for each of these four pages. If you need to edit any of this information, this cannot be done from here, you need to edit your Applicant profile. For instructions on how to do this, please see [Appendix: Editing your Applicant profile](#).

Top tip: You will not be able to use your browser 'Back' and 'Forward' buttons whilst using Grantium. Instead you need to navigate back and forwards only through Grantium buttons and using the menus. If you try to use your browser buttons you will get an 'unexpected error' message and may need to restart Grantium.

Step 4: The application

You can now start the main body of the application. All fields marked with an **Asterisk*** are mandatory.

Top tip: For the free-text boxes that you fill in, Grantium uses a different method of character count than MS Word does, so bear this in mind if you draft your answers in MS Word to copy and paste over. Grantium counts spaces, line breaks and special characters as characters whereas MS Word doesn't. If you want to check your character count there are free online tools which you can use.

Required actions/ areas for development (Returns only)

This page will only appear for organisations making a Return application. To complete this section, you will need to click on the **add** icon: 

Enter your relevant text into both boxes. If you only have one required actions or area for development, then click **Save & Back to List**. If you have more than one, then click **Save & Add Another**, repeating this process until you have completed an entry for every required actions or area for development. Then click **Save & Back to List**. Click **Next** to move on to the next page. Please note there is a place for you to upload attachments later in the application if you wish to provide more information than the text boxes allow.

Requirement 3.1 (if relevant to your application)

To complete this section, you will need to click on the add icon: 

Enter your relevant answers in the boxes. If you only have one premises to detail, then click **Save & Back to List**. If you have more than one, then click **Save & Add Another**, repeating this process until you have completed an entry for every premises. Then click **Save & Back to List**. Click **Next** to move on to the next page.

Governance document

Your governance document is pulled directly onto the Governance document page in the application from your **Applicant profile**. You can review the document by clicking on the **magnifying glass** icon: 

If you need to change this document, this cannot be done from here, you need to edit it in your Applicant profile. For instructions on how to do this, please see [Appendix: Editing your Applicant profile](#).

Top tip: If you are making a first application rather than a return then you will have additional questions on your governance at **Requirement 1.2** and you will be asked to upload a copy of your current, approved constitution/governing document as a mandatory attachment – see section below on attachments.

Attachments

As you go through the pages there will be boxes for you to tick to confirm that you will upload an attachment as part of that question.

There is one page towards the end of your application where you upload ALL your mandatory attachments, called **Required attachments**. There is then another page for you to attach any additional documents to support your application, such as an Audience Development plan or progress updates on any previous required actions or areas for development if not already covered.

Top tip: We can accept attachments in the following formats and up to 10mb each:

PDF, MS Word, MS Excel, MS PowerPoint and jpeg

When you come to the **Required attachments** page, you will see a bespoke list of the documents you need to upload under the heading **Required attachment name**. We suggest you either make a note of these or download this section as a PDF to reference as you go along. To download this section, go to the bottom of the left-hand menu and click **Export to PDF**. Click on **Unselect All Formlets** and then click in the box next to **Required attachments** (NOT Required attachments -- > attachment details). Then click **Export to PDF**. Click **Back** to return to the attachments page.

Top tip: We suggest you set up a folder with all your required documents saved and scanned, named as the appropriate requirement number and title. Everything you need is then in one place for ease for uploading.

You have to upload your documents one at a time. To do this, click on the hyperlink **Attachment 01**:

Required attachments:						
Required attachment name						Attached
Forward/ business plan (Requirement 2.1)						<input type="checkbox"/>
Signed approval or evidence of published approval for approved forward/ business plan (Requirement 2.1)						<input type="checkbox"/>
Audited, signed and approved accounts for the last two available financial planning years (Requirement 2.2)						<input type="checkbox"/>
Collections care and conservation policy (Requirement 6.1)						<input type="checkbox"/>
Signed approval or evidence of published approval (Requirement 6.1)						<input type="checkbox"/>

Document Type	Required?	Document description	Attachment type:	Date attached	Download	Delete
Attachment 01	No	--	---	No attachment		
Attachment 02	No	--	---	No attachment		
Attachment 03	No	--	---	No attachment		
Attachment 04	No	--	---	No attachment		
Attachment 05	No	--	---	No attachment		
Attachment 06	No	--	---	No attachment		
Attachment 07	No	--	---	No attachment		

The next page is where you upload your document. Please pay particular attention when you select the **Attachment type**. This list contains every possible kind of attachment which could be asked for in any kind of Accreditation application, and they all have very similar names. Select your correct attachment type by referring to the PDF you downloaded, or the offline notes you made. Once you have correctly uploaded that document, click **Save & Back to List**. You will see that you now have a tick next to that document in your list:

Required attachments:						
Required attachment name						Attached
Forward/ business plan (Requirement 2.1)						<input checked="" type="checkbox"/>
Signed approval or evidence of published approval for approved forward/ business plan (Requirement 2.1)						<input type="checkbox"/>
Audited, signed and approved accounts for the last two available financial planning years (Requirement 2.2)						<input type="checkbox"/>
Collections care and conservation policy (Requirement 6.1)						<input type="checkbox"/>
Signed approval or evidence of published approval (Requirement 6.1)						<input type="checkbox"/>

Document Type	Required?	Document description	Attachment type:	Date attached	Download	Delete
Attachment 01	No	Forward/ business...	Forward/ business plan (Requirement 2.1)	16/05/2019		
Attachment 02	No	--	---	No attachment		

Repeat this process until you have ticks next to all your required attachments in that list. Then click **Save and Next** at the bottom of the page.

Monitoring information

Your monitoring information is pulled directly from your **Applicant profile**. If you need to change any of this information, this cannot be done from here, you need to edit it in your Applicant profile. For instructions on how to do this, please see [Appendix: Editing your Applicant profile](#).

Step 5: Submitting your application

The last page to complete is the **Submission summary**. If you have a green tick next to each item in the list, then it will allow you to click **Submit**. If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it:

Submission summary			
Complete	Page	Last Updated	Mandatory
--	Introduction	No Input Required	No
✓	Applicant details	15/05/2019	Yes
--	Financial background	No Input Required	No
✓	Address information	15/05/2019	Yes
✓	Contact information	15/05/2019	Yes
✓	Details about your application	16/05/2019	Yes
✓	Required actions/ areas for development	16/05/2019	Yes
--	Returns checklist	No Input Required	No
✓	Requirement 2.1	16/05/2019	Yes
✓	Requirement 2.2	16/05/2019	Yes
✓	Requirement 3.2	16/05/2019	Yes
✓	Requirement 3.3	16/05/2019	Yes
✓	Requirement 4.2	16/05/2019	Yes
✓	Requirement 5.1	16/05/2019	Yes
✓	Requirement 6.1	16/05/2019	Yes
✓	Requirement 7.1	16/05/2019	Yes
✓	Governance document	15/05/2019	Yes
✗	Required attachments	Please Complete	Yes
--	Additional Attachments	No Input Required	No
✓	Monitoring information	15/05/2019	Yes
✓	Declaration	16/05/2019	Yes

Notes:

- [Please attach all required Accreditation attachments. Click here to return to Required attachments form.](#)

Step 6: What happens next?

After you submit your application it will be assigned to an Assessor who will conduct a **First Review** of your application to determine if they need any more information from you or whether they have everything they need to assess your application.

Request for information

If the Assessor decides they do need to get in touch to ask you for more information, then this would be through Grantium. You would receive an email notification about this. It would be a new step to complete through Grantium which you would find in your **Submissions** menu – in the same place where you would find an application that you had started. You would click on the **orange folder** next to the **Request for information**: 

You would then work through the pages in the same way as you did in your application. The **Submission Summary** at the end would tell you if you have completed all the sections correctly. If you have, you will have all green ticks and be able to click **Submit**.

Notification: Application has been processed

Once your application has been assessed and moderated you will receive a notification. If it is felt that your application needs further work, then this will be communicated to you. However, if it is felt that your application is suitable to proceed to panel for a decision then this will be communicated to you.

Step 7: Acknowledging the decision

Once panel has made a decision on your application then you will receive an email notification that you have step waiting for you in Grantium. Again, this will be in your **Submissions** menu and you access the step through the **orange folder**. If your application has been unsuccessful then you will receive advice on how to proceed. If your application has been successful you will have a step waiting for you to accept the award and its associated terms and conditions.

Top tip: The **Acknowledgement** of award step needs to be completed by the organisation's senior contact. They need to have their own User account set up and be linked to the Applicant profile. See **Museum Accreditation Standard 2018: Getting Started on Grantium** for guidance on this.

Appendix: Editing your Applicant profile

If you need to edit your Applicant profile, go to your Grantium homepage and click **Applicants** in the left-hand menu.

You need to ensure that the correct option is selected in the dropdown in the top left-hand corner for the Applicant that you wish to edit. Then click into the orange folder icon on the far right-hand side: 

Before the system will allow you to make any changes, you need to go to **Submission Summary** and click the **Edit** button. This opens your Applicant profile back up for editing. Make the necessary changes, and then click **Complete** on the **Submission Summary**.