# Recovery Grants Scheme

**Application Form**

Thanks to support from the Art Fund, SHARE Museums East is offering Recovery Grants to help you adapt to and recover from the effects of the Covid pandemic. You may apply for grants up to £4,000.

All guidance and information can be found [here.](https://www.sharemuseumseast.org.uk/project/recovery-grants/) Please make sure you have read the guidance before you apply to us. If you have any questions about the fund or your proposed work please contact us at [sharemuseumseast@museums.norfolk.gov.uk](mailto:sharemuseumseast@museums.norfolk.gov.uk).

**The deadline for submission is midday Friday 20 August 2021.** Please note we cannot accept any applications after this date. All applications to be submitted via email to [sharemuseumseast@museums.norfolk.gov.uk](mailto:sharemuseumseast@museums.norfolk.gov.uk)

**1. APPLICANT DETAILS**

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| Museum Information |
| Museum name: |
| Museum Accreditation number: |
| Museum address: |

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| **Contact details of the person leading on this activity** | | | |
| **Name and role:** | | | |
| **Telephone:** |  | **Email:** |  |

**2. CURRENT FUNDING**

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| **We will give priority to organisations that HAVE NOT received Emergency funding from Arts Council England, National Heritage Lottery Fund or Historic England.** | |
| Have you received Emergency Funding from any of the above organisations? | **YES / NO** |

**3. GUIDANCE AND RISK ASSESSMENT**

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| **We are encouraging all museums to read through the relevant guidance and checklists for museums. Whether planning to reopen or not, there is much to consider – from safe site access to the wellbeing of those working from home.** | |
| **If you are reopening your museum for the first time since this year’s lockdown, please confirm that you have read the** [**AIM / NMDC guidance on reopening**](https://aim-museums.co.uk/coronavirus-resources/museum-reopening-guidance-checklist/) | **YES / NO** |

**4. YOUR ACTIVITY**

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| **Describe the reasons and need for this work** *(150-300 words)* |
| *HINT… Think about:*   * *What problems have you identified?* * *What opportunities have you identified?* * *Why is it important that you prioritise this work now?* |

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| Please give a summary of the work that you plan to deliver with the grant *(150-300 words)* |
| *HINT… Also think about:*   * *What materials, equipment or expertise do you need to support you in tackling the problems you have identified?* * *What capacity do you have to deliver this work successfully (staff / volunteers / other support)?* |

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| What difference will this work make to your museum? *(up to 150 words)* |
| *HINT… Think about:*   * *How will you know it has been successful?* |

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| **How does this activity meet our priorities areas of equality and diversity and/or environmental responsibility?** This section is not mandatory, but completing it will strengthen your application *(150-300 words)* |
| *HINT…Think about the potential impact for:*   * *Partnerships with other community groups and/or local organisations* * *Encouraging a wider range of visitors to your museum* * *How it might improve access to your site and collections* * *What steps you have taken to reduce the environmental impact of your project* * *How your project might reduce your environmental impact* |

**5. COST BREAKDOWN**

**PLEASE NOTE:** museums cannot apply to cover the costs of activities that have already occurred or are currently running, or expenditure incurred before a grant offer is made.

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| **Please indicate the amount of funding you are applying for (maximum award is £4,000)** | |
| **Amount requested** | **£** |
| **Is your museum VAT-registered?** | **YES / NO** |

If your museum is VAT-registered, do not include in your list of project expenditure any VAT that you are able to reclaim from HMRC.

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| Itemised expenditure (add more lines if necessary). See Guidance for notes on VAT. | | |
| **Description** | **Date delivered by** | **Amount** |
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| **Total costs** |  | **£** |

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| **Other Funding:**  please detail your contributions (in-kind support or cash) to this activity. We will prioritise applications which can demonstrate a minimum **10% cash or in-kind match funding contribution** from you to the total cost of the project | |
| Cash match funding | £ |
| In-kind match funding *(see Recovery Grant Guidance for how to calculate)* | £ |
| **Total contributions / other funding** | **£** |

**6. DECLARATION**

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| **I certify that, to the best of my knowledge, the information given in this application is correct and that I am authorised to make this application on behalf of my organisation** |
| **Signature** *(scanned or typed signature is permissible if this form is sent from the signatory’s email)***:** |
| **Position:** |
| **Contact details** (telephone and email): |
| **Date:** |

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| **Please provide a brief statement of support** from one person from your museum at a senior level e.g. Chair or Director |
| **Name and position:** |
| **Contact details** (telephone and email): |
| **Supporting Statement** (max 150 words): |
| **Signature** *(scanned or typed is permissible if a confirmatory email is sent from the signatory’s email)***:** |

**7. APPLICATION CHECKLIST**

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| --- | --- |
| **Have you remembered to attach?** | |
| Evidence for expected costs e.g. quotations, estimates, price lists for equipment | **YES / NO** |
| Evidence of quotes for work over £1000 | **YES / NO** |
| Any additional documents you feel would support your application, e.g. risk assessments, evidence of consultation or planning | **YES / NO** |

Please return your application and supporting documents by **midday Friday 20 August 2021**byemail to:

[**sharemuseumseast@museums.norfolk.gov.uk**](mailto:sharemuseumseast@museums.norfolk.gov.uk)

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