

Collections Review and Rationalisation

SHARE Grants Scheme 2022-23

Deadline: 5pm, Monday 6th June 2022

Introduction

As part of our regional Museum Development activity plan for 2022-23, 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.

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 Museums or ACE National Portfolio Organisations.

How to apply

- Application forms are available to download from the [SHARE Museums East website](#) or you contact us by email at sharemuseumseast@norfolk.gov.uk
- The application form and supporting documents must be submitted by email.
- 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 later 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 the paid invoice(s) from the consultant, supplier 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 **Thursday 19th January 2023**. Claims received after this deadline will not be paid.

Key dates

Launch of programme and applications opened	Monday 25 th April
Deadline for grant submission	5pm Monday 6 th June
Successful applicants informed and grant offers made	by Tuesday 21 st June
All money spent, proof of expenditure and report submitted	Thursday 19 th January

For more information and to discuss the scheme, please contact Hannah Bentley, Museum Development Project Officer (Collections).

Tel: 01603 679326

Email: hannahjane.bentley@norfolk.gov.uk