

Grant Aid for Independent Museums & Heritage Groups in Leicestershire



2018-19 Application Form

1. Summary of application

Name of organisation:

Address of organisation (where grant cheque will be sent):

Cheque to be made payable to:

Name and address for contact person for this application:

Tel (day):

Tel (eve):

Email:

Amount of grant requested:

Please provide a brief description of the project for which you require a grant:

Please provide a breakdown of total estimated costs of the above project:

(Please use a separate sheet if necessary and include copies of quotations, estimates etc for information)

Have you received any other funding towards this project?

If yes, how much and from whom?

Amount:

From:

2. Environmental impact, Equality & Diversity, Publicity

(See guidance notes for further information)

Please tell us how you will reduce any environmental impact of your project.

Please identify how your project will contribute to the promotion of equality and diversity.

Please set out how you intend to promote and publicise your scheme (press releases, opening events etc). Permission for scheme details to be included in publicity materials shall be deemed to be given.

3. About your organisation

Does your organisation have a written constitution

☐ Yes ☐ No

If yes please attach a copy

(unless you have submitted a copy for a previous SHIRE grant for independent museums application and it remains unchanged)

Date of last Annual General Meeting (If applicable):

Please enclose a copy of your most recent accounts

☐ Tick to confirm

Details of Management Committee

Name and address of Chairperson:

Name and address of Secretary:

Name and address of Treasurer:

4. Monitoring Information

How many People visited you museum last year?

(If you are an organisation without a building, please state how many people used your services / engaged with your organisation)

How many volunteers work for your organisation?

Please estimate the number of people in each of these groups that will benefit from the grant:

Children (under 16):

Young People (16-24):

Adults:

Older Adults (over 55):

Disabled People:

Black & Minority Ethnic People:

Total number of people you expect to benefit:

Declaration

I certify that, to the best of my knowledge, the information given on this form is correct.

Signed:

Date:

Position:

Please return your completed form to:

Angie Minton at angie.minton@leics.gov.uk

Or by post to:

Angie Minton
Leicestershire County Council
Room 600
County Hall
Glenfield
Leicester
LE3 8RL

Guidance Notes – SHIRE Grants for independent Museums

How to make a grant application

If you represent an independent museum or heritage group operating in Leicestershire, you may be eligible to apply for grant-aid from the Leicestershire County Council' Communities & Wellbeing Service.

If you would like to discuss any details about your project, before completing the form, please contact Sarah Hartshorne sarah.hartshorne@leics.gov.uk

How much can I apply for?

Due to limitations in available funding, the maximum grant awarded will be £500, except in exceptional circumstances.

What sort of projects do we give grants for?

The grants are intended to assist organisations which preserve collections of artefacts including biological and archaeological material connected with Leicestershire. Such collections must be made accessible to the public. Grants are intended to be one-off awards for specific projects such as access and audience development, documentation, conservation, storage or display. Grant-aid can contribute towards the cost of equipment, materials and fitting relating to the above areas. Other areas of support include the improvement of security and interpretation of collections, as well as the production of publications and marketing material. The fund is unable to support revenue funding in the form of staffing costs, running costs and day-to-day expenses; however, projects which require funding to employ staff on a temporary basis to assist in the completion of a specific project (e.g. documentation) will be considered.

Environmental Impact, Publicity, Equality and Diversity

Environmental Impact

If your project has an environmental impact, please tell us how this might be mitigated. This may include changes in the way you work, using recycled materials where appropriate or ongoing monitoring of your organisations carbon footprint. Please see the [Green Museums toolkit](#). We appreciate that sometimes it is not easy to mitigate the environmental impact of a project. If this is the case, please tell us and explain why.

Equality & Diversity

Leicestershire County Council is committed to equality and diversity. Please demonstrate how your project or organisation contributes to equality and diversity. This may include, for example, audience development work, collecting, conserving and displaying objects that are representative of your entire community, training your workforce to understand the needs of different communities etc. Please tell us if your organisation has an equality and diversity policy.

Publicity

You must, at the least, issue a press release stating that you have been awarded funds by the County Council. This should be sent to the local media in your area, including the Leicester Mercury and BBC Leicester. If you require contact details for these organisations, please contact the Museum Development Officer. Please give details of any other ways in which you intend to publicise your scheme. You must mention Leicestershire County Council in any publicity and you must use the County Council logo on any publicity materials you produce relating to your project. If you require a copy of the logo, please contact the Museums Development Support Officer at angie.minton@leics.gov.uk

Please note that answering these questions is a requirement of funding.

Monitoring Information

Please answer these questions to the best of your ability. If you cannot provide exact figures, please provide us with an estimate. This information helps us to demonstrate who is benefiting from public funding. The information you give here is for monitoring purposes only and will not prejudice your application.

Please note that answering this question is a requirement of funding.

Criteria for the allocation of grants to independent museums

General

Museums and heritage preservation groups with historic collections wishing to apply for County Council grants must be based within the administrative boundaries of Leicestershire.

Applications will only be considered from current members of the Leicestershire & Rutland Heritage Forum.

Applicant museums should wherever possible meet, or be working towards meeting, the standards required of Arts Council England's Museum Accreditation scheme; however, it is not a requirement that museums are fully Accredited.

Advice on eligibility can be sought from [Sarah Hartshorne](#) Museum Development Programme Officer.

Conditions of Grant

Applications will only be considered from independent museums or heritage groups which can demonstrate that they have some form of management committee, a constitution and a bank/building society or post office account.

Grants will not be made retrospectively, unless previously agreed with the Museum Development Programme Officer.

Applicants must abide to conditions relating to keeping accounts which are provided on notification that the application has been successful.

No more than one grant per annum will be made to an organisation.

Evidence of spend for the grant award must be sent to the Museum Development Support Officer by **28 February 2019**. Failure to submit evidence of spend will exclude the organisation from any future Shire grant programme which is administered by Leicestershire County Council.

Your evidence of spend must be submitted in 2019

For further information or advice on your application, please contact:

Sarah Hartshorne at sarah.hartshorne@leics.gov.uk or phone 07730 583319 / 0116 3058118.

