

Scottish Museums Council

Main Grants Guidelines

2008 - 2009



What is the main grants programme for?

The main grants programme provides funding for larger, more ambitious projects that benefit Registered/Accredited museums and the Scottish museums sector. We want to invest in projects and initiatives that align with our vision for a welcoming museums and galleries sector that opens doors and celebrates collections, inspiring creativity, learning and enjoyment for all. For further information on SMC's vision click through the following link.

<http://www.scottishmuseums.org.uk/about/aims.asp>

How much is available and how many grants will be funded?

For 2008/09 we will have approximately £280,000 and expect to fund between 30 and 50 projects. You can apply for as many grants as you like, but we aim to fund as many different organisations as is possible.

How much money can I apply for?

You can apply for between £2,000 and £20,000. Our grants are normally 50% of the cost of the project. Increasingly, though, we are investing as partners in larger projects where our contribution is less than half the overall cost.

You can ask for more than 50% of the overall cost, but if you do, you will need to demonstrate that the additional proportion results in proportionally greater benefits for the Scottish museums sector.

Unfortunately you cannot use *in kind* contributions as your matching funding. To find out more please see our help notes these can be view by clicking on the following link

<http://www.scottishmuseums.org.uk/pdfs/helpnotes1007.pdf>

Our grants are for expenditure within the financial year, normally paid by the end of February.

Who can apply?

Any organisation that runs Registered/Accredited museums, and is a full member of SMC, can apply. Your application can be for a single museum; a museums service; a group of museums; a museums forum or a partnership. Other parties do not need to be Registered/Accredited, but would normally be other not-for-profit organisations.

When do I apply?

The programme is annual and there is a two-stage process so that we can help you develop your application. You must submit a pre-application form by **19th October 2007** and the completed application by **31 January 2008**. We will appoint a case officer who will comment on the pre-application form by **23rd November 2007**, giving you just over two months to finalise your application.

What are our funding priorities for this year?

For 2008-9, we will prioritise projects that:

- Encourage collaborative working (Partnership and Forum working)
<http://www.scottishmuseums.org.uk/pdfs/partnerships1007.pdf>
- Relate to the Action Plan of the National Access and Learning Strategy
http://www.scottishmuseums.org.uk/areas_of_work/learning_and_access_intro.asp
- Relate to the Action Plan of the National ICT Strategy
http://www.scottishmuseums.org.uk/areas_of_work/ICT_intro.asp
- Relate to the Action Plan of the National Workforce Development Strategy
http://www.scottishmuseums.org.uk/areas_of_work/training_intro.asp
- Relate to the Action Plan of the National Collections Development Strategy
http://www.scottishmuseums.org.uk/areas_of_work/collections_development_i.asp
- Progress your organisation to meet the requirements of Accreditation
http://www.scottishmuseums.org.uk/areas_of_work/accreditation_intro.asp

How will SMC assess your application?

We will assess:

- your project's fit with SMC's vision, aims and objectives and funding priorities
- how your project will help you progress against your own forward or development plans

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- the quality of your project, drawing on the specialist expertise of SMC staff.
- the feasibility of your project and your ability to undertake it
- whether your project represents good value for money
- your project's risks in proportion to its cost and benefits. (We are willing to fund higher risk projects that use novel approaches or aim to achieve innovative results)
- what improvements your project will bring for you and for the sector.

How do I apply?

The pre-application and application forms are available from Beverley Davies: tel 0131 550 4115; Email: beverleyd@scottishmuseums.org.uk or by clicking on the following links.

Main grant pre-application form

http://www.scottishmuseums.org.uk/areas_of_work/grants/mgpreappform1007.doc

Main grant application form

http://www.scottishmuseums.org.uk/areas_of_work/grants/mgappform1007.doc

What happens next?

You will receive an acknowledgement of your pre-application form telling you the name of the member of staff who will help you develop your application. He/She will contact you to discuss your project. Following your discussion you will receive written advice which will help you complete your application form.

You will also receive acknowledgement of your finalised application form.

You will be notified by letter of the decision on your application as soon as possible following the SMC Board meeting in March.

If you have been unsuccessful, you will be told the reason why.

If you have been successful, this letter will state any conditions you will have to meet. To find out more about conditions on grants please click on the following link.

<http://www.scottishmuseums.org.uk/pdfs/conditions1007.pdf>

Need more information?

For further information about both the Main and Small Grants Programmes contact Beverley Davies: tel 0131 550 4115; E beverleyd@scottishmuseums.org.uk

If you want to discuss a project idea in any of the following areas contact:

Workforce development	<i>Catherine Cartmell</i>	0131 550 4131	<u>catherinec@scottishmuseums.org.uk</u>
ICT	<i>Rachel Bhandari</i>	0131 550 4121	<u>rachelb@scottishmuseums.org.uk</u>
Collections	<i>Gill Findlay</i>	0131 550 4126	<u>gillianf@scottishmuseums.org.uk</u>
Learning and access	<i>Helena Gillis</i>	0131 550 4132	<u>helenag@scottishmuseums.org.uk</u>
Marketing	<i>Sarah Burry-Hayes</i>	0131 550 4133	<u>sarahbh@scottishmuseums.org.uk</u>
Planning & Partnership Development	<i>Emma Inglis</i>	0131 550 4134	<u>emmai@scottishmuseums.org.uk</u>