

Scottish Museums Council

Small Grants Guidelines

2008 - 2009



What is the small grants programme for?

The small grants programme provides funding for smaller projects that benefit Registered/Accredited museums with a simple application process and a relatively fast response time. 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 £ 80,000 and expect to fund between 50 and 80 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 up to £2,000. Our grants are normally 50% of the cost of the project.

You can ask for more than 50% of the overall cost, but the overall amount cannot exceed £2,000 and you will need to demonstrate that the additional proportion results in proportionally greater benefits.

Unfortunately you cannot use 'in kind' contributions as your matching funding. No more than 20 per cent of the matching funding can be from another central government source. To find out more please see our help notes which can be viewed by clicking on the following link.

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

Who can apply?

Any organisation that runs Registered/Accredited museums, and so 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.

What can I use the money for?

There are no funding priorities for small grants this year. The grants are for developing museum service provision, and so you can apply for grants for any projects which will improve the quality and/or capacity of your service.

How will SMC assess your application?

We will assess:

- how your project will help you progress against your own forward or development plans
- 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
- what improvements will result from your project.

When do I apply?

Applications will be accepted at any time of the year up to 16 November 2007 but decisions will be only be made four times a year. Our grants are for expenditure within the financial year, normally paid by the end of February.

Small Grant Round	Deadline for applications	Applicants notified of decisions	% Total fund available
Round 1	38 Mar 2008	9 May 2008	50%
Round 2	30 May 2008	11 July 2008	25%
Round 3	29 Aug 2008	10 Oct 2008	15%
Round 4	14 Nov 2008	19 Dec 2008	10%

If we are unable to fund all the successful applications in one round, your project may be held over until the next round.

How do I apply?

Application forms are available from Beverley Davies: tel 0131 550 4115; Email:

beverleyd@scottishmuseums.org.uk or by clicking on the following link:

http://www.scottishmuseums.org.uk/areas_of_work/grants/sgappform1007.doc

What happens next?

Your application will be acknowledged. We will let you know our decision by the dates shown above. If you have been unsuccessful, you will be told the reason why. If you have been successful, the letter will state any conditions you will have to meet. To find out more about conditions on grants please click on the 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>Dylan Edgar</i>	0131 550 4121	<u>dylane@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 4116	<u>sarahbh@scottishmuseums.org.uk</u>
Planning and partnerships	<i>Emma Inglis</i>	0131 550 4134	<u>emmai@scottishmuseums.org.uk</u>