



Museum Development London

Diversity Matters Programme

2018-2022

Application Form

Closing date for applications: by 5.00pm on Monday 6 September 2021
to mdgrants@museumoflondon.org.uk.

Please note applications submitted after this deadline will not be accepted.

It is essential that you read the [Guidance for Applicants](#) before filling in this form. Please read the application form carefully and fill in all aspects of the form. Please put the name of the grant you are applying for into the subject header and attach your application form along with any supporting documents (including Forward Plan and your relevant document outlining your planned diversity action points) to the email. If you have any questions about this form or would like to discuss your project and/or eligibility, please contact Rachael Crofts, Museum Development Officer, Museum Development London (MDL): rcrofts@museumoflondon.org.uk / 020 7001 9876.¹

1. Your organisation			
Name of Organisation:			
Address of Organisation:			
Contact name:			
Job Title:			
Contact email address:			
Contact telephone number:			
Is your museum within the City of London & 32 London Boroughs?	Yes	No	Which Borough are you based in?
	<input type="checkbox"/>	<input type="checkbox"/>	
Is your museum accredited? <i>Please note you are accredited if you hold either 'Full' or 'Provisional' status</i>	Yes	No	Accreditation Number:
	<input type="checkbox"/>	<input type="checkbox"/>	
Is your museum officially 'Working Towards Accreditation'?	Yes	No	Temporary Accreditation Number:
	<input type="checkbox"/>	<input type="checkbox"/>	

¹ Please note Rachael is currently on maternity leave and will answer any enquires about the grant as quickly as possible.

Please ensure you submit your current Forward Plan and any supporting documents/plans which outline your planned equality action points (if this is separate to your Forward Plan) to support your application.

2. Basic information on your Project

Title of project:			
Planned project start date:			
Planned project end date:			
Planned date for the exhibition to open to the public:			
Please provide some information on the ethnic minority artist(s)/groups(s) you intend to work with as part of this project as well as any website/Facebook/twitter links:			
Are you willing to participate in a skills-sharing event following the end of the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please tell us of any other ways you intend to share the learning from your project with the sector?
Total Grant sought from MDL:	£		

3. Further information on your Project

a. Please describe the current audience profile and your local community profile in more detail (up to 300 words):
<i>Questions to consider: Who are your current users? Who are your non-users? Who is your local community?</i>
b. Please describe how you plan to consult, work with and involve your ethnic minority artist(s)/group(s) as part of your project (up to 300 words):
<i>Questions to consider: Why have you decided to work with this artist(s)/group(s)? How will you recruit participants? How has the artist(s)/group(s) already been involved and consulted in planning the activity/project you are proposing? How will ensure you consult, work with and involve the group throughout the project and co-curate/produce/create an exhibition at the end of the project?</i>

c. Please provide a description of the nature of the activity/project you would like us to support through this grant scheme (up to 500 words):
<p>Questions to consider: What are the aims of the project? What work will be carried out during the project? Who will deliver it? When do you plan to run your project? How many sessions/workshops do you plan to run to develop, plan and install the final exhibition? What objects, themes, collections, oral testimonies will be collected as part of a contemporary collecting project or re-interpreted as part of a re-visiting collections project? What will you achieve? What will the outputs and outcomes of the project be? Describe any current thinking around the proposed exhibition etc.</p>
d. Please describe the reasons and need for this activity (up to 300 words):
<p>Questions to consider: Why do you want do this project? How is your museum currently approaching equality planning? How does this activity relate to the museum's current Forward Plan and any planned action points around developing a more diverse organisation, collections, public programme and audience?</p>
e. Please describe the legacy of the project (up to 300 words):
<p>Questions to consider: What impact do you think the project will have your general visitors? What impact do you think it will have on the artist(s)/group(s) you work with? How will this work be supported following the end of the project? How will the project enable you to diversify your general visitor profile/audiences? How will the project enhance staff development, training or impact other areas of museum work? How will the work support the museum to approach equality planning going forward?</p>
f. Please describe how you intend to evaluate the project (up to 300 words):

Questions to consider: What evaluation methodologies will you use to evaluate the success of the project with the artist(s)/group(s)? How will you measure the impact of the project on your visitor profile? How will you capture the data on the diversity of your visitors visiting the exhibition?

4. Project Costs

a. Is your museum VAT registered?	Yes	No	Evidence provided:
	<input type="checkbox"/>	<input type="checkbox"/>	If yes please provide your VAT registration number:

Please note:

- If you are registered for VAT, your project costs should not include VAT
- If you are not registered for VAT, your project costs should include VAT
- The Museum Development London Team's obligation does not extend to paying any amounts in respect of VAT in addition to the grant.

b. Overall Project Costs

Please provide information on the Cost Breakdown:

Materials / services required	Supplier (if known)	£ costs ex. of VAT	£ costs in. of VAT	These costs are:
		£	£	estimated / confirmed
		£	£	estimated / confirmed
		£	£	estimated / confirmed
		£	£	estimated / confirmed
		£	£	estimated / confirmed
		£	£	estimated / confirmed
		£	£	estimated / confirmed

Total Project Cost	£	£	
Total Grant requested (maximum £1,000)	£	£	

Please add additional lines as needed.

5. Information provided in support of application

a. Forward Plan	Evidence provided as an attachment to the application form:	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
<i>Please submit a copy of the museum's Forward Plan along with the application.</i>			
b. Equality Action Planning and Points showing how your museum documents how it plans on diversifying its organisation, programmes and audiences	Does your Forward Plan showcase your planned diversity action points:	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please note your diversity points can include actions on how the museum is planning to diversify any of the following: your board of trustees; staff; volunteers; collections; public programmes (exhibitions and/or events and activities); and audiences to make it inclusive and more representative of the museum's local community.</i>		
	If not, has evidence been provided of your planned diversity action points included in other document(s) as an attachment to the application form:	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
<i>Please submit a copy of the plan(s)/document(s) along with the application. For example, some museums might include these action points within any of the following: Learning Plans; Audience Development Plans; Access Plans; Equality Action Plans; Board of Trustee Succession Plans; Workforce Training and Development Plans; and/or equivalent which outlines these action points to support your application.</i>			
c. Have you already consulted and/or received advice/support from the ethnic minority artist(s)/group(s) you wish to work with as part of the project?	Evidence provided as an attachment to the application form:	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
	<i>Please provide any notes from the consultation meetings with the audience/group(s) and/or signed Partnership Agreement Forms along with the application.</i>		
	If not, please explain below how you will be working with (not for or on behalf of) the ethnic minority artist(s)/group(s) as part of the project to plan and deliver the intended output(s) (no more than 200 words):		

6. Submitting your application

a. Application Declaration

The following declaration must be signed by the senior officer responsible for this project:

I declare that the information given above is correct to the best of my knowledge. I understand that Museum of London's standard grant conditions will be applied, and that additional conditions may be specified if an offer is made. I give permission for the Museum of London to retain my organisation's Forward Plan and any supporting documents on file for uses as stated below.

Name (please print):

Job Title:

Signature:

Date:

b. Please submit this application, along with all supporting documents and plans, to the Museum Development London Team via email at mdgrants@museumoflondon.org.uk, by 5.00pm on Monday 6 September 2021.

c. MDL Information Policy

Our policy regarding use of information:

All information provided in this application will be used only for the purposes of awarding these grants. Any contact information provided will only be used in reference to your grant application or project.

Applicants Forward Plans and other supporting documents and plans will be retained, in confidence, to help us to support you with future training, advice and programmes.

d. You will receive confirmation by email upon receipt of your application.