**Museum Development London**

**Diversity Matters Programme**

**2018-2023**

**Application Form**

### **Closing date for applications: by 5.00pm on Monday 4 July 2022 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**](https://www.museumoflondon.org.uk/application/files/2916/5288/6676/Diversity_Matters_Programme_Grants_2022_-_2023_Guidance_for_Applicants.pdf)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 / 077540 122540.

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| **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?*** |
|  |[ ] [ ]   |
| **Is your museum accredited?***Please note you are accredited if you hold either ‘Full’ or ‘Provisional’ status* | ***Yes*** | ***No*** | ***Accreditation Number:*** |
|  |[ ] [ ]   |
| **Is your museum officially ‘Working Towards Accreditation’?** | ***Yes*** | ***No*** | ***Temporary Accreditation Number:*** |
|  |[ ] [ ]   |
| ***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*** | ***No*** | ***Please tell us of any other ways you intend to share the learning from your project with the sector?*** |
|  |[ ] [ ]   |
| **Total Grant sought from MDL:** | £ |

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| **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):** |
| ***Questions to consider:*** *Who are your current users? Who are your non-users? Who is your local community?* |
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| **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):** |
| ***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 / consulted with to help shape 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?* |
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| **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):** |
| ***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.* |
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| **d. Please describe the reasons and need for this activity (up to 300 words):** |
| ***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?* |
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| **e. Please describe the legacy of the project (up to 300 words):** |
| ***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?* |
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| **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?* |
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| **4. Project Costs** |
| **a. Is your museum VAT registered?** | ***Yes*** | ***No*** | ***Evidence provided:*** |
|  |[ ] [ ]  *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.
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| **b. Overall Project Costs** |
| *Please provide information on the Cost Breakdown:* |
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| **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 £2,000)** | **£** | **£** |  |

*Please add additional lines as needed.* |

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| **5. Information provided in support of application**  |
| **a. Forward Plan** | ***Does your Forward Plan outline the proposed activity within it?***  | ***Yes*** | ***No*** |
| [ ]  | [ ]  |
| *Please submit a copy of the museum’s Forward Plan along with the application.* |
| **b. Other Plans – If your Forward Plan does not outline the proposed activity, please submit any Plans which do****(E.g., a Learning Plan, Audience Development Plan, Access Plan, and/or Equality Action Plan etc.)** | ***Are you submitting any other Plans alongside your Forward Plan?***  | ***Yes*** | ***No*** |
| [ ]  | [ ]  |
| *Please outline below which other supporting Plans you are submitting alongside your application:* |
| **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?** | ***If so, are you able to submit any evidence to support your application:*** | ***Yes*** | ***No*** |
| [ ]  | [ ]  |
| *Please attach any evidence, such as notes from meetings, emails and and/or or signed Partnership Agreements* |
| ***If you are unable to provide any evidence or have not spoken to the ethnic minority artist(s)/group(s) yet, please explain below how you will be working with them (not for or on behalf of) as part of the project to plan and deliver the intended output(s) (no more than 200 words):*** |
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| **6. Submitting your application**  |
| **a. Application Declaration** |
| The following declaration must be signed by the senior officer responsible for this project:

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| 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 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. |

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| **Name:** |  |
| **Job Title:** |  |
| **Signature:** |  |
| **Date:** |  |
| **b. Please submit this application, along with all supporting documents, via email at** **mdgrants@museumoflondon.org.uk****, by 5.00pm on Monday 4 July 2022.** |
| **c. MDL Information Policy** |
| **Our policy regarding use of information:**

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

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