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| **London Museum Development** |
| **Survive & Thrive 2018-19** |
| **Application Form** |

**Survive and Thrive 2018-19**

### **Applications open Monday 11 June 2018, closing deadline 5.00 pm Monday 23 September 2018.**

It is essential that you read the **Survive and Thrive** **Guidance for applicants** before filling in this form

## Your organisation

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| Name of your organisation |  |
| Governing body |  |
| Contact name for this application  (please keep us notified of any changes) |  |
| Position in the organisation |  |
| Contact address |  |
| Contact tel no |  |
| Contact email |  |
| Is your organisation a non-National museum that is Accredited? Yes/No  \*If your museum is not Accredited, has your Museum completed an ACE working towards Accreditation eligibility questionnaire? Yes/No  If yes please give your temporary ACE number  Please state the date by which your Accreditation application is due:  *For further information on Museum Accreditation and ‘working towards Accreditation’ please see and follow the link* [*http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/*](http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/)*.*  *If you have any further queries, contact Museum of London’s Museum Development Officer, Organisational Health, Yvette Shepherd,* [*yshepherd@museumoflondon.org.uk*](mailto:yshepherd@museumoflondon.org.uk) | | |
| What is your organisation’s approximate annual budget?   * Does this include premises costs? * Does this include regular staffing costs? | | |
| |  |  | | --- | --- | | How many staff work in your organisation’s museum? |  | | Under 5 full time equivalent (fte) |  | | 5 – 10 fte |  | | 10 – 20 fte |  | | 20 + fte |  |      |  |  | | --- | --- | | Please indicate your annual visitor figures below: |  | | * Up to 50,000 visitors/year |  | | * 50,000–100,000 visitors/year |  | | * 100,000 + visitors/ |  | |  |  | | | |

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| Please confirm that the project lead and key staff will be available to attend the inception meeting on Friday 07 September 2018. |

**Letter of support**

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| To support your application we would like to see evidence of commitment to organisational development through this scheme at a senior level (Director level or equivalent within local authority or Chair of Trustees for an independent museum). This should take the form of a letter of support attached to this application which confirms   * Agreement to present review findings and improvement plan to the museum’s governing body for approval * Willingness to commit appropriate staff resources to undertake self-assessment and provide background information on museum policies and operation to support review process * Willingness to involve all levels of the museum in the light touch review sessions, from Board/members/senior council officers to volunteers as appropriate (please see guidance for details) * Agreement to participate in evaluation of the scheme – includes completion of short evaluation form and agreement to participate in telephone interviews with independent evaluators as necessary.   Letter of Support Attached □ |

**Your Application**

Key Challenges

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| Please give a short description (500 words) of the key challenges to organisational sustainability that your museum faces, describing any work you have done to identify them. |
| Please indicate which area/s of operation you consider to be of prime importance at the present time.   |  |  | | --- | --- | | **Operational area** |  | |  |  | | Leadership |  | | A focus on the needs and expectations of the Museums Community |  | | Governance & Management system |  | | Outcomes focus |  | | Forward Planning |  | | Meeting the needs of the workforce |  | | Collaborative working |  | | Financial Management |  | | Improvement and Innovation |  | |

**Skill Sharing**

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| Please indicate how you intend to share learning from involvement in the scheme with the wider museum community   * Volunteer/provide a peer for future Peer Reviews (training would be provided): * Participate in skill sharing events as required: * On-line case study: * Other – please describe: |

**Peer Review**

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| As part of the in-depth review, successful applicants will receive support to undertake a self-assessment followed by a peer review of the findings  Please give contact details of the person who will lead on this for your museum  Name  Position  Telephone Number  Email Address |

**How much MDO support would you like to undertake the in-depth review?**

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| MDO facilitated self-assessment and peer review preferred. |  |
| We are happy to facilitate our own self-assessment and will work with our MDO to identify a partner museum to carry out our peer review. |  |

**Submitting your application:**

**Step 1) 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 the Museum of London’s standard grant conditions will be applied, and that additional conditions may be specified if an offer is made**.**  Signed: Name (please print):  Position: Date: |

**Step 2) Please attach your current Forward Plan alongside this application.**

**Step 3) Please submit your application by email to** [MDGrants@museumoflondon.org.uk](mailto:MDGrants@museumoflondon.org.uk)

**by 5.00 pm on Monday 23rd July 2018.**

**You will receive confirmation of receipt by email.**

##### For further information or pre-application advice contact the London Museum Development team via the email address below. Please put the name of the Survive & Thrive programme into the subject header:

[MDGrants@museumoflondon.org.uk](mailto:MDGrants@museumoflondon.org.uk)

**The London Museum Development Team** London Museum Development

Museum of London Docklands, West India Quay, London, E14 4AL

Tel: 020 7001 9831

https://www.museumoflondon.org.uk/supporting-london-museums/specialist-support/contact-team

