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**London Museum Development**

**Strong & Safe grants programme 2018-19**

for Local Authority funded museum & archive services

**Application form**

### **Applications open Monday 11 June, closing deadline Tuesday 28 July 2018.**

It is essential that you read the **Strong & Safe guidance for applicants** before filling in this form

## Your organisation

|  |  |
| --- | --- |
| 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 or archive that is Accredited? Yes/No \*If you are a museum that is not Accredited, has your Museum completed an ACE working towards Accreditation eligibility questionnaire? Yes/No \* If you are an archive which is not accredited, are you eligible for accreditation? Yes/No

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| Local Authority |  |
| Please provide a short description of the service’s links to the local authority  |

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If yes please indicate your ACE temporary 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/)*.** *For further information on Archive Service accreditation eligibility please see and follow the link* [*: Archive Service Accreditation Eligibility*](http://www.nationalarchives.gov.uk/documents/archives/archive-service-accreditation-eligibility-criteria-may-2015.pdf)

 *If you have any further queries, contact Museum of London’s Museum Development Officer, Organisational Health, Yvette Shepherd,* *yshepherd@museumoflondon.org.uk* |
| What is your organisation’s approximate annual budget? * Does this include premises costs?
* Does this include regular staffing costs?

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|

|  |  |
| --- | --- |
| How many staff work in your organisation’s museum/archive? |  |
| 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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| --- | --- |
| Local Authority |  |
| Please provide a short description of the service’s links to the local authority  |

**Your Application**

Key areas for improvement

|  |
| --- |
| **Please give a short description (500 words) of the key areas for improvement for your service as indicated by the quick diagnostic.** Refer to any additional supporting evidence such as your Forward Plan, self-assessments and review (such as the Survive and Thrive framework), advice from your Museum Development Officer, TNA Sector Development Manager, consultants etc. |
| PROJECT DESCRIPTION |
| Project start date |  |
| Project end date |  |
| What do you hope to achieve with your project?  |
|  |
| How will you go about doing it?  |
|  |
| What will the measurable outputs of your project be? |
|  |
| What impacts will result from this project? |
|  |

**Skill Sharing**

|  |
| --- |
| Please indicate how you intend to share learning from involvement in the scheme with the wider museum/archive community* Participate in skill sharing events as required: [ ]
* Other – please describe: [ ]
 |

##  Project Costs

|  |  |  |  |
| --- | --- | --- | --- |
| **Is your service VAT registered?** | **Yes** | **No** | **Evidence provided:** |
|  |  | If yes please provide your VAT registration number: |

**\***If you are registered for VAT, your figures should not include VAT that you can claim back. If you are not registered for VAT, your costs **should include VAT**.

**Cost Breakdown**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Materials / services required**  | **Supplier (if known)** | **£ costs****ex VAT** | **£ costs inc VAT** | These costs are: |
|  |  |  |  | estimated /confirmed |
|  |  |  |  | estimated /confirmed |
|  |  |  |  | estimated /confirmed |
| **Total Project Cost** |  |  | estimated /confirmed |

**Project Income**

|  |  |
| --- | --- |
| **In kind matched funding \*\*** |  |
| **Other in-kind support \*\*** |  |
| **Grant Requested – inclusive of VAT (maximum £2000)\*** |  |

\*\*Matched funding and support in kind are not requirements although they can strengthen bids.

**Checklist – have you included the following…?**

|  |  |
| --- | --- |
| **Requirement** | **Yes/No** |
| Completed diagnostic – How resilient is your service? |  |
| Link(s) to sections of relevant strategic documents e.g. Forward Plan/Business Plan |  |
| Other – please specify |  |

**Submitting your application:**

**Step 1) 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 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

**by 5.00 pm on Tuesday 28 August 2018.** You will receive email confirmation of receipt.

##### For further information or pre-application advice contact the London Museum Development team via the email address below. Please put the name of the grant you are applying for into the subject header:

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

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