

**Total grant fund: £15,000**

Many London Museums are now planning whether and when to re-open. For those re-opening there will be considerable immediate challenges in terms of ensuring that appropriate measures, equipment and training are in place for a safe re-opening. London Museum Development has therefore set up a small fund to support London museums with costs associated with re-opening. These grants opportunities will be open until **02 November 2020** or until such time as funds are fully allocated.

Small grants from £500 – £2000 are available to enable museums to:

- Support activity to assess risks, viability of and readiness for reopening
- Purchase materials and equipment to support their restart activities
- Support the health and wellbeing of the paid, and volunteer, workforce through to recovery

Criteria for funding: Successful applicants will need to confirm that they have met the 9 key considerations for museum re-opening **as set out in section 1.2 of the NMDC guidance:**

- Thinking about risk and risk assessment
- Workers safety and well being
- Public safety
- Personal Protective Equipment (PPE) and face coverings
- Building and process adaptation
- Visitor returning, fulfilling public purpose
- Supporting business case
- Transport
- Local contexts

Applicants employing over 5 people will need to provide a copy of their risk assessment to demonstrate that the museum has considered everything that needs to be done to ensure the safety of the workforce and visitors.

<b>Costs associated with the following actions are eligible:</b>
Actions and/or equipment to facilitate enhanced cleaning and hygiene for workforce and the public
Modifications to enable social distancing e.g. installation of screens and barriers
Signage to enhance public safety
Purchase of additional equipment e.g. contact payment systems or systems to allow timed ticketing
Digital solutions e.g. apps for use in gallery or upgrades to websites to ensure clear communication with the public, videos outlining re-opening information
Training for the workforce e.g. regarding re-opening protocols, management of spaces etc
Purchase of PPE for workforce
Maintenance issues arising from the prolonged closure period
Collection care issues (e.g. pest control) arising from the prolonged closure period
New visitor experience initiatives to ensure a worthwhile and safe visit for the public
Marketing costs e.g. reprint of leaflets etc
Upgrades to technology, accessories or programmes, to allow home working where possible

## **Priority**

Through this grant scheme we hope to help those organisations that are at particular financial risk due to their reliance on revenue from visitors, trading and commercial activities.

## **What we can't fund:**

- Any proportion of regular staff salaries or backfill costs. However, freelance/consultant staff costs will be eligible
- The acquisition of items for collections
- Publications and research

- Any project completed before the applicants have been notified of the outcome of their applications.

## **Eligibility**

- Applications are invited from non-National, non-NPO museums that are located within the 32 London Boroughs or the City of London
- ACE funding can be allocated only to applications from museums that are Accredited or have been recognised by ACE as 'working towards Accreditation', (see the ACE website <http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/how-do-i-apply/> for details regarding registration).

## **What happens once I've submitted my application?**

All applicants will be notified of the outcome within two weeks of receipt of the application. Successful applicants will be sent a formal offer letter and be required to sign a memorandum of agreement accepting specified funding conditions. All grants will be awarded in advance of the project.

Successful applicants will be asked to submit a brief report at the conclusion of the project. All projects to be completed with reports, grant claim forms and supporting invoices to be submitted by 01 Feb 2021.

## **Notification to Applicants:**

For further information or pre-application advice contact:

**Yvette Shepherd, MDO Organisational Health**

London Museum Development

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