

Humber Museums Partnership

Small Grant Scheme

1. Introduction

The Humber Museums Partnership is committed to continuing its small grants scheme. Launched back in 2015 the scheme provides Arts Council funding to independent museums across Hull, East Riding of Yorkshire and North Lincolnshire & North East Lincolnshire through a simple competitive grant application process.

As a National Portfolio Organisation (2018-22) the Humber Museums Partnership includes the museum services of Hull, North Lincolnshire and the East Riding of Yorkshire. The consortium is funded by Arts Council England as a National Portfolio Organisation (NPO) until April 2023 (2022-23 extension year to be confirmed autumn 2021).

We have a single tier of funding from £500 - £5,000 to which museums within the Humber region can apply. Grants awarded are paid 85% upon project start-up. Final payment is released on provision of grant receipts and evaluation submission.

2. What we want to fund

The Humber Museums Partnership (HMP) want to support regional museums to deliver projects that help everyone to engage with the Story of the Humber.

We want to raise awareness of the wonderful and diverse 'Story of the Humber region' through revealing its often hidden stories and histories.

We know some people and communities face real barriers to engaging with our regional museums. Our funding can support your 'Story of the Humber region' project to help overcome these barriers, whether revealing hidden stories around the diversity of the Humber, developing new skills in how to interpret these stories, develop new and diverse audiences or helping to break down barriers to engagement and facilitate greater access.

The HMP Small Grants programme wants to support projects which meet one or more of the following aims of our 2018-22 NPO Business Plan:

- ***Raise awareness of the diverse 'Story of the Humber' revealing the hidden histories or untold stories your collections can tell.***
- ***Developing new skills and/or partnerships in interpreting these collections***
- ***Developing new skills and/or partnerships in engaging new or diverse audiences***
- ***Promoting access and inclusion, helping to break down barriers to engagement for audiences***

We want to fund projects that are relevant, engaging and help people get involved, including those who do not currently visit your museum.

We're principally interested in projects that support active engagement with the hidden or untold stories of the Humber region. By active we mean projects where our key audiences have a roll in the development and/or delivery of the project outputs.

3. Our key audiences

We'll prioritise projects working with people from '**Our Key Audiences**' and that seek to address their identified barriers to participation.

We're also interested in projects that promote the '**Story of the Humber Region**' raising awareness of significant collections, sites or stories, increasing engagement with new and diverse audiences.

We're particularly interested in projects that involve these groups:

- **Audiences with special educational needs or disabilities (school aged or adult)**
- **Families with children under 5 years of age (particularly from lower socio-economic communities)**
- **Minority ethnic groups**
- **LGBTQ+ communities**
- **Children and Young People aged up to 25**
- **Audiences who are older and socially isolated**

4. What costs will a HMP small grant pay for?

We can fund a wide range of costs and items. Below are some examples. *If you're not sure whether we can fund an item, please speak to us.*

We can fund

- Interpretation (including new research into hidden stories, design, installation)
- Fixed-term or sessional staff
- Artists / creative practitioner
- New or additional equipment / resources
- Outreach and audience development costs
- Partnership development costs
- Volunteer costs or expenses
- Training costs
- Venue hire
- Audience transport costs
- Marketing and promotional costs

We will **not** fund capital items such as building work.

5. Small Grants Project Mentor

The small grants scheme will run application support workshops and provide ongoing mentoring for all museums who receive a grant with our Project Mentor, Sarah Oswald - Authentic Spark. The expected delivery will be:

- Application development & writing support to help museums submit strong funding requests
- Project delivery support for each rounds successful grant recipients
- Project end support for each rounds successful grant recipients
- Through project support and opportunity for your museum to share ideas/issues, report progress and share social media/marketing opportunities with us

Sarah Oswald is an experienced freelance museum/heritage professional who will support your museums staff and volunteers to make your project successful and support growth and confidence within your museum for future funding bids to museum funding bodies.

Sarah is a current mentor for the National Lottery Heritage Fund to museums across the country and is experienced and skilled in helping museums develop engagement and interpretation with many successful projects delivered and evaluated.

This support is free and we advise that you take advantage of this aspect of the scheme. It can help your museum to become more resilient and support your future funding success.

6. A few other things to consider

- We want to fund a new project or a clear expansion on previous projects.
- Funding requests can range from £500 to £5,000 for a project. We may make slightly larger awards in exceptional circumstances, but please speak to us first.
- Museums taking part must be based in the Humber Regions (Hull, East Riding of Yorkshire, North Lincolnshire or North East Lincolnshire).
- We aim to let you know our decision within 3 weeks of each round closing. Projects must not start before a decision has been made.
- Projects must take 2-10 months to be delivered with evaluation submitted within 12 months of the grant award being made to your museum.
- Final payment claim and evaluation can be submitted from February 2022.
- Sharing success events are planned for March 2022 and Autumn 2022

7. Who can apply?

This fund is open to Independent Museums based in the Humber Region (Hull, East Riding of Yorkshire, North Lincolnshire or North East Lincolnshire).

We'll prioritise applications that can show how they'll involve people from **'Our Key Audiences'**.

All organisations we fund will need to tell us their museum accreditation status. Unaccredited museums who have physical collections, sites and are open to the public for visits can apply.

You should plan your application so that you will hear a decision in good time before your project is due to start.

Applications for 2021-22 will open on 24th May 2021. You can apply for either round. This can depend on how confident you feel about your project and how it fulfils our 'What we want to fund' criteria. Support from the Small Grants Project Mentor (pending appointment) will be available from the last week in June 2021.

You can apply between June 2021 and October 2021. This guidance is available from the 24th May 2021. Timetable for application is outlined below:

Applications Open	Application Support workshops	Applications Deadline	When is the decision due?
24 th May 2021	28th July 2021	Reach us by 19 th August 2021	Early September 2021
1 st September 2021	21 st September 2021	Reach us by 14 th October 2021	Late October 2021

8. How to Apply

Register your organisation

You'll need to register your organisation before you can start an application by contacting the grant administrator, Dominic Rogan. Without registering; your application, either online or on paper cannot be accepted.

Please contact us for a conversation about your proposed project. We want you to be successful and encourage you to use the Project Mentor support on offer.

Email: dominic.rogan@eastriding.gov.uk

Completing your application

We're looking for the best projects, not the best applications, and you should only write something you think really helps us understand how good your project is.

Focus on the points detailed above in the '**What we want to fund**' and '**Our key audiences**' sections and the criteria listed below within the '**Preparing your application**' section. Please use this as guidance to help you develop your application.

Remember to attend a pre-application workshop before submitting your application. Invitations will be sent out with dates and time. To ensure Covid secure delivery the workshops will most likely be held on line, via Zoom or Teams. Time is allowed for you to attend and update your plans before the closing date for each round.

Application and budget template guidance can be requested after registering by emailing: dominic.rogan@eastriding.gov.uk

9. Preparing your application

We'll be looking for information on the four areas below.

Make sure to tell us about how the project will address these points. **Please use the project proposal section of the application (Questions 8 – 13) to do this.**

Evidence for the project's need

- What is it the project is looking to address?
- Is there demand from '**our key audiences**' for the project?
- How do you know the project is something they'll be interested in?

The project's impact

We're looking to understand the impact of your project. We'd like to know:

- How many people will benefit from the project? / How many times people will take part?
- What will change following their involvement?
- What will the project achieve? Things to consider might be the impact on the key audience and/or the museum / organisation for example; skills development, audience development, new perspectives or insight, mental wellbeing, social or community development, individual development or economic development.
- How will you evaluate your project, what will your measures of success be?

What will the legacy of your project be?

- Wider / longer term benefits to key audiences and the museum / organisation
- How will people continue to take part in the project or legacy?
- How long will this be sustained for?
- And how will funds be raised that enable this?

Planning and delivery

Show us how the project activity you want us to support will lead to the change expected.

- How will you deliver your project? Identify any project managers, delivery staff or partners that will be involved and their role in delivering the project.
- What is the timetable for your project? Identifying any key milestones
- If you have a project delivery plan please attach that to your application.
- We will also require a breakdown of your proposed budget spend
- Time Frame for delivery – grants given in either round must be completed and final grant payment requested by the last day of November 2022.

You can also include photographs, letters of support or other documents you feel may help explain why your project is needed – but please only include documents that directly relate to your project.

10. After you've applied

We aim to let you know our decision within 4 weeks. If we do need some more information, we'll contact you. The decision panel will be made up of Humber Museums Partnership staff from across the three partners and advised by the Small Grants Project Mentor.

We only have limited funds available. Sometimes we can't fund everything we'd like to, including some really good projects. If we can't fund your project, we'll tell you why.

If you're successful

If you're successful, you'll receive an award agreement that states the purpose of the award and contains our terms and conditions. Please read your award email/letter carefully and keep it safe for future reference.

Your grant is intended specifically for the project you've applied for, and any proposed changes should be discussed with us in advance.

You should also keep all receipts and evidence of expenditure.

What happens next?

If your application is successful you will receive an email informing you of the decision. This email will give you more information on what happens next and the terms and conditions of your grant. There may be some additional conditions on your grant:

- Changes that need to be made or things you will have to tell us before we can award you the funds.

- You will have to start spending the money within 2 months of the date of the email informing you of the decision.
- Grants awarded are paid 85% upon project start-up. Final payment is released on provision of grant receipts and upon project completion

Unsuccessful Applications

If your application is unsuccessful, you will receive an email informing you of the decision. This email will give you brief reasons as to why your application was turned down and will indicate if you can re-apply and when. You can also contact us if you would like further feedback.

II. Conditions of Support

Humber Museums Partnership is an Arts Council England funded National Portfolio Organisation formed Hull Museums (Lead), North Lincolnshire Museums Service and East Riding of Yorkshire Museums Service. As a publicly funded organisations we demonstrate the value of our work by assessing and reporting our work.

Each grant offer will require your museum to contract with Hull Culture and Leisure, agreeing these conditions of the grant;

- All costs are to be inclusive of VAT unless the applicant is registered to reclaim VAT
- Grant recipients should be able to accept the 85% first grant payment into a suitable business account
- Grant budget reports and final payment claims must be supported by a spending breakdown and copies of all invoices and receipts should be available upon request
- Amendments to the project or claim schedule should be agreed with Humber Museums Partnership otherwise the grant award will be considered void
- All grant recipients need to participate in the grant mentor support activities
- All grant recipients must share progress updates for the purpose of promotion and sharing success with the Humber Museums Partnership and public
- All grant recipients to share learning: What has your museum done and learnt during project delivery. We will expect you to provide case studies and evidence of project delivery
- All projects must be completed by the end of November 2022
- All grant recipients will be invited to participate in a 'sharing our success' events in spring 2022 & December 2022.

Further information:

To return your completed survey by post please address it to:

NPO Project Co-ordinator,
 East Riding of Yorkshire Museums Service,
 Treasure House,
 Champney Road,
 Beverley,
 HU17 8HE

Email submission and enquiries: dominic.rogan@eastriding.gov.uk (working day – Thursday)