NLHF-funded 'Surviving to Thriving' Business Support Programme 2023

APPLICATION GUIDE

Thank you for your interest in applying for our new NLHF-funded 'Surviving to Thriving' Business Support Programme 2023. This guide has been created to help you complete your application to be considered for participation in the programme commencing March 2023.

HOW TO APPLY

- Once you have read this guide and are ready to apply – please complete and submit your application online via the following link: **https://www.surveymonkey.co.uk/r/ZY7LRMN**
- The information you provide us will be used to score your suitability for the programme therefore please give as much detail as possible within the identified parameters of the question (all information provided by applicants will be treated as confidential)
- Applications must be completed in one sitting; therefore, please ensure you have all the required details to hand (please see full list of questions below)
- **Please ensure your application is complete and submitted by the deadline of 12noon on Monday 12th December 2022**

WHAT WILL I BE ASKED?

You will be asked a number of questions about your organisation to assess your suitability for the programme. The information you provide will be used to score your application. To ensure you have all the required information to hand before beginning your application, here is a full list of questions you will be asked.

Please note:

- **Questions 1-23 will not be scored and will be used for monitoring and evaluation purposes only**
- **Questions 24-41 will be used to score your application**

About your organisation

1. Organisation name
2. Heritage type
3. Address
4. Postcode
5. Website address
6. Social media links
7. Telephone number

8. Email address
9. Contact name
10. Role
11. Please give us an overview of your organisation and what it does. (200 words max.)
12. Please indicate your level of agreement with the following statements. (Please note – training can be attended by different people from the same organisation.)
    - Our organisation has the capacity to commit to engaging in an ongoing programme of training, between 20-30 days over an 18-month period.
    - Our nominated staff have a suitable internet connection to participate in training remotely using digital resources.
    - Our nominated staff have the necessary computer hardware, e.g. laptops, tablets, to participate in training remotely using digital resources.
    - Our nominated staff have the necessary skills to participate in training remotely using digital resources.

NLHF required questions

13. What is the legal status of your organisation? Please select all that apply.
14. What is the approximate number of paid employees (full time equivalent) at your organisation?
15. How many board members or trustees does your organisation have?
16. How many years has your organisation been operating?
17. What was your organisation's income in the last financial year?
18. Does your organisation own a heritage asset, such as a building, collections or land?
19. What percentage of unrestricted funds is there in your organisation's reserves?
20. Do you have a financial reserves policy?
21. How many months of reserves do you currently hold?
22. What percentage of your income in the last financial year was from the following resources?
    a. Grants form public sources (e.g. Lottery, local authority)
    b. Fundraising from private sources (e.g. trusts and foundations, donations)
    c. Earned income
    d. Membership
    e. Other
23. Which of the following, if any, apply to your organisations' mission and objectives (Please select all that apply).
    a. Black or minority ethnic-led
    b. Disability-led
    c. LGBT+ led
    d. Female-led
    e. Young people-led
    f. N/A

Leadership Strand

24. Please list the job titles of the staff who will be taking part in this strand of the programme
25. How have you identified these training needs for these individuals? (200 words max.)
26. How have you identified your organisation's need for this training? (200 words max.)
27. What impact will this training have on your organisation? (200 words max.)

Governance Strand

28. Please list the job titles of the staff who will be taking part in this strand of the programme
29. How have you identified these training needs for these individuals? (200 words max.)
30. How have you identified your organisation's need for this training? (200 words max.)
31. What impact will this training have on your organisation? (200 words max.)

Business Planning Strand

32. Please list the job titles of the staff who will be taking part in this strand of the programme
33. How have you identified these training needs for these individuals? (200 words max.)
34. How have you identified your organisation's need for this training? (200 words max.)
35. What impact will this training have on your organisation? (200 words max.)

Local Community Engagement Strand

36. Please list the job titles of the staff who will be taking part in this strand of the programme
37. How have you identified these training needs for these individuals? (200 words max.)
38. How have you identified your organisation's need for this training? (200 words max.)
39. What impact will this training have on your organisation? (200 words max.)

Risk, Resilience and Legacy

40. How will this programme help your organisation to be more resilient? (200 words max.)
41. How will you ensure the legacy of this programme within your organisation? (200 words max.)

THE SHORTLISTING PROCESS

- Once the closing date has passed, all applications will be scored and shortlisted for suitability for the programme
- Applications are assessed against the information provided in the application form
- **Successful applicants will be announced in January 2023**

DATA PROTECTION

Individual application information will be used for the purposes of the NLHF-funded 'Surviving to Thriving' Business Support Programme 2023 by the project partners. Some information may be shared as appropriate with programme training providers. Anonymised summary data may be shared within project partner organisations, or more widely as part of any programme reporting, but with no individual or attributable information.

Please click on the following link to view the MGS Privacy Policy.

CONTACT US

If you are having any problems submitting your application, please contact our Business Support Project Manager – fionas@museumsgalleriesscotland.org.uk