



# Capital Resilience Fund 2023

## APPLICATION FORM

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### Sample Application

# 1. Applicant

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**\* What is the name of the organisation that is applying for this funding?**

Please select your organisation from the pre-populated list below. If your organisation does not appear, please contact the Museums Galleries Scotland Grants Team on 0131 550 4115. You must make sure that the organisation name is correct and update us if it has changed. By selecting an organisation name you are confirming that you are submitting an application on behalf of that organisation. We can only offer funding to the organisation that submits the application.

**Organisation Address**

**\* Line 1**

**Line 2**

**Line 3**

**\* City/Town**

**\* Postcode**

**\* Which museums will benefit from this project?**

No items selected	

**Primary Contact**

For audit purposes, there must be at least two named contacts at your organisation for any application, each with their own account in MGS Online. Please ensure that a primary contact and a signature authority are identified here. Bear in mind that if your application is successful, you will also need a third contact to take on the role of 'Financial authority' for the grant. We must be able to contact the primary contact during office hours, so make sure that the phone number you give is one that is being answered during the day. If we cannot contact you, we may not be able to progress with the assessment of your application.

**\* First Name****\* Last Name****\* Job Title****\* Email Address****\* Telephone****Signature Authority**

The signature authority is the person in the organisation who has authority to plan for and prioritise applications. Bear in mind that if your application is successful, you will also need a third contact to take on the role of 'Financial authority' for the grant. In order to sign this application later in the process, the signatory authority name here will be asked to log in to the system on their own account. The same person cannot act as both Primary Contact and Signature Authority by using different log-in details.

**\* First Name**

**\* Last Name**

**\* Job title**

**\* Email address**

**\* Telephone**

## 2. Project

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This section is for you to give us a brief overview of your project - you can go into more detail in the next section.

**\* What is the name of your project?**

You were asked to name your project when you created this application, you can repeat that name here. If you wish to change the name of your project, you can put the new name here. Titles should be brief, descriptive of the project and suitable to be carried forward as the permanent project name.

**\* Start date**

Your project must not start before the published decision date for this round of funding. Your project should aim to start within 3 months and not later than six months after the decision date. The date format should be DD/MM/YYYY

**\* End date**

Your project must complete within two years of the project start date. The date format should be DD/MM/YYYY

**\* Please provide a short summary of your project (100 words max).**

We may publish this summary to share with others what your project is about. There is the opportunity to describe your project in more detail later in the application.

**\* Have you completed an expression of interest?**

Please note that is mandatory to complete an Expression of Interest prior to submitting an application. Refer to the fund information page on the website for deadline dates.

No

Yes



## 3. Proposal

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In this section you will be asked to tell us about the kind of activity you want to undertake and importantly - why. This is where you can make your case for the need to do this work and the impact it will have on your resilience, please read the guidance under each question carefully.

**\* What capital works do you propose to undertake? 500 word limit**

Please explain what you would spend the grant on and what your project outputs (tangible products) will be. Make sure this information ties in with your budget and project plan. Please stick to describing what you will do here, you will have the chance to tell us about what benefits will result from it in the questions below.

**\* Why do you need to do this work? 500 word limit**

You need to make sure that we can clearly understand the need that you are seeking to address, why it should be prioritised at this time and why it should be addressed in the way that you are proposing. It will help you to articulate what the consequences would be if you did not do this work, or if you were forced to delay it or find a cheaper alternative. Remember that supporting evidence, benchmarking data and other facts and figures can help us understand the scale and urgency of need and the appropriateness of your response to it in a competitive round. Remember that for repairs and maintenance requests you must attach a costed condition survey from a suitably qualified professional.

We are not asking you to undertake new research here - it is the information you already have that has led you to your conclusion about what needs to be done. For example, data about environmental conditions, evidence of damage already sustained by collections, your current energy bills, condition surveys, professional advice that you have taken, feedback from users and non-users and responses to consultation undertaken regarding your proposed approach.

Remember that you can attach photographs, reports and other supporting information to your application but make sure that you refer to them here if you choose to do that.

**\* What difference will this project make to your museum’s resilience? 500 word limit**

Please explain how the proposed work will increase energy efficiency, reduce costs, or in the case of repair and maintenance requests, prevent an escalation in costs. Tell us when you expect to start feeling this benefit (we will have to prioritise projects that are likely to have the most immediate impact). We expect you to provide realistic estimates and targets to help us understand the impact the grant would have for you. These need to include quantifiable metrics against which you can measure success e.g., £1,000 saving on utility costs and a reduction of 6 tonnes of CO2 emissions per year. Think about what you will be able to measure to monitor impact in the first year post delivery.

**If your organisation has a wider remit than running a museum, you must tell us about the difference the grant will make specifically to your museum function**

Whilst we understand that increased resilience for your wider organisation can indirectly benefit your museum collections and the work you do to safeguard and make these accessible for inspiration, learning and enjoyment, we must prioritise applications that will have the most impact in this area. Therefore, please tell us how this grant will help to secure the work you do caring for your collections and providing access to them. It is not necessary to repeat information provided in answer to the previous question but if your proposed activity is about, for example, increasing efficiencies or income at an organisational level and is not directly related to your collections and collections activity, this is your opportunity to tell us more about how they will benefit from this project. For example, what proportion of the savings will go towards this work and what will it enable you to do with your collections that you cannot currently do, or that is currently at risk?

**\* How have you planned your project to the reduce the environmental cost of its delivery and legacy as far as possible?**

We would like to hear about the consideration given and steps taken to reducing the environmental impact in the actual delivery of your project and the ongoing operation of new assets delivered with the funding - such as using sustainably sourced materials, using local suppliers, maximising energy efficiency and minimising waste. You might find advice on climate action (<https://www.museumsgalleriesscotland.org.uk/advice-topics/climate-action/>) useful when thinking about these issues.



## 4. Need

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We are asking these questions so we can assess whether your organisation is more able to support the activity from your own reserves than other applicants that are applying, or whether you have more funding avenues open to you than other applicants. In the interest of fair distribution of funds, we will also consider the amount of money you have previously received from MGS when there is high competition for funds. However, please note that the success of your application will not be jeopardised by any money you have previously received from MGS as part of a partnership application.

**\* Why do you need a grant to deliver your proposed activity?**

All applicants should explain why they cannot deliver their proposed activity without support. Local Authorities and Universities should use this section to tell us why this activity is not included in their annual budget. All applicants with substantial unrestricted reserves (more than the equivalent of 6 months' worth of operating costs) must explain why they cannot be used to support this activity.

We are keen to see financial contributions from applicant organisations, or match funding from other external sources, so please carefully consider the percentage contribution you are requesting from MGS. This helps MGS funding to go further and support more projects.

**\* What level of unrestricted cash reserves does your organisation have available to spend?**

This figure should include all free and unrestricted funds available as cash flow for core operating costs. Do not include funds that have been restricted for specific use or tangible assets. Some of your cash reserves may be designated - funds that are unrestricted but earmarked at your Board's discretion for a certain purpose. If that is the case, please include these here but use the section below to specify how much and tell us what they are designated for.

£	
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**If relevant tell us about any designated funds as detailed above.**

This should only include funds which have been ringfenced by the Board for specific purposes and should not include any sums held as operating cost reserves or for winding up purposes.

**\* What are your normal average monthly operating costs across the year?**

This should be based on your projected average monthly operating costs excluding project activity and costs which are funded from restricted income.

£	
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**\* Please attach copies of your last two years of externally verified accounts.**

No items selected	

File	Size
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## 5. Budget

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This is your opportunity to demonstrate that you have planned your project appropriately and that it will be feasible to deliver in the time and with the resource available.

**\* Please complete the project plan below**

Make sure that you include every step needed to complete the project you have detailed previously. Where preparation activity has already taken place (such as securing planning permission or carrying out consultation) include this in your plan and show that it has been completed. Don't forget to include time for evaluation at the end and demonstrate that you have appropriately skilled resource in place by providing the job titles of people assigned to each action.

Title	Start Date	End Date	Assigned to

**\* Before completing the project budget table, please confirm your VAT recovery status.**

We need to know this as we are unable to include in a grant any element of VAT that your organisation will be able to recover. If you are VAT registered and can recover VAT on the items listed in the budget, you must **not** include that VAT in the table.

- Yes
- No
- Sometimes

If you have answered Sometimes, please explain your VAT recovery position here.

**\* What are the full costs of your project?**

Include items that may be covered by other sources of funding, but **not in-kind support**. Please note that we do not operate full cost recovery on projects so you should only list costs attributed to your own organisation which can be shown to be additional direct project costs and not a contribution to general operating costs/overheads or management fees. Use the notes field to explain how the cost has been arrived at (e.g., hours and rate of pay for additional staff time, formal quote, online research). You can include a line for contingency if there is a realistic expectation that prices may change between submitting this application and starting the project - a maximum of 10% for capital works and 5% for other items.

Item	Supplier	Cost (ex VAT)	VAT if irrecoverable	Notes
		£ 0.00	£ 0.00	

**\* Amount you are requesting from MGS**

£	
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**\* Now upload all quotes and other evidence you have obtained to confirm these costs.**

No items selected	

File	Size
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**If your budget includes any posts or contracts, upload the job description(s) and brief(s) here.**

To be completed only by those projects that include contracts. If your budget includes any contracts, upload the brief(s) here. The documents should clearly set out the duration of the contract and the rate of pay or fee. Please see our guidance <https://www.museumsgalleriesscotland.org.uk/fundings/developing-your-project-and-application/> (<https://www.museumsgalleriesscotland.org.uk/fundings/developing-your-project-and-application/>).

File	Size
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**Tell us how you will procure the contract.**

Where the contract is worth more than £5,000 you should follow standard public procurement guidelines as set out by the Scottish Government. (<https://www.procurementjourney.scot/>) Suppliers for contracts worth between £5,000 and £50,000 may be procured privately by approaching at least three selected suppliers by email. However, Scottish Government best practice recommends that contracts worth between £5,000 and £50,000 should be managed through the Public Contracts Scotland (<https://www.publiccontractsscotland.gov.uk/>) website. Quick Quote facility, which is a secure way to receive responses and can act as an audit trail if required. Contracts worth more than £50,000 must be managed via the open Public Contracts Scotland advertising portal.

Tell us how you will advertise the contract and your timescales for the procurement process.

**You must attach a copy of the contract brief for any works or services, including those under £5,000.**

**\* Can you confirm that you have submitted your Employer Declaration and received confirmation of your eligibility to apply from Museums Galleries Scotland?**

Whether your application includes a staff post or not, you are required to confirm that you understand and comply with the Scottish Government’s Fair Work First Requirements (<https://www.gov.scot/publications/fair-work-first-guidance-2/pages/0/> (<https://www.gov.scot/publications/fair-work-first-guidance-2/pages/0/>)) as they relate to payment of the Real Living Wage and channels for Effective voice. You must complete the Employer Declaration located in the Supporting Documents section of the Fund Information page on the website and return this to [grants@museumsgalleriesscotland.org.uk](mailto:grants@museumsgalleriesscotland.org.uk) (<mailto:grants@museumsgalleriesscotland.org.uk>) before submitting this application.

- Yes
- No

**\* Your organisation’s financial contribution**

If you are requesting a grant covering 100% of your project costs, please enter zero here. Please note that we do not operate full cost recovery on projects so you should only list additional funds that your organisation will contribute to the project here. There is an option to list your in-kind contributions needed to deliver the project later in this section.

£	
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### Other income sources

Please include any other income you have secured, or hope to secure, to deliver this project. This could be other grants, sponsorship or income generated from project activity. Include the date this support has been confirmed or when you are expecting a decision to be made.

Funding source	Amount	Date Confirmed
	£ 0.00	

Please ensure that the amount you are requesting from MGS, your organisation's financial contribution and other income sources add up to the total project cost. We need to see that you have sufficient resource to fund the whole project. The only circumstance in which this figure can exceed the total project cost is when you are generating income through the project itself.

If you are contributing in-kind support to deliver this project, you can show this here.

These costs should not be included in the budget table but can be shown here to make it clear that necessary resource is in place. You can include things like use of a room, vehicle or equipment, volunteer hours or contribution from a marketing budget. Do not include existing staff time.

Item/resource	Contribution details	Estimated value of Contribution (£)
		£ 0.00

## 6. Supporting Info

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Please upload quotes and any images, plans or other information to support your grant application. Any attachments should be specifically referenced in your application so that your assessor knows to look at them.

Please note, depending on your internet bandwidth it may take a while for large files to upload. For guidance any file that takes longer than six minutes to upload will fail due to time out issues.

You can select multiple files when uploading by holding down the CTRL (control key) while selecting items with your mouse.

No items selected	

**File**

**Size**

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## 7. Declaration

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I declare that the information provided within the application for the project listed above is correct to the best of my knowledge and I agree to advise Museums Galleries Scotland immediately of any variation to the details provided or if the project cannot proceed.

**Enter your full name**

**Enter today's date**