



# Small Grants Fund

## APPLICATION FORM

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# 1. Section 1. Accreditation Status

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**\* 1. Are you applying on behalf of an Accredited museum or a non-Accredited museum**

- ☐ An Accredited Museum
- ☒ A non-Accredited Museum

## 2. Section 2.a. Accredited Museum Applicant

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

Please select your organisation from the pre-populated list below. If your organisation does not appear, please contact the MGS 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 and we can only offer funding to the organisation that submits the application.

**Organisation Address**

**\* Line 1**

**Line 2**

**Line 3**

**\* City/Town**

**\* Postcode**

### 3. Section 2.b. Non-Accredited Museum Applicant

What is the full legal name of the organisation that manages the museum?

What is the address of the organisation that manages the museum?

\* Line 1

Line 2

Line 3

\* City/Town

\* Postcode

What type of organisation manages the museum?

All organisations must have a bank account in the name of the organisation, a formally adopted constitution, and 2 or more unrelated board members or trustees not living at the same address. Organisations must be not-for-profit. They must have an asset lock and a clause that states that on winding up assets would be transferred to an organisation with similar purpose.

Charitable Incorporated Organisation or Scottish Charitable Incorporated Organisation (CIO or SCIO)▼

If other, please state organisation type.

Charity Number (if relevant)

Company Number (if relevant)

Please upload your constitution here

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What are the main purposes and activities of your organisation?

## 4. Section 2c. About your non-Accredited Museum

To be eligible for funding from the Small Grants Fund, your museum needs to align with the Museum Association’s definition of a museum:

‘Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society.’

The following questions will help Grants Officers assess whether your organisation meets this definition.

Does your museum look after a collection of objects?

Yes or No?

▼

Who is the legal owner of the museum’s collection?

The collection may be owned by more than one owner. Please state any person or organisation who owns a significant part of the collection and the percentage of the collection they own.

Is any of the collection owned by a private individual or company?

If so, please note the owner and the percentage of the collection they own.

Please describe the museum’s collection?

Please include information about the size and type of the collection.

Is your museum continuing to add objects to the collection?

If so, please outline your approach or policies for collecting objects.

**Do you operate a physical site/space/building where the public can access your collections a minimum of 20 days per year?**

Please provide your site’s address, a description of your physical museum and details of your opening hours.

**How are the public able to access and engage with your collection?**

For example, do you have interpretation that communicates information about your collection to the public? Do you hold tours or talks about your collections? Do you host visits from local schools or community groups?

# 5. Section 3. Partnerships

**\* 1. Are you applying on behalf of a partnership?**

We define a partnership as an agreed relationship between two or more organisations with a shared vision, who gain mutual benefit from working together to achieve common goals. Arrangements where one organisation simply delivers (paid or unpaid) a service that another organisation uses are not regarded as partnerships. If you are uncertain as to whether your project qualifies as a partnership, please contact us in advance of submitting your application.

- ☒ No
- ☐ Yes

**2. Please tell us which organisations are involved in the partnership:**

**3. If the answer is yes, to “Are you applying on behalf of a partnership?” please upload your supporting document here.**

We expect there to be a partnership agreement setting out the shared objective(s) and the roles and responsibilities of partners. This can be formalised after an award has been offered, but if this is not in place prior to application, you must upload a Partner Confirmation Statement. This must include at least written confirmation from the partners that they are committed to the project, clear plans for how the partnership will be managed and how the partnership will manage the grant. Please upload your finalised Partnership Agreement, or if you do not yet have one, upload the Partner Confirmation Statement referred to above.

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**4. Which museums will benefit from this project?**



## 6. Section 4. Project Contacts

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### 1. Primary Contact

For audit purposes, there must be at least two named contacts at your organisation for any application, each with their own account on 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

### 2. 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 named 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**

## 7. Section 5. Project Information

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 must start within 3 months of the decision date. The date format should be DD/MM/YYYY

**\* End date**

Your project must complete within one year 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 opportunity to describe your project in more detail later in the application.

**\* Have you spoken to anyone at MGS about this project?**

Please note that applicants are strongly encouraged to complete an Expression of Interest form prior to submitting an application. Refer to the fund information page on the website for deadline dates.

- ☒ Yes
- ☐ No

**If yes, who did you speak to?**

Please name the MGS staff member that you spoke to.



## 8. Section 6. Project Proposal

In this section, we are asking you to set out exactly what you will do in your project and to explain how you have developed this proposal. You will be asked to provide information about the potential impact of the project in the next section.

**\* What is your project about (500 words max)?**

Use this section to describe the issue, specific need or opportunity your project is seeking to address, how this was identified and how your project will address this. If you hold a Recognised Collection and the project is directly relevant to that collection, please include that detail here. It will help if you can explain how your proposal links to the priorities set out in Scotland’s Museums and Galleries Strategy <https://www.museumsgalleriesscotland.org.uk/strategy-hub/> (<https://www.museumsgalleriesscotland.org.uk/strategy-hub/>).

**\* What evidence do you have to demonstrate the need for this project (400 words max)?**

Explain below what you have done to test your ideas and decide how best to address the need or opportunity you have identified. Provide a summary of the research or consultation you have done and back this up with any relevant evidence, such as consultation or survey documents, expert advice and reports such as energy audits, photographs or video, or letters of support from community partners or target participants and beneficiaries.

We are asking this question so we can understand why you have chosen to address the identified issue in the way you are proposing. Don’t forget to upload the supporting evidence when you have finished answering this question.

Supporting documents should be uploaded below.

File	Size
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**\* Have you considered a collaborative approach to delivering this project?**

We want to prioritise genuine partnership projects, including those which will work with partners from outside the museums sector. We understand that not all projects will be suitable for partnerships but we would like you to tell us what consideration you gave to delivering this project in a collaborative way. If the project is not being delivered as a partnership, how did you conclude this was not appropriate?

**\* Why does this project need to happen now?**

Why is the timing of your request important? What would be the consequence of delay or not undertaking the project?

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

All applicants should answer this question, not just those who are seeking funding for an activity that is directly about increasing environmental sustainability and/or reducing climate impact. We want you to tell us how you have considered and taken steps to reduce the environmental impact of any activity you are asking us to fund. For example, use of sustainably sourced materials, local suppliers, maximising energy efficiency and minimising waste. You might find the advice about climate action on our website useful when thinking about these issues <https://www.museumsgalleriesscotland.org.uk/advice-topics/climate-action/> (<https://www.museumsgalleriesscotland.org.uk/advice-topics/climate-action/>)

## 9. Section 7. Project Impact

In this section you can explain what your project is likely to achieve, what difference this will make to your organisation and how this links to Scotland’s Museums and Galleries Strategy.

**\* What are your project outputs and how will you provide evidence of delivery?**

List here the specific and tangible things that your project will produce (e.g., Collections Assistant post, purchase of two display cases, delivery of three workshops, digitisation of 250 collection items). Make sure that you include everything needed to deliver the project you have described previously. Then tell us how you will provide evidence that those things have been delivered at the end of the project (e.g., a report, photographs, summary of feedback from workshop attendees, links to a website). You will be asked to provide this information in your end of project report.

Project Output	Evidence of delivery

**\* What outcomes will your project achieve and how will you measure success?**

Tell us here which of MGS’s six grant outcomes your project will achieve and how you will measure the extent to which your project has successfully delivered these outcomes. You must identify at least one outcome to be eligible for this fund. Please note that we do not expect that one project should deliver all six outcomes. We want to see focused projects that clearly articulate how they will make a demonstrable difference. It is better to show that your project has the potential to achieve one or two outcomes really well rather than trying to make your project fit each and every outcome. Please read the detailed information about the six outcomes <https://www.museumsgalleriesscotland.org.uk/fundings/grant-outcomes/> (<https://www.museumsgalleriesscotland.org.uk/fundings/grant-outcomes/>) before completing this section and think carefully about how you can measure success. You will probably need more than one measure per outcome. Consider how you will provide the “before and after” picture and what data and evaluation you can collect to show the difference that the project has made. You will be asked to provide this information in your end of project report.

Outcome	Measurement(s) of success

**How have you ensured that your project will be inclusive?**

This question is mandatory for any application relating to collections research, improving access to collections, developing audiences or any kind of programming but any applicant can provide information here about how they are working to become more inclusive.

Tell us what you have done to recognise the barriers to participation that exist for certain groups and individuals. Tell us how you have considered how these barriers can be addressed in the development and delivery of this project.



# 10. Section 8. Financial Need

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, or whether you have more funding avenues open to you than other applicants. In the interest of fair distribution of funds, we will also take into account 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 or, if you are applying as a partnership, by funds previously received from MGS by individual partners.

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

Please be specific about why you cannot fund this work from available resources. 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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# 11. Section 9. Project Planning and Budget

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

£

\* 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.

The documents should clearly set out the duration of the post or contract, the rate of pay or fee and, in the case of job descriptions, the hours to be worked. 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/>)

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**\* 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 policy (<https://www.gov.scot/publications/fair-work-first-guidance-3/> (<https://www.gov.scot/publications/fair-work-first-guidance-3/>)) 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.

£

**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

## 12. 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**