

Community Catalyst Application

Please note that this PDF of the application form is for reference only. Your application must be submitted via our online application portal MGS online.

In addition to the questions below, you will need to submit the following supporting documents:

- Your organisation's constitution
- A copy of your most recent bank statement from your organisation's bank account. This should be the account into which any grant will be paid and the statement must be no more than 3 months old from the date of application.
- Your Project Plan
- Your Project Budget
- The Partnership Agreement you have written with your partner museum
- Your organisation's safeguarding policy

If you have any questions about the application process please contact the Delivering Change team at deliveringchange@museumsgalleriesscotland.org.uk

Organisation

What is the name of your organisation?

Word limit: 50 Words

What is your organisation's address?

Word limit: 50 Words

What is your organisation type? For example charity, community group, community interest company?

Word limit: 50 Words

Please upload your organisation's constitution and most recent bank statement with your supporting documents at the end of this application.

Contacts

For audit purposes, all applications to MGS require a Primary Contact and a Signatory Contact. The Primary Contact should be someone MGS can contact about the project within office hours. The Signatory Contact should be someone from your organisation who has the authority to submit an application on behalf of the organisation. This may be the Chair of the Board, the organisation's CEO, the Treasurer or another person that the organisation has given authority to. The Primary Contact and the Signatory Contact cannot be the same person.

Primary Contact

Full Name

Word limit: 50 Words

Role in the organisation

Word limit: 50 Words

Email Address

Word limit: 50 Words

Telephone

Word limit: 50 Words

Signature Authority

Full Name

Word limit: 50 Words

Role in the organisation

Word limit: 50 Words

Email Address

Word limit: 50 Words

Telephone

Word limit: 50 Words

Your Project

This section will ask you about your project; how you will deliver it, and what you hope it will achieve. Refer to the Assessment Criteria document to ensure you are including the detail our assessors will be looking for. Please feel free to use full sentences and paragraphs, or bullet points if you prefer. Include as much detail as you can.

What is the name of your project?

Word limit: 50 Words

What is your project idea?

Please give an overview of what you are planning to do. Describe the activity you will carry out; who will be involved in the project and its delivery; where the project will take place, and what resources you will need in order to deliver the project. Please include information about the skills your organisation and museum partner have that enable you to deliver this project.

Word limit: 400 Words

What are your potential project outputs?

Tell us a bit more about the specific outputs of your project. Outputs are the things your project will produce, which might include exhibitions, workshops, new research, performances, events, and many other things. We ask that you describe your outputs in your application because it helps us to understand what you hope to achieve and we believe that it will help you to plan your project.

We understand that the outputs of your project might change throughout the planning and delivery of your project, and we are happy to accommodate changes to your outputs if that is the case.

Word limit: 400 Words

How will your community be included and represented in the planning and delivery of your project? How do you think taking part in this work will impact your community?

How have people from your organisation and/or your systemically excluded community been involved in coming up with project ideas and planning the project, so far? How will they be involved in the next stage of planning? How will they be involved in the delivery of the project? What do you think the impact of the work will be on this group?

Word limit: 400 Words

How will your wider community be able to engage with your project? What will the impact of this be on the wider community?

How will people from your systemically excluded community who are not involved in the planning and delivery of your project be able to engage with your project? For example, by attending exhibitions, workshops, performances, events, or taking part in research. How will you publicise your project to your wider community? What impact do you think the project might have on members of your community? Impacts may include: people developing new skills; people gaining knowledge and experience; people experiencing positive emotions such as pride; and people connecting and building community.

Word limit: 400 Words

How have you worked with your partner museum to develop this project proposal so far?

A key purpose of this fund is to enable systemically excluded groups to work in partnership with museums to develop a project. Please include information about who at the museum you have worked with; how you have shared your ideas with the museum, and how you have or will collaborate with the museum to turn ideas into plans. Please describe how you worked with the museum to create your partnership agreement. If your museum partner is not willing or able to collaborate with you, this will not affect the success of your application to the fund. If you feel that your partner is not trying to collaborate effectively on your project, please let us know as soon as possible so we can provide support.

Word limit: 400 Words

Have you encountered any challenges so far and how have you approached these challenges?

All projects phase face various challenges throughout their planning and delivery. We have asked this questions so that we know about the challenges you have faced and whether we are able to provide support to your organisation in approaching these challenges. Your answer to this question will not affect the success of your application.

Please let us know of any challenges you may have faced or things that have not gone as you expected such as difficulty finding time to develop the project, difficulties engaging your community or organisation with the project, challenges with logistics such as travel, internet access, meeting space or equipment. If your relationship with your partner museum has been challenging, please let us know.

Word limit: 400 Words

To what extent do you think the museum or gallery you have partnered with could be a more inclusive space? Do you think the project will be able to make the museum or gallery more inclusive?

Museum Galleries Scotland is aware that Scottish museums have played a part in excluding the experiences and histories of many people and communities and do not always represent the diversity that enriches Scotland. We are interested in hearing your opinion on the way that your partner museum or gallery is not currently inclusive. For example, whose voices are not being heard in, or by, the museum; what stories are not being told in, or by, the museum, or who does not feel at home in the museum. Do you think this project will be able to address any of these issues? Do you think the project will be able to make the museum or gallery more inclusive?

We know that making museums and galleries more inclusive is a big job and we don't expect your project to be able to solve this on its own. We are interested in your insights and ambitions, but your answer to this question will not affect the success of your application.

Word limit: 400 Words

What will success look like at the end of the project?

What do you hope the project will achieve? You might want to think about the impact on the people involved in the project, your organisation, your wider community, the museum, or the general public.

Word limit: 400 Words

How will you evaluate the success of the project?

You might want to consider gathering feedback from people who will interact with your project, including those in your organisation; those from your community; those you are working with at your partner museum, and the general public. At the end of the project, you might want to reflect on whether the project went according to your project plan and budget.

Word limit: 400 Words

Is there anything else you think is needed to make the project a success?

Word limit: 400 Words

Your Project Plan and Budget

What is the project plan?

We have provided a template which may help guide you. It's helpful to lay out all the stages of the project and think about how long each stage could take. We understand that your project plan might change throughout the planning and delivery stages, and we are happy for you to make changes to your project plan after your project has been awarded a grant. A clear project plan will help you to successfully deliver the outputs of your project and can make it easier to make necessary changes to the project during delivery.

Please upload your project plan with your supporting documents at the end of this application.

Is your organisation able to reclaim VAT?

We are asking this as we are unable to cover VAT that your organisation will be able to

reclaim. If you can reclaim VAT on costs, please do not include the cost of VAT in the budget table.

Choose an item.

If you have answered Sometimes, please explain your VAT status

Word limit: 400 words

What is the project budget?

We have provided a template which may help guide you. We understand that the project budget might change during the project. A detailed project budget will help you keep track of how much money the project has and make it easier to make necessary changes. As you fill in the project budget, please break down the costs as much as you can and include everything you will need. Please make sure you are considering costs that will enable participants to take part such as childcare, travel costs, translation, and catering costs.

Please upload your project budget with your supporting documents at the end of this application.

How much money are you applying for from MGS? You can apply for up to £25,000

Word limit: 50 words

Does your project have any other sources of income?

Is the project being funded by any organisation other than MGS? This could be your own organisation, your museum partner, or another organisation. Please add the details of any other funder below including the organisation(s) you have received funding from or will receive funding from; the amount you will receive, and whether this funding has been confirmed. If it has not been confirmed please tell us when it will be confirmed. Please note that you are not required to secure funding from any other source for this project.

Word limit: 400 words