

Leadership Capacity Fund

APPLICATION FORM

Example for reference only

1. Accredited or non Accredited

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

- An Accredited Museum
- A non-Accredited Museum

2. Accredited Applicant

*** 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. Non Accredited 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.



If other, please state organisation type.

Charity Number (if relevant)

Company Number (if relevant)

Please upload your constitution here

File

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What are the main purposes and activities of your organisation?

4. About your non-Accredited Museum

To be eligible for funding from the Leadership Capacity Fund, your museum needs to align with the International Council of Museums (ICOM) definition of Museum:

– A museum is a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. Open to the public, accessible and inclusive, museums foster diversity and sustainability. They operate and communicate ethically, professionally and with the participation of communities, offering varied experiences for education, enjoyment, reflection and knowledge sharing.

The following questions will help the 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.

*** 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.

*** Please describe how your museum looks after and uses your collection?**

Outline how your organisation records, researches, conserves, and interprets items from your collection.

*** 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. Contacts

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**

6. Proposal

* What is the name of your proposal?

You were asked to name your proposal 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 proposal and suitable to be carried forward as the permanent proposal name.

Have you completed an expression of interest?

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

If yes, who did you speak to?

Please name the MGS staff member that you spoke to.

* Have you completed the Organisational Health Checker?

If you have not yet filled in the Organisational Healthchecker, we may ask you to complete it during the assessment of your application or after an award has been made.

You can find the Organisational Health Checker at <https://www.museumsgalleriesscotland.org.uk/museum-futures/> (<https://www.museumsgalleriesscotland.org.uk/museum-futures/>)

* Start date

Funded activity must not start before the published decision date for this round of funding. We expect funded positions to begin no later than January 2026. The date format should be DD/MM/YYYY

* End date

New posts and extensions to posts can be supported for up to 12 months. Your funding period may be longer due to factors such as recruitment periods and project evaluation. Funded activity must complete within 18 months of the start date. The date format should be DD/MM/YYYY.

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

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

*** Describe your proposal to increase leadership capacity in your organisation. (500 words max)**

Outline who the leaders of your organisation are and whether you will increase their capacity through extending their existing hours, hiring staff to backfill a leader's current operational responsibilities, seconding staff into temporary strategic posts, or hiring staff to undertake strategic development work. Please state when extensions to contracts or new contracts will begin and end.

7. Need

*** Describe the size and roles of your current workforce**

Tell us about the number of employees and volunteers make up your workforce and how many hours they work. Tell us about the type of roles your workforce is made up of, including the number of leadership, management and strategic roles your organisation has. Tell us if the size, structure, or make up of your workforce has changed in the past five years. You can attach a organogram or organisational chart to your application if this would be helpful to illustrate your workforce. You will have the opportunity to upload documents at the end of the application form.

*** Why do you need additional leadership capacity?**

Outline the pressures on your organisation's capacity and describe how this is preventing leadership from carrying out strategic work. Tell us if these pressures have changed in the past five years.

8. Impact

*** What strategic activity will your organisation deliver as a result of this funding and what impact will this work have on your organisation?**

Set out the pieces of work you expect to achieve during the funded period. Describe the impact this work will have on your organisation.

*** How will increased capacity be used to enable this strategic activity?**

Describe how the funding will enable strategic activity to take place.

*** Why does this strategic activity need to happen now?**

Why is the timing of your request important? What would be the consequence of delaying or not undertaking the strategic activity?

*** Has your organisation carried out any initial or preparatory work towards this strategic activity?**

*** What do you anticipate will happen after the funding ends?**

How will your organisation ensure that strategic aims are taken forward after the end of the funding for additional capacity?

9. Evaluation

*** How will you evaluate the impact of additional capacity on your organisation?**

It is important for grantees to be able to measure and report if and how additional capacity enables the strategic development of their organisation. Grantees should reflect regularly on the impact of additional capacity throughout the funded period and be able to adjust plans as need based on ongoing evaluation.

10. 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 that are applying, or whether you have more funding avenues open to you than other applicants.

Why do you need a grant to deliver your plans?

Tell us why you cannot fund an increase in leadership capacity from available resources.

* 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.

£	<input type="text"/>
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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.

£	<input type="text"/>
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11. 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.

*** Before completing the 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 proposal?**

Include items that may be covered by other sources of funding, but not in-kind support. 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).

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

*** Amount you are requesting from MGS**

£	
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*** Your organisation's financial contribution**

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

£	
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12. Expectations of Funded Organisations

*** MGS recognises that collaboration, environmental sustainability and developing accessibility, inclusivity and diversity are important components of building organisational resilience. Please tell us about how you will factor each of these into your strategic development planning.**

*** 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-3/>) as they relate to payment of the Real Living Wage and Channels for Effective Voice.

You must complete the Fair Work 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>) before submitting this application.

Yes or No? ▼

13. Supporting Documents

* Please upload the following supporting documents:

- Copies of your last two years of externally verified accounts
- A copy of your current Forward Plan or Business Plan
- Job descriptions or work briefs for funded roles
- Any supporting evidence for the need or costs of your proposal
- Any documents that may help to explain the structure and size of your organisation such as an organogram or organisational chart

No items selected	

File

Size

14. Declaration

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