



Small Grants Fund 2026

APPLICATION FORM

Test application

MUSEUMS GALLERIES SCOTLAND

1. Small Grants Fund

The Small Grants Fund is open to Accredited and non-Accredited museums based in Scotland.

For application guidance, visit the Small Grants Fund webpage. (<https://www.museumsgalleriesscotland.org.uk/funding/small-grants-fund/>)

For technical support, use the green 'support' button in the bottom right-hand corner of the screen, or contact the Grants Team via email grants@museumsgalleriesscotland.org.uk (<mailto:grants@museumsgalleriesscotland.org.uk>)

*** Does your organisation run an Accredited museum?**

Yes

No

2. Accredited Museum 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.

Museums Galleries Scotland

Organisation Address

*** Address Line 1**

Line 2

Line 3

*** City/Town**

*** Postcode**

3. Non-Accredited Museum Applicant

To be eligible for our funding your museum must 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.

Select the name of the organisation

* If your organisation doesn't appear above, please write the full legal name of your organisation as it appears in your annual accounts and with OSCR (<https://www.oscr.org.uk/about-charities/search-the-register/>) or Companies House (<https://find-and-update.company-information.service.gov.uk/>).

Enter your organisation's address

* Address 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:

Charity Number (if relevant)

Company Number (if relevant)

*** What are the main purposes and activities of your organisation?**

*** Does your museum look after a collection of objects?**

Yes or No? ▼

*** Please tell us about your collection. Include details about the type of objects, the ownership of your collection and your collecting policy.**

*** Please tell us more about how the public can engage with your collection. Include details about your museum's opening hours, staffing, engagement and learning activity.**

*** Upload your organisation's Constitution or Articles of Association.**

File

Size

4. About your organisation

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**

Fair Work

All grant applicants should be compliant with the Scottish Government’s Fair Work First requirements (<https://www.museumsgalleriesscotland.org.uk/fundings/fair-work-first/>). We require all applicants to pay workers the real Living Wage (<https://scottishlivingwage.org/>) and to offer appropriate channels for effective voice. Applicants will also need to demonstrate their awareness of, and commitment to Fair Work principles by publishing a supporting statement on their website.

Applicants must submit a Fair Work First declaration (<https://www.museumsgalleriesscotland.org.uk/wp-content/uploads/2023/07/FWF-declaration-2025-1.docx>) to MGS every financial year in which they apply for funding.

Have you submitted a Fair Work First declaration to MGS this financial year? Fair Work First declaration (<https://www.museumsgalleriesscotland.org.uk/wp-content/uploads/2023/07/FWF-declaration-2025-1.docx>)

 

Financial information

*** Unrestricted Reserves**

This figure should be taken from your latest annual accounts and should include designated funds.

£	<input type="text"/>
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Tell us about any designated funds included in your unrestricted reserves figure above

*** Average monthly operating costs**

£	<input type="text"/>
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Please upload the last 2 years of annual accounts in the additional document section at the end of the application form.

5. About your project

*** Name of your project**

*** Short Summary of the project**

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

*** Project start date**

*** Project end date**

Projects should start within three months of the advertised award date and activity should last up to twelve months.

Is this a partnership project? If yes, who are your partners?

MGS 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 rather than one organisation delivering services to another.

If it is a partnership project, please upload your Partnership Agreement in the supporting documents at the end of the application.

*** Have you considered collaborative working for this project?**

*** Who else will be involved in or benefit from your project?**

E.g, Community groups, local people, specialist groups, geographic forums?

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

6. Project Proposal

*** Why is this project needed?**

Describe the issue, gap or opportunity you are responding to. You could include background information, consultation with communities or visitors, or recent changes that make this project timely.

*** What do you want to do?**

Tell us about what you are proposing to deliver through this project.

*** What will be the key outputs of the project?**

Please list the things your project will produce. For example, this could be a new staff post, delivery of five workshops, installation of a rain garden in your museum grounds, or digitisation of 250 collection items.

Then tell us how you will show that those things have been delivered by the end of the project. For example, a staff contract and report, feedback from participants, photographs, or website links. You will be asked to provide this information in your end of project report.

Project Output	Evidence of delivery

*

Which of MGS' Grant Outcomes (<https://www.museumsgalleriesscotland.org.uk/fundings/grant-outcomes/>) will this project meet?

Select between one and three Grant Outcomes focusing on the main priorities of your project. Then, tell us how you will know that you have met these Grant Outcomes. Your project must meet at least one of our Grant Outcomes to be eligible for the Small Grants Fund.

Outcome	Measurement(s) of success

* 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

* How have you ensured positive environmental impact during delivery and as a legacy?

7. Project costs

* Can your organisation reclaim VAT?

- Yes
 No
 Sometimes

If you have selected sometimes, please provide further information

* What are the full costs of your project?

If you can reclaim VAT, do not include it in your budget. The notes section can be used to show calculations of costs, or links to online research.

Item	Supplier	Cost (ex VAT)	VAT (if not VAT registered)	Notes
		£ 0.00	£ 0.00	

* How much are you requesting from MGS?

- Up to £15,000 for Accredited museums
- Up to £10,000 for non-Accredited museums
- Up to £3,000 for organisations planning a project which specifically focuses on 'Working towards Accreditation'

£

* 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

8. Supporting documents

*** Please upload documents to support your application.**

All applications should include:

- Your organisation's last two years' accounts,
- Evidence to support the need for the project (e.g. reports, photographs, visitor surveys, evaluation of pilot projects),
- Quotations to support costs.

Where applicable, you might also upload:

- Job descriptions or work briefs,
- Income projections,
- Safeguarding policy,
- Confirmation of match funding
- Other documents which you feel will strengthen or support your proposal.

No items selected	

File	Size
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9. 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