



department for
**culture, media
and sport**

DCMS/WOLFSON FOUNDATION MUSEUMS & GALLERIES IMPROVEMENT FUND

Guidance notes for applicants

2008-2009

improving
the quality
of life for all

Introduction

The purpose of these guidance notes is to provide you and other eligible museums, galleries and museums services with the information needed to submit a bid to the 2008-09 DCMS/Wolfson Foundation Museums & Galleries Improvement Fund.

Eligibility

The Fund is open to bids from the following museums and galleries:

Museums and Galleries Sponsored/Funded by DCMS

British Museum	National Museums Liverpool
Design Museum	Natural History Museum
Geffrye Museum	National Maritime Museum
Horniman Museum	National Museum of Science & Industry
Imperial War Museum	People's History Museum
Museum of London	Royal Armouries
Museum of Science & Industry Manchester	Sir John Soane's Museum
National Coal Mining Museum for England	Tate Gallery
National Football Museum	Tyne & Wear Museums
National Gallery	Victoria & Albert Museum
National Portrait Gallery	Wallace Collection

Designated University-based Collections

University of Birmingham	Barber Institute of Fine Arts
University of Cambridge	Fitzwilliam Museum Museum of Archaeology & Anthropology Museum of Zoology Sedgwick Museum of Geology Whipple Museum of the History of Science
University of London	Courtauld Institute Gallery Percival David Foundation of Chinese Art Petrie Museum of Egyptian Archaeology
London Metropolitan University	Women's Library Museum (Museum only)
University of Manchester	Manchester Museum Whitworth Art Gallery

University of Oxford

Ashmolean Museum of Art and Archaeology
Museum of Natural History
Museum of the History of Science
Pitt Rivers Museum

University of Reading

Museum of English Rural Life

Museums with Designated Collections

Bath & North East Somerset Council

Beamish, The North of England Open Air Museum

Birmingham City Museums & Art Gallery

Bowes Museum

Bristol Museums & Art Galleries

Cheltenham Art Gallery & Museums

Colchester Museums

Coventry Transport Museum

Dulwich Picture Gallery

Exeter City Museums & Art Gallery

Firepower, The Royal Artillery Museum

Harewood House Trust

Ironbridge Gorge Museum Trust

Jewish Museum

Kingston upon Hull City Museums & Art Galleries

Lancashire County Museum Service

Leeds Museums & Galleries

Library and Museum of Freemasonry, Freemasons Hall (Museum only)

London's Transport Museum

Manchester City Galleries

Mary Rose Trust

Museums of the Royal College of Surgeons of England

National Motor Museum

National Tramway Museum

Northampton Museum & Art Gallery

Norwich Castle Museum & Art Gallery

Plymouth City Museum & Art Gallery

Royal Engineers Museum, Chatham

Royal Pavilion, Libraries & Museums (Brighton & Hove)

Salisbury & South Wiltshire Museum

Sheffield Galleries & Museums Trust

Southampton City Council Cultural Services

Stoke-on-Trent Museums Service

Tank Museum, Bovington

Waterways Trust

Weald & Downland Open Air Museum, Chichester

Wedgwood Museum Trust

Wiltshire Heritage Museum

Wordsworth Trust

York Museums Trust

Museums with non-Designated Collections in Regional Hubs

Bolton Museum & Art Gallery

Leicestershire Heritage Services

Bradford Museums	Lincolnshire Museums Service
Chatham Historic Dockyard Trust	Luton Museums Service
Derby Museums & Art Gallery	Norfolk Museums & Archaeology Service
Hampshire County Museums Service	Nottingham City Museums & Galleries
Harris Museum & Art Gallery	Royal Cornwall Museum
Hartlepool Museums	Russell-Cotes Art Gallery, Bournemouth
Herbert Art Gallery & Museum	Tullie House Museum & Art Gallery
Leicester City Museums Service	Wolverhampton Art Gallery

Bid Criteria and Conditions

Bids submitted for consideration should include one or more of the following:

- Renovation and improvement of the display of exhibits in permanent galleries and exhibition spaces;
- Improvements to public spaces and access to the collection;
- Physical improvements to access and facilities for disabled visitors;
- Physical improvements to collection interpretation;
- Improvements to environmental controls in public access spaces and galleries.

Bids will be considered if they meet all of the following conditions:

- One capital project per museum/gallery or per museums service (but a bid by a service may include more than one museum where it has either a designated collection or is in a regional hub);
- Funding sought **must not** include VAT, consultant fees, staff costs, contingencies, delivery charges, design costs or travel and subsistence;
- Funding sought must be no more than 66% of the total project cost, where the total project cost **does not** include VAT and other prohibited costs as listed above.
- Funding sought must not exceed £300,000. In recent years, average sums awarded have been £200,000 (2002-03), £167,000 (2003-04), £125,000 (2004-05) and £100,000 (2005-06);
- Any funding awarded must be claimed by 2010;
- Bids from museums with Designated Collections need not be restricted solely to the designated element of the collection.

In making their recommendations, the panel may also take into consideration the current and projected visitor numbers for the institution and whether the collection is of local or national importance. As an indicative figure, the panel would hope to see visitor figures of at least 20,000 per year when looking at a bid.

Please bear in mind that bids should not be for funding to cover the basic maintenance of existing facilities (i.e. routine repairs and cleaning) but for projects that improve the physical infrastructure of the institution/s concerned.

Indicative Timetable

Early December	Invitations to bid sent to eligible institutions
15 February	Deadline for institutions to submit bids
Mid May	Panel meet to agree projects recommended for funding
Mid June	Approval given by Trustees of Wolfson Foundation
Mid-late July	Approval from Minister for Culture and Secretary of State for Culture, Media and Sport
Mid-August	Announcement

Assessment Panel

The Assessment Panel that will consider all bids will consist of an external expert assessor(s) and representatives from the following bodies:

The Wolfson Foundation
The Department for Culture, Media and Sport
The Museums, Libraries and Archives Council

Bid Proforma

All bids must be submitted on the standard proforma, which can be found on the DCMS website alongside these guidance notes. Alternatively, an electronic copy of the proforma can be obtained on request from David Lee or Lisa Ray (telephone numbers below). The following guidance is given to assist you to complete the bid proforma:

Project title: This section should give the name of the project for which you are applying for funding.

Funding sought: This section of the proforma indicates the information required. As detailed in the Bid Criteria and Conditions section, funding sought **must not** include prohibited costs. It **must not** exceed £300,000 and **must not** exceed 66% of the total project costs, where the total project cost does not include prohibited costs.

Project funding: In this section you should indicate where other funding for the project is expected to come from. You should list other funding sources and the sums requested from each of them to cover the balance of the total project cost. It would be helpful if you could say whether funding has been secured or, if you are at the application phase, when you expect to be informed of a decision.

Project overview: This section should detail the scope of the project and the improvements that will be delivered as a result of its implementation. Where funding is sought for an element or phase of a much larger project or long-term development plan, please explain how this element sits within the larger project or development plan and what exactly a DCMS/Wolfson Fund grant would be paying for. **Please note this section should be around 1,000 words maximum.**

Benefits: In this section, please address the project's delivery of the Fund's bid criteria.

Supporting information: If you have evidence of the need for the improvements, e.g. from visitor surveys or other research, then it would be helpful if you could briefly outline this here. You should also mention any other evidence of the outcomes that will be delivered by the project and any evaluation that has been used to shape your proposals. Where a bid is for improvements to access, you should state what work has been undertaken in terms of e.g. access audits, audience research etc. in order to show how access would be improved.

Visit Numbers: In this section you should note the 2006/07 visit figures and indicate expected visit numbers following the project's completion. This will help to assess the project's predicted impact on visits. The Assessment Panel may also take this information into consideration when making their recommendations on funding.

Project costs: This table should be used to show a breakdown of the project costs, e.g. light fixtures and display cases. [NB: where display cases are a part of the bid, please state whether these are high-security.]

Project timescale: This table should be used to show the key milestones and corresponding target dates from project start to completion.

Supplementary information: You may give other supporting information relevant to your bid, for example background information about the institution and its collection. **Please note this section should be around 300 words maximum.** Unfortunately, owing to time constraints, we cannot guarantee that any additional documentation submitted will be seen by the Assessment Panel. You should therefore ensure that any information which is important to your bid is contained in the proforma.

Submitting your bid

The completed bid proforma must be received in DCMS no later than **Friday 15 February 2008** and should be sent to:

David Lee
Museums & Libraries Sponsorship Unit
Department for Culture, Media and Sport
1st Floor
2-4 Cockspur Street
LONDON
SW1Y 5DH

Enquiries

If you have any questions the following DCMS representatives are available to deal with your enquiry:

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