



Department
for Culture
Media & Sport

DCMS/WOLFSON MUSEUMS & GALLERIES IMPROVEMENT FUND 2016-18

Guidance notes for applicants

Introduction

The purpose of these guidance notes is to provide eligible museums, galleries and museums services with the information needed to submit a bid to the DCMS/Wolfson Museums & Galleries Improvement Fund 2016-18.

Please note that any funding awarded will be available to be claimed only during the financial year 2017-18 and not beyond. Before submitting a bid, please consider carefully whether your project schedule would enable you to claim within this timeframe.

Eligibility

The Fund is open to bids from museums, galleries and museums services in the following categories:

- Museums and galleries sponsored/funded by DCMS
- Designated University-based collections
- Museums/museums services with designated collections
- Major Partner Museums Network

A full list of eligible bodies can be found at the end of this document.

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 for disabled visitors;
- Physical improvements to collection interpretation;
- Improvements to environmental controls in public access spaces and galleries, in the context of improvements to visitor experience.

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

- One capital project per museum or gallery, or per museums service.
- If an individual museum within a museums service has either a designated collection, or is currently within the Arts Council England Major Partner Museums Network.
- Bids from museums with designated collections need not be restricted solely to the designated element of the collection.
- Funding sought must not exceed **£300,000**.
- Funding sought must be no more than **75%** of the total eligible project cost, where the total project cost **does not** include VAT and the other prohibited costs listed below.

- Funding sought **must not** include the following prohibited costs:
 - Professional fees, consultants, and internal staff costs (for example, the costs of design, preliminaries, tendering, obtaining consents, project management, construction management, and quantity surveyors)
 - Transit costs (for example, carriage and delivery)
 - VAT
 - Contingencies
 - Travel and subsistence
 - Maintenance
 - Marketing and publicity
 - Security and health and safety systems

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.

Assessment Panel

The Assessment Panel that will consider all bids will consist of external expert assessors and representatives from the funding bodies.

In making its 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. Likewise, it is desirable to indicate how DCMS/Wolfson Funding might increase commercial opportunities within organisations.

Indicative Timetable

26 August 2016	Deadline for eligible institutions to submit bids
November 2016	The DCMS/Wolfson Fund Panel meets to agree projects recommended for funding
December 2016	Approval of awards by the Trustees of The Wolfson Foundation
December 2016	Approval of awards by the Minister for Culture and the Digital Economy
Early 2017	Announcement of awards
April 2017-March 2018	Drawdown of DCMS/Wolfson Fund awards

Bid Pro Forma

All bids must be submitted on the standard pro forma, which can also be found [on the DCMS website](#) alongside these guidance notes. The following guidance is given to assist you to complete the bid pro forma:

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

Funding sought: 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 75% of the total eligible project costs, where the total project cost does not include prohibited costs.

Other 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 500 words maximum.**

Which criteria does the bid meet? In this section, please address the project's delivery of the Fund's bid criteria. **Please note this section should be around 1,000 words maximum.**

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. You may also supply illustrations of the project. This section may also include information on how DCMS/Wolfson funding might improve the commercial and financial resilience of the organisation. **Please note this section should be around 500 words maximum.**

Visit Numbers: In this section you should note the 2015-16 visit figures and indicate expected visit numbers following the project's completion, with a brief justification. 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.

Eligible Project costs: This table should be used to show a breakdown of the eligible 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 pro forma.

Submitting your bid

The completed bid pro forma must be received in DCMS no later than **26 August 2016** and should be sent to dcmswolfsonfund@culture.gov.uk or by post to:

Dr Neil Johnston,
Museums Team,
Department for Culture, Media & Sport,
100 Parliament Street,
LONDON SW1A 2BQ.

Copies of this guidance and the bid pro forma can be found on the DCMS website.

Enquiries

Please direct informal enquiries to dcmswolfsonfund@culture.gov.uk or Neil Johnston (0207 211 6477)

ELIGIBILITY FOR THE DCMS/WOLFSON FUND

Museums and Galleries Sponsored/Funded by DCMS

British Museum	Science Museum Group
Design Museum	National Portrait Gallery
Geffrye Museum	Natural History Museum
Horniman Museum & Gardens	People's History Museum
Imperial War Museum	Royal Armouries
National Coal Mining Museum for England	Sir John Soane's Museum
The National Gallery	Tate Gallery
Royal Museums Greenwich	Victoria & Albert Museum
National Museums Liverpool	Wallace Collection

Designated University-based Collections

University of Birmingham	Barber Institute of Fine Arts
	Lapworth Museum of Geology
University of Cambridge	Fitzwilliam Museum
	Museum of Archaeology and Anthropology
	University Museum of Zoology
	Sedgwick Museum of Earth Sciences
	Whipple Museum of the History of Science
Durham University	Oriental Museum (Durham University Museums)
University of London	Courtauld Gallery
	Petrie Museum of Egyptian Archaeology (UCL Museums and Collections)
London School of Economics & Political Science (LSE)	Women's Library @ LSE (Museum only)
University of Manchester	Manchester Museum
	Whitworth Art Gallery
University of Oxford	Ashmolean Museum of Art and Archaeology
	Oxford University Museum of Natural History
	Museum of the History of Science
	Pitt Rivers Museum
University of Reading	Museum of English Rural Life

Museums/museums services with Designated Collections

Bath & North East Somerset Heritage Services
Beamish, the Living Museum of the North
Birmingham Museums Trust
Black Country Living Museum
Bowes Museum
Bradford Industrial Museum (Bradford Museums & Galleries)
Bristol City Council Museums, Galleries & Archives
Canal and River Trust
Cheltenham Art Gallery & Museum: The Wilson
Colchester Castle Museum (Colchester & Ipswich Museums)
Compton Verney
Coventry Transport Museum (Culture Coventry)
Derby Museum and Art Gallery (Derby Museums)
Dulwich Picture Gallery
Harewood House Trust
Hull City Council Museums & Galleries
Ironbridge Gorge Museum Trust
Jewish Museum, London
Kensington Palace (Historic Royal Palaces)
Lancashire County Museum Service
Leeds Museums & Galleries
Library and Museum of Freemasonry (Museum only)
London Transport Museum
Manchester City Galleries
Mary Rose Trust
Museum of London & Museum of London Docklands
Museums of the Royal College of Surgeons of England
Museums Sheffield
National Football Museum
National Motor Museum
National Tramway Museum
Northampton Museum & Art Gallery (Northampton Museums Service)
Norwich Castle (Norfolk Museums Service)
Plymouth City Museum & Art Gallery (Plymouth City Council Arts & Heritage)

Porthcurno Telegraph Museum
Royal Academy of Arts
Royal Albert Memorial Museum (Exeter City Museums & Art Gallery)
Royal Engineers Museum, Library & Archive
Royal Pavilion, Museums & Libraries (Brighton & Hove)
Salisbury & South Wiltshire Museum
Shakespeare Birthplace Trust and Royal Shakespeare Company
Southampton City Council Arts & Heritage
Stoke-on-Trent Museums
Sunderland Museums & Heritage Service
Tank Museum
Tyne and Wear Archives & Museums
Weald & Downland Open Air Museum
Wedgwood Museum Trust
Wiltshire Heritage Museum
Wordsworth Trust
York Museums Trust

Museums/museums services with non-designated collections which have either been part of a Renaissance Regional Hub or which have become Renaissance Major Partners since 2012.

East Midlands

Leicester City Council Arts & Museums Service
Leicestershire County Council Heritage Services
Nottingham City Council Museums & Galleries
North Lincolnshire Council Museums & Heritage

West Midlands

WAVE (the Museums, Galleries & Archives of Wolverhampton)
Warwickshire County Council Museums Service

North East

Hartlepool Borough Council Museums & Heritage Service

North West

Bolton Library & Museum Services, Bolton Council

Harris Museum & Art Gallery, Preston
Tullie House Museum & Art Gallery, Carlisle
Lakeland Arts Trust

East

Luton Culture.
Kettle's Yard, Cambridge University
Museum of Classical Archaeology, Cambridge University
The Polar Museum (Scott Polar Research Institute), Cambridge University

South East

Hampshire County Council Arts & Museums
Chatham Historic Dockyard Trust
Oxfordshire County Council Museums Service

South West

Falmouth Art Gallery
National Maritime Museum Cornwall
Penlee House Gallery & Museum
Royal Cornwall Museum, Truro
Russell-Cotes Art Gallery & Museum, Bournemouth
Wheal Martyn Museum

