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| **DCMS/WOLFSON MUSEUMS AND GALLERIES IMPROVEMENT FUND 2018-20**BID PRO FORMA |
| **Name of bidding institution** |  |
| **Postal address** |  |
| **Contact name** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Project Title** |  |
| Funding Sought*[Funding sought must not include prohibited costs. It must not exceed £300,000, nor exceed 75% of 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 required for the project is expected to come from. You should list these funding sources and the sums anticipated from each of them in order to cover the balance of the total project cost. Please indicate whether this funding has been secured or pledged, or if in the midst of an application when you expect to be informed of a decision.]* |  |

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| **Project Overview (*Please note this section should be a maximum of 500 words)*** |
| * *This section should detail the scope of the capital project and the improvements it will deliver.*
* *Where funding is sought for an element or phase of a larger project or long-term development plan, please explain how this element sits within the larger project or development plan and the precise elements towards which a DCMS/Wolfson Fund grant would go*
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| Which of the four criteria does the bid meet? (Please tick all relevant boxes) |
| 1 | Material improvements to the display and interpretation of collections, in both permanent galleries and exhibition spaces |  |
| 2 | Improvements to access and/or interpretation for visitors with disabilities |  |
| 3 | Physical improvements to public spaces to enhance visitor experience |  |
| 4 | Improvements to environmental controls, collections storage and conservation facilities to enhance the care of collections |  |
| **How does the project deliver against the Fund’s criteria? (maximum 1,000 words)** |
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| Supporting information (maximum 500 words) |
| * *If you have evidence of the need for the improvements, e.g. from visitor surveys or other research, you are encouraged to summarise it here.*
* *You should also include any other evidence that may support the outcomes anticipated from the project for which you are applying for funding.*
* *Where a bid is made for improvements to access, you should state what work has been undertaken to demonstrate that access would be improved, e.g. access audits, commissioned research and audience surveys.*
* *You may also supply images and plans illustrating the need for intervention.*
* *Information on the impact a grant would have on commercial and financial resilience should also be included in this section.*
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| Visitor numbers *Please outline visitor figures from the past three financial years, and indicate your expected visitor figures upon completion of the project, with a brief justification. The Panel may take this information into consideration when issuing its recommendations* |
| Financial Year 2015-16 visitor figures |  |
| Financial Year 2016-17 visitor figures |  |
| Financial Year 2017-18 visitor figures |  |
| Expected visitor figures |  |

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| Eligible Project Costs*This table should show a breakdown of eligible project costs, e.g. light fixtures, lifts, and display cases.* **Principal items** | **Estimated cost** |
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| Project Timescales**Activity** | **Milestone completion date** |
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| Supplementary Information (maximum 300 words)  |
| * *You may give other supporting information relevant to your bid, for example background information about the institution and its collection. You should ensure that any supplementary information you wish to provide the Panel with is included in this section,* ***and not*** *in any separate attachments.*
* *You may also wish to outline any experience in your museum or project staff in procuring and delivering capital projects.*
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The completed bid pro forma must be received by DCMS no later than 31 August 2018 and should be sent to dcmswolfsonfund@culture.gov.uk . Applications received after this date will not be considered.

Applications must be submitted via email, in both Microsoft Word and PDF format. Copies of this guidance and the bid pro forma can be found on the gov.uk website.

Please direct any enquiries to dcmswolfsonfund@culture.gov.uk

4th Floor, 100 Parliament Street

London SW1A 2BQ

www.gov.uk/dcms