



Department
for Culture
Media & Sport

The Wolfson*
Foundation

DCMS/Wolfson Museums and Galleries Improvement Fund 2018-20

Guidance note for applicants

March 2018

1. Introduction

The purpose of these guidance notes is to provide eligible museums and galleries with the information required in order to submit a bid for the 2018-20 round of the DCMS/Wolfson Museums and Galleries Improvement Fund. The DCMS/Wolfson Museums and Galleries Improvement Fund supports capital projects aimed at improving the display and accessibility of collections.

Please note that any funding awarded will only be made available to claim from April 2019 to March 2020. You are advised to carefully consider whether your project schedule would allow you to make a claim within this fixed timeframe. If successful, you will be offered a minimum of four opportunities throughout Financial Year 2019-20 in which to submit invoices for reimbursement.

2. Eligibility

The Fund is open to bids from museums, museum services and galleries in England falling into one of four categories:

- Museums/museum services with Designated collections
- Designated University-based collections
- Museums/museum services that are or have been members of an ACE development scheme (NPO; Major Partner Museums; Renaissance)
- Museums and galleries sponsored by DCMS

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

3. Bid Criteria

Bids submitted for consideration must meet at least one of the following criteria:

- Material improvements to the display and interpretation of collections, in both permanent galleries and exhibition spaces
- Improvements to access and/or interpretation for visitors with disabilities
- Physical improvements to public spaces to enhance visitor experience
- Improvements to environmental controls, collections storage and conservation facilities to enhance the care of collections

4. Terms and Conditions of the Fund

The following conditions apply to all applicants:

- Only one capital project bid per museum, gallery or museums service will be considered.
- Bids from museums with Designated collections need not be restricted to the Designated element of the collection.
- Funding sought must not exceed **£300,000**.
- Funding sought must not exceed **75% of total eligible project costs**, 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, consultancy, and internal staff costs (including, but not restricted to, the costs of design, preliminaries, tendering, obtaining consents, project management, construction management, and quantity surveyors)
 - Transit costs (e.g. carriage and delivery)
 - VAT
 - Contingencies
 - Travel and subsistence
 - Maintenance
 - Marketing and publicity
 - Health and Safety systems

Please bear in mind that funding should not be sought to cover the basic maintenance of existing facilities, such as routine repairs and cleaning, but rather for **projects that improve the physical infrastructure of the institution concerned**.

5. Indicative timetable and assessment of bids

April 2018	Applications open
31 August 2018	Application window closes
November 2018	Panel meets to review applications
December 2018	Announcement of awards
April 2019 – March 2020	Successful applicants able to claim

An assessment panel consisting of representatives from DCMS and the Wolfson Foundation, as well as expert external assessors, will convene in Autumn 2018.

In assessing bids, the Panel will take into consideration current visitor numbers and any projected increases arising from improvement works bid for. Applicants are further advised to outline what effect improvements will have on commercial performance and opportunities. The Panel will also consider the role played by the institution in the local community.

6. Bid Pro Forma

All bids must be submitted on the standard pro forma. The following guidance is provided to assist you in completing the bid pro forma:

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

Funding sought: As detailed in the Terms 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 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.

Project overview: 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.

Please note this section should be a maximum of 500 words.

Criteria fulfilled by the bid: In this section, please explain how your proposed project fulfils the Fund criteria.

Please note this section should be a maximum of 1,000 words.

Supporting information: 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.

Please note this section should be a maximum of 500 words.

Visitor numbers: In this section, you should list your visitor numbers over the last three 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.

Eligible project costs: This table should show a breakdown of eligible project costs, e.g. light fixtures, lifts, and display cases.

NB: if display cases form part of the bid, please state whether these are high-security.

Project timescale: This table should show the key milestones of your project from 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. 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.

Please note this section should be a maximum of 300 words.

7. Submitting your bid

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 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

List of institutions eligible to apply to the Fund

Museums services with Designated Collections

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

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

Designated university-based museum collections

University of Birmingham

Barber Institute
Lapworth Museum of Geology

University of Cambridge

Fitzwilliam Museum
Museum of Archaeology and Anthropology
University Museum of Zoology
Sedgwick Museum of Earth Science
Whipple Museum of the History of Science

Durham University

Oriental Museum

University of London

Courtauld Institute

University College London

UCL Museums

London School of Economics & Political Science

Women's Library Museum

University of Manchester

Manchester Museum
The Whitworth

University of Middlesex

Museum of Domestic Design and Architecture

University of Oxford

Ashmolean Museum
Museum of Natural History
Pitt Rivers Museum
Museum of the History of Science

University of Reading

Museum of English Rural Life

Museum services that have been members of an ACE development scheme (NPO; Major Partner; Renaissance) not previously listed

East Midlands

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

West Midlands

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

North East

Hartlepool Borough Council Museums & Heritage Service
Stockton Borough Council Tees Valley Museum Group
Woodhorn Museum and Northumberland Archives

North West

Bolton Library & Museum Services, Bolton Council
Manchester Jewish Museum
Harris Museum & Art Gallery, Preston
Tullie House Museum & Art Gallery, Carlisle
Lakeland Arts Trust

People's History Museum
Manchester Art Gallery

East

Luton Culture
The National Holocaust Centre and Museum
Kettle's Yard, Cambridge University
Museum of Classical Archaeology, Cambridge University
The Polar Museum (Scott Polar Research Institute), Cambridge University
Ipswich and Colchester Museums
Museum of East Anglian Life
National Horseracing Museum
National Justice Museum

South East

Hampshire County Council Arts & Museums
Design Museum
Chatham Historic Dockyard Trust
Watts Gallery Trust
Oxfordshire County Council Museums Service
Bucks County Museum

South West

Falmouth Art Gallery
Exeter City Council museums
National Maritime Museum Cornwall
Penlee House Gallery & Museum
SS Great Britain Trust
Royal Cornwall Museum, Truro
Russell-Cotes Art Gallery & Museum, Bournemouth
Wheal Martyn Museum
Wessex Museums Partnership

Yorkshire and the Humber

Barnsley Museums
Doncaster Heritage Services
Thackray Medical Museum
Ripon Museums Trust
The Bronte Society
Wakefield Council Museums

Museums and Galleries sponsored by DCMS

British Museum

Science Museum Group

Geffrye Museum

National Portrait Gallery

Horniman Museum & Gardens

Natural History Museum

Imperial War Museums

Royal Armouries

National Coal Mining Museum for
England [funded by DCMS]

Sir John Soane's Museum

The National Gallery

Tate Group

Royal Museums Greenwich

Victoria & Albert Museum

National Museums Liverpool

Wallace Collection