

The Daphne Bullard Grant Guidance Notes

Daphne
Bullard
GRANT

Conditions / criteria for a grant:

- a. Museums must be Accredited or working towards Accreditation. If you are working towards Accreditation, please include a supporting statement from your Accreditation mentor or Museum Development Officer.
- b. The application should make clear whether the full cost or part cost of a project is being sought as a grant. Applicants should provide an outline of other funding bodies which are providing funding or which they intend to approach.
- c. Preference is given to projects aimed at conservation or display of dress or textiles where there is a long-term material benefit to a collection or project.
- d. The objects to be conserved or displayed should not be in private ownership unless they are held in a long-term trust.
- e. Project should be to the continuing public benefit and arrangements for access should be in place. We will not support projects where 'permanent display' is used to describe the public access method. We would require an indication of a fixed period of time for which the object(s) are to be displayed. If longer term display is planned then we would require a conservation monitoring plan to indicate how fragile and sensitive objects will be managed.
- f. Photographs of the item(s) would assist the application review committee.
- g. Grants will not be given to assist with living costs or course fees or education for staff, volunteers or students.
- h. A written progress report on the work assisted by the grant must be made to the Trustees within one year of the grant being made or as soon as the project is finished, whichever is the sooner. The report should include photographs of the item(s).
- i. Acknowledgement of the financial assistance of the Daphne Bullard Grant is required on the display labelling, all documentation including online and marketing materials associated with the project. This may be by using the Grant's brand.

The Application Form:

The Applicant is the person completing the application form except sections 4, 5 and 6, employed by the Museum and with a close involvement in work about which the application is being made. If there are questions about the application the Association Secretary will contact this person and thus, if possible 'phone or email contact details in the application would be helpful.

The Project section gives the assessment panel a clear understanding of the overall project or work involved of which the work funded by the grant is a part. A more detailed description of the work to be funded by the grant is requested to allow the assessment panel to determine whether the application falls within the terms of the grant (see criteria). Outside assistance such as conservators are eligible for funding but this should be made clear and with supporting information on the competence of such assistance. Photographs of the item/s would assist the application assessment panel.

The Breakdown of costs section gives a clear picture of the financial structure of the project and the part that the grant would play in its structure. The detailed line items are required to demonstrate that the funding is being applied to eligible activities. Where VAT is included in the application costs it should only be for activities for which the organisation cannot reclaim the VAT.

The Supporting Statement is provided by a person senior to the applicant in the museum who can verify that the work is in the museum program and indicate its significance for the museum.

The Declaration and Written Report provides confirmation of how the grant was spent and a record of the project or work. It becomes part of the archive for the Association and the inclusion of photographs is appreciated. Completed by a person with line management responsibility for the work proposed. Usually the same person who writes the supporting statement.

The Proposer is a senior person in the museum who is submitting the application on behalf of the museum.

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