**TEMPLATE Weston Loan Programme with Art Fund Application Form**

This year, we will be accepting all application forms and supporting documents via email. We will not be using the online form due to changes to our system. You can send your completed templates to [programmes@artfund.org](mailto:programmes@artfund.org) (with [klloyd@artfund.org](mailto:klloyd@artfund.org) in the Cc line). Please ensure the application form remains as a Word file (as opposed to PDF); this will enable us to process the information more easily.

Please ensure that you have read the guidance for applicants before completing this form. This can be found on our website.

If a question has an asterisk (\*) next to it, that means it is mandatory – please make sure you provide an answer in those sections. Certain questions have word limits (indicated below).

We encourage you to get in touch with us to discuss your application prior to submission. If you have not already done so, please contact Katie Lloyd (email address above).

Information requested is for the purposes of administering, monitoring and evaluating grants. Our privacy policy is available online at the following link:

<https://www.artfund.org/policies/privacy-policy>

Please ensure you have relevant consent from any third parties to share any personal details with us.

# 1 Summary

## Application summary

|  |  |
| --- | --- |
| **Application heading \***  *Please set this out in the following format: your institution, your project title* | **Free text field** |
| **Please provide a short summary of the project and its focus\***  *If successful, this summary may be used to publicise your project in future* | **Free text field (max word count 150)** |
| **Summary of organisation \***  *Please provide a brief description of your typical work and purpose* | **Free text field (max word count 150)** |

# 2 Contact and Organisation Details

## Your details

|  |  |
| --- | --- |
| **First name \*** | **Free text field** |
| **Surname \*** | **Free text field** |
| **Job title \*** | **Free text field** |
| **Email \*** | **Free text field** |
| **Telephone \*** | **Number field** |
| **Do you have a National Art Pass?** | **Yes / No** |
| **Where did you hear about the Weston Loan Programme?** | **Free text field** |

*NB If awarded funding, you and your press and marketing colleagues will be invited to a collaboration day. This will be an important opportunity to meet other grant holders and find out about how we'll support you throughout the process.*

*Please find further details in the Guidance for applicants.*

## Organisation details

This section tells us about your organisation.

|  |  |
| --- | --- |
| **Type of organisation \*** | Drop down list options (select one):   * Public museum or gallery * Contemporary arts space / non-collecting institution * Historic house or building * Library or archive * University * Other |
| **If 'other', please give details** | **Free text field** |
| **Governance model \*** | Drop down list options (select one):   * Local authority * Charity * University * Other |
| **If you have selected ‘other’, please give further details** | **Free text field** |
| **Governing body \***  i.e., the full legal name of the body we would pay if awarded funding | **Free text field** |
| **Name of primary venue for project delivery \*** | **Free text field** |
| **Address for primary venue \*** | **Free text field** |
| **Nation \*** | Drop down list options (select one):   * England * Northern Ireland * Scotland * Wales * Isle of Man / Channel Islands |
| **Organisation’s website** | **Free text field** |
| **Accreditation status \***  *Is your organisation officially accredited under the UK Museum Accreditation Scheme?* | Drop down list options (select one):   * Accredited * Not accredited * Working towards accreditation |
| **Please provide details if not accredited or provisionally accredited**  *For example, not applicable for your organisation, or accreditation rejected, and so on.* | **Free text field** |
| **Are any of your collections Designated or Recognised? \***  *As identified under the Arts Council England Designation Scheme or Museum Galleries Scotland's Recognition Scheme.* | **Yes / No / Not applicable** |
| **If so, please give details** | **Free text field** |
| **Predicted in-person visitor numbers for the next 12 months \*** | **Figure** |
| **Opening times and admission charges \***  *Please provide information on your opening days and hours, and your admission charges (including for temporary exhibitions and concessions).* | **Free text field** |
| **Number of staff \*** | Drop down list options (select one):   * None, entirely volunteer run * Under 5 * 5-15 * 16-25 * 26-50 * 51-100 * 101-200 * 201-500 * 501+ |

## Borrowing history

*NB We’re defining a National museum as those that are supported wholly or mainly from public funds provided by Parliament, and which are outlined as eligible bodies in section 16(2) of the National Heritage Act 1980.*

|  |  |
| --- | --- |
| **Please select the option that best describes your organisation's borrowing history \*** | * Never borrowed from another museum * Have borrowed from a non-National museum * Have borrowed from a National museum * Don’t know |

## Other contacts

Please give the details of someone we can contact about this application in your absence.

|  |  |
| --- | --- |
| **Name \*** | **Free text field** |
| **Job title \*** | **Free text field** |
| **Email \*** | **Free text field** |

Please give the details of the relevant press contact within your organisation

|  |  |
| --- | --- |
| **Name \*** | **Free text field** |
| **Job title \*** | **Free text field** |
| **Email \*** | **Free text field** |

## Joint applications

|  |  |
| --- | --- |
| **Are you applying in partnership with another organisation?\*** | **Yes / No** |
| **Partner organisation name** | **Free text field** |
| **If you are applying with more than one other organisation, please provide further details** | **Free text field** |

## Lending partner/s

Please let us know who you're intending to borrow from.

Your lenders could include National museums, National Trust, National Trust for Scotland, Arts Council England NPO band 3 museums and galleries, and other institutions/collections that lend under GIS conditions. If you're unsure if the lender is eligible, please refer to the Guidance for applicants.

You're very welcome to borrow from other collections as well. However, this application, and its associated budget, will need to focus on the lenders mentioned above.

Guidance on the GIS scheme can be found [here.](https://www.artscouncil.org.uk/supporting-arts-museums-and-libraries/supporting-collections-and-cultural-property/government-indemnity)

|  |  |
| --- | --- |
| **Name of museum \*** | **Free text field** |
| **Name of contact at lending institution \*** | **Free text field** |
| **Have you borrowed objects from this museum previously? \*** | **Yes/No** |
| **Do GIS standards need to be met in order for the loan to take place? \*** | **Yes/No** |

(The loans do not then need to be insured under GIS, it is just that the same security and environmental standards need to be met.)

## Additional museum lending partners

Please provide details of any additional eligible museums and galleries that you will be borrowing from as part of this project.

# 3 Project Details

## Project

In this section, we'd like to know all about your project. This will include your aims and objectives, what you plan to do, how you hope to maximise the impact, who will benefit, and how you'll know if you've made progress against your targets.

Please refer to the aims and priorities of the Weston Loan Programme (outlined in the second section of the Guidance for applicants) as appropriate in your responses.

## Loan objects

You do not need to have received formal agreement for the loan object(s) from your museum or gallery lending partner(s) in order to apply, but you do need to have had a detailed discussion with them to identify likely objects and costs.

Please let us know what you plan to borrow by completing and uploading the Object template. You'll need to provide details of what you want to borrow, from which lender, and what the status of the loan is.

**Summary of loan objects \***

Download object template from website.

## Project aims, outcomes and activity

**Please give up to six bullet points that briefly outline the project aims and desired outcomes. If you have previous experience of borrowing, use this section to describe how this funding will significantly enhance or extend what you already do**. \*

Free text field (500 words max)

If you’re submitting a joint application, please comment on what each partner hopes to achieve in their museums. In this case, each partner can provide up to 500 words.

**Tell us what you plan to do. Please describe: 1) the planned display/exhibition; 2) if/how you will use loaned objects and items from your own collection to enhance this, and 3) how you plan to maximise the impact of the exhibition on your target audiences. \***

Free text field (500 words max)

**How will funding from this programme enable you to improve and/or enhance your existing borrowing practice? \***

Free text field (500 words max)

If your museum is also an eligible lender, use this space to additionally outline how you might use the experience to benefit less experienced borrowers.

## Target audiences and beneficiaries

We’re keen to understand who you think will benefit most from involvement in your project, both in terms of visitors and your own staff members and/or volunteers.

**Which audiences do you intend to engage with specifically in relation to this loan? \***

Free text field (400 words max)

*NB If you plan to engage existing staff members and/or volunteers, and feel that they would need training to benefit fully, this cost can be included in the budget request.*

**Please let us know how you plan to engage these groups (for example, through marketing, events and/or outreach). \***

Free text field (400 words max)

## Measuring progress

If your project is awarded funding, you’ll be supported to design and carry out evaluation through a series of short masterclasses and advice from an external expert. We would also recommend you include evaluation costs in your budget.

We are likely to ask you to report specifically on visitor numbers, visitor satisfaction and visitor-generated income, but we will also support you to find measures of progress (or KPIs) that are particular to your project aims and outcomes.

**Thinking about the outcomes identified above, as well as others that are important to you, how will you know that progress has been made on these? Please give up to four indicators. \***

Please focus on things that you would be able to collect evidence against, that are strategically important to your museum, and that can be linked to the presence of a high-profile loan.

Free text field (400 words max)

*NB For guidance on KPIs please visit* [*https://www.theaudienceagency.org/resources/guide-kpis-for-audiences*](https://www.theaudienceagency.org/resources/guide-kpis-for-audiences)

# 4 Timescale and budget

## Timescales for delivery

Please use this space to describe when you anticipate key activities taking place.

|  |  |
| --- | --- |
| **When do you expect the project to begin (month/year)? \*** | **Date** |
| **When do you expect the project to finish (month/year)? \*** | **Date** |

**Please provide a brief timeline of activity**. \*

Although we will not impose a deadline for completing projects, we do expect activity to be delivered within a reasonable and realistic timeframe.

Free text field (400 words max)

**If the funded activity is due to take place more than 12 months after submission of this application, please explain why funding is needed now.**

Free text field (300 words max)

## Budget

|  |  |
| --- | --- |
| **Total cost of project (£) \*** | **Number field** |
| **Amount requested from Art Fund (£) \*** | **Number field** |

**Please explain why this funding is needed by your museum to make this project happen. \***

Free text field (300 words max)

## Full budget breakdown

Please include a full budget breakdown, using the template provided, that includes all costs that you are seeking support for (excluding any VAT that the museum can reclaim) and all other sources of funding.

Download budget template from website.

# 5 Other supporting documentation

## Images

Please provide an image to illustrate your project, such as a standout work you would like to borrow, or the gallery space in which the exhibition will be installed. You can provide more than one image if you would like to.

## Other documentation

Please upload any additional documents to support your application.

Please only upload documents in Word, PDF or jpeg.

This is not mandatory; if you do attach anything else, please keep the information short and concise.

# 6 Submission

Skills Audit

This section must be completed as part of your application, but it will not have an impact on the committee’s final decision. This data will be used separately to inform training, skills sharing and mentoring opportunities for the Weston Loan Programme.

**Are there any particular skills or experience that you would like to gain through this programme?**

**For example:**

(please select all that apply)

​​​​☐​ Audience access needs ​​

​​☐​ Community co-creation / co-curation

​​☐​ Community engagement

​​☐​ Digital / social media

☐​ Evaluation

☐​ Lending / borrowing

☐​ Making use of exhibitions tax relief

☐​ Marketing

☐​ Object installation

​​☐​ Packing objects for loan ​​

​​☐​ Sustainability

​​☐​ The practicalities of touring

**Please detail any additional areas:**

 Free text field

## Terms and Conditions

Our Terms and Conditions can be found at the end of the guidance document.

|  |  |
| --- | --- |
| **Have you read and understood the Terms and Conditions? \*** | **Yes/No** |
| **Can you confirm that the Director of your organisation, and any partner organisations, is aware of this application and agrees to abide with the Terms and Conditions? \*** | **Yes/No** |
| **Please confirm that you're willing to attend the collaboration event and evaluation masterclasses if awarded funding. \*** | **Yes/No** |