**TEMPLATE Weston Loan Programme – Research and Development Application Form**

The Word version of the application form is intended to support the application process, but final responses should be entered into the online application form and submitted via the portal.

Downloading this Word form allows you to work on your application offline and craft your responses in collaboration with colleagues across your institution.

Please note, this is the application form for our research and development grants for the Weston Loan Programme, not the main loans project grants. These grants are for you if you have the kernel of an exciting idea for a loans project; we can provide up to £5,000 to support the development of your plans. Our aim is to give you the necessary time and space to undertake research, carry out consultation, engage with institutions, and refine your proposal.

If you would like to apply for up to £35,000 for a loans project, please see our website for more information.

If you are having technical difficulties with the online portal, or if you have particular access needs, please contact Katie Lloyd, Programme Manager, to discuss alternative options and how we can best support your application: [klloyd@artfund.org](mailto:klloyd@artfund.org).

You can also get in touch with the Programmes team for more general queries at [programmes@artfund.org](mailto:programmes@artfund.org).

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 within the form).

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/pages/privacy-and-cookies>

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** |
| **Where did you hear about the Weston Loan Programme?** | **Free text field** |

## 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** |

# 3 R&D Project Details

## Project

In this section, we'd like to know all about your research and development project. This will include your idea, what you plan to do, and how you'll know if you've made progress against your targets.

|  |  |
| --- | --- |
| **What is your central idea or theme for research and development, and where has this come from? \*** | **Free text field (max word count 400)** |
| **Why is this idea significant to your organisation? \*** | **Free text field (max word count 400)** |
| **What do you want to explore or refine through research and development? \*** | **Free text field (max word count 400)** |
| **What will you do during this research phase and how will the various activities be managed? \*** | **Free text field (max word count 400)** |
| **Do you have plans to consult/engage with particular organisations, communities or audiences? If yes, please tell us how you will do this effectively. \*** | **Free text field (max word count 400)** |
| **How will you capture and measure the progress you have made? \*** | **Free text field (max word count 400)** |
| **What might success look like at the end of this R&D project? \*** | **Free text field (max word count 400)** |

# 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 R&D project to begin (month/year)? \*** | **Date** |
| **When do you expect the R&D 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.

If your R&D project leads to a full application for the main Weston Loan Programme grants, please be aware of the timescales for the second and third funding rounds:

Phase III Round II:

Programme opens for applications on Monday 9 September 2024 and closes on Friday 8 November 2024.

Phase III Round III (final round):

Programme opens for applications on Monday 1 September 2025 and closes on Friday 31 October 2025.

(These may be subject to change, so always check our website for the most accurate information.)

Free text field (400 words max)

## Budget

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

## 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 here

# 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** |