

Accreditation

Scheme for museums and galleries in the United Kingdom: Application form

Who is the form for?

This application form is for museums applying for Accreditation for the first time who have been confirmed as eligible.

We recommend that you read the guidance documents before you start, as these contain further information on the requirements needed to be awarded Accreditation. They are available from the Arts Council website.

The returns form is divided into the following sections:

* eligibility check
* introduction and organisation details
* section one- organisational health
* section two – collections
* section three – users and their experiences

You must answer all the relevant questions before you submit the form. Once it is submitted, you will not be able to make any changes.

**Typographic conventions used in this document**

Plain type is used for explanatory text provided throughout the form.

**Bold text** is used for questions you will be asked in order to assess compliance with the requirements of the 2011 Accreditation Standard.

*Italicised text* is used for hints that will help you complete the form, such as word limits for free text boxes and markers for conditional questions that are only asked in certain circumstances.

Notes

Please complete all sections as fully as possible as this will support a faster response.

Throughout the form you will be asked to provide evidence. Where this evidence is not in electronic format, please feel free to send us this in the post

Information regarding all areas of museum management and operations are available through the assessing organisation websites:

[www.artscouncil.org.uk](http://www.artscouncil.org.uk)

[www.wales.gov.uk/cymal](http://www.wales.gov.uk/cymal)

[www.museumsgalleriesscotland.org.uk](http://www.museumsgalleriesscotland.org.uk)

[www.nimc.co.uk](http://www.nimc.co.uk)

Advice and support is available in Northern Ireland, Scotland and Wales from staff at the relevant assessing organisations. Their contact details are:

|  |  |
| --- | --- |
| **Organisation** | **Name and contact email** |
| Northern Ireland Museums Council | **Tríona White Hamilton**  [devofficer@nimc.co.uk](mailto:devofficer@nimc.co.uk) |
| Museums Galleries Scotland | **Jenny Youngson**  [JenniferY@museumsgalleriesscotland.org.uk](mailto:JenniferY@museumsgalleriesscotland.org.uk) |
| CyMAL | **Ann Mansell**  Ann.Mansell@Wales.GSI.Gov.UK |

Technical Accreditation advice and support is available in England through a home-based team. Their contact details are:

|  |  |  |
| --- | --- | --- |
| **Area covered** | **Name** | **Contact details** |
| North East | Emma Chaplin | [accreditation@emmachaplin.co.uk](mailto:accreditation@emmachaplin.co.uk) |
| North West | Jennie Pitceathly | [accreditation@jenniepitceathly.co.uk](mailto:accreditation@jenniepitceathly.co.uk) |
| Yorkshire | Heather Lomas | [accreditation@heatherlomas.co.uk](mailto:accreditation@heatherlomas.co.uk) |
| South East (including East of England) and London | Elaine Sansom | [elaineconsult@f2s.com](mailto:elaineconsult@f2s.com) |
| Midlands | Fiona Mitchell-Innes | [accreditation@culturebusiness.co.uk](mailto:accreditation@culturebusiness.co.uk) |
| South West | South West Museums Development | [museum.accreditation@bristol.gov.uk](mailto:museum.accreditation@bristol.gov.uk) |

Further information is available from:

* [www.collectionslink.org.uk](http://www.collectionslink.org.uk)
* [www.museumsassociation.org](http://www.museumsassociation.org)
* [www.aim-museums.co.uk](http://www.aim-museums.co.uk)
* [www.collectionstrust.org.uk](http://www.collectionstrust.org.uk)

**Eligibility Check**

Please answer the following questions to ensure that your museum remains eligible for museum Accreditation:

**Accreditation is awarded to individual museums, rather than to services, collections or individual people. Are you applying for an individual museum?**

yes  no

**Are you based in the UK, Isle of Man or Channel Islands?**

yes  no

**Please confirm that the museum meets the Museums Association’s 1998 definition of a museum**

*‘Museums enable people to explore collections for inspiration, learning and enjoyment. They are institutions that collect, safeguard and make accessible artefacts and specimens, which they hold in trust for society.’*

yes  no

**Please confirm that the museum’s governing body meets all its constitutional, financial, legal, ethical, safety, equality, environmental and planning requirements**

yes  no

**Is the museum, through its governing body and management team, committed to forward planning to improve the service for users?**

yes  no

**Are you a science centre or planetarium, natural or archaeological site, historical or industrial building or site, or heritage centre, which does not hold associated long- term collections?**

yes  no

The following organisations cannot apply for Accreditation:

* venues solely for temporary exhibitions
* institutions that display only live specimens
* educational loan services
* privately owned or commercial galleries
* records centres
* libraries or archives that are no integral elements of a museum or gallery institutions whose collections are only accessible on the internet

**Do any of the above describe the primary purpose of your organisation?**

yes  no

Organisation details

|  |  |
| --- | --- |
| What is the name of the museum?  *This will be the name used on any award certificate* |  |
| Is the museum known by any alternate names? |  |

**Is the name used for the museum nationally-styled?**

yes  no

If you select ‘yes’ you must also complete the additional form ‘Questions for national and nationally-styled museums’, which can be found on the Arts Council England website.

**What country is your museum based in?**

England

Wales

Scotland

Northern Ireland

Isle of Man

Channel Islands

|  |  |
| --- | --- |
| Please give your full address of the museum  *(We will use this address if we need to write to you about your application. This should be your main trading address. Please provide the full, correct postcode as we need it to process your application.)* |  |
| If applying from England, which Arts Council region are you based in? | East of England  London  North West  South West  East Midlands  North East  South East  West Midlands  Yorkshire |
| Organisation’s telephone number, including area code |  |
| Organisation’s email address |  |
| Website address |  |
| Textphone |  |

**Please select the option that most closely describes your organisation:**

arts organisation

educational establishment

government (local and regional, government department or agency)

health group or organisation

media organisation

museum

youth group

other

If you selected ‘other’ please state here:

**Is the museum named a registered charity?**

yes  no

|  |  |
| --- | --- |
| If you selected ‘yes’ please provide your charity number here |  |

**Are you VAT registered?**

yes  no

|  |  |
| --- | --- |
| If you selected ‘yes’ please provide your VAT registration number here |  |

Contact details

Senior contact details

For all organisations applying for Accreditation, a senior member of staff will need to be named as the senior contact and will be the recipient of Accreditation correspondence such as any outcome letter and certificate (as appropriate) and any future Accreditation return invitation.

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Position |  |
| Phone number, including area code |  |
| Mobile number |  |
| Email address |  |
| Textphone |  |

**You will have the option to request communication in alternative formats, please let** **us know your preference.**

braille

large font

other

If you selected ‘other’ please state here:

Primary contact details

For all organisations applying for Accreditation, a member of staff will need to be named as the primary contact. This should be the person who is responsible for the Accreditation application process and will be the recipient for any requests for further information during the assessment process.

|  |  |
| --- | --- |
| First name |  |
| Last name |  |
| Position |  |
| Phone number, including area code |  |
| Mobile number |  |
| Email address |  |
| Textphone |  |

**Basic details**

As a first time applicant, please provide your temporary Accredited Number here:

**What scalability type have you used when preparing your application?**

*(Definition indicators can be found in the guidance introduction document)*

**Please select one of the following:**

**Independent**

type one

type two

type three

**Local authority**

type one

type two

type three

**University**

type one

type two

type three

**National or Nationally styled**

national museum

nationally styled museum

Section one – organisational health

‘Accredited museums are responsible, responsive and resilient.’

**The Accreditation application guidance documentation, which details the content of each part, can be found on our website here.**

In order to demonstrate the museum is responsible, responsive and resilient, this section asks you to tell us about the museum’s organisational health. The following requirements should be evidenced in order to gain Accreditation.

1.1 Clear statement of purpose

1.2 Acceptable constitution for the governing body

1.3 Appropriate management arrangements

1.4 Effective forward planning

1.5 Secure occupancy of all premises containing collections

1.6 Demonstration of a financial basis

1.7 Appropriate workforce, in numbers and experience, for the museum’s responsibilities and plans

1.8 Access to professional advice and input to policy development and decision making

1.9 Clear, workable emergency plan

1.10 Organisational approach to environmental sustainability

You may need to provide supporting documentation or web links in order to evidence a number of requirements. The file size limit for each attachment is 10MB. Please attach the document specified in the question; you will find an option to attach additional documents at the end of the form. If documents exceed this file size you will need to post or email the relevant information to us.

1.1 Clear statement of purpose

**What is the museum’s statement of purpose?** *(max. 200 words)*

1.2 Acceptable constitution for the governing body

**What is the name of the governing body of the museum?**

**Please select the governance type of the museum from one of the following options.**

Charitable/Independent

Local Authority

University

National

If you selected ‘other’ please specify

**Is the museum registered with Companies House?**

yes  no

|  |  |
| --- | --- |
| If you selected ‘yes’ please provide your company number here |  |

**The museum's current constitution is required.**

The online form will allow you to provide the updated constitution by electronic attachment, or indicate that it will be sent in hard copy to the assessing organisation.

**Is holding a collection and running a museum the primary purpose of the governing body?**

yes  no

*If you have selected ‘no’:*

**Please outline the constitutional basis on which the collection is held and managed.** *(max. 200 words)*

1.3 Appropriate management arrangements

**Which of the following management arrangements is in place?**

the governing body manages the museum directly

the governing body has set up a managing committee to manage the museum

a legally separate managing organisation manages the museum

the governing body is a university or a Local Authority

*If you have selected ‘managing committee’:*

**What is the name of the management committee?**

**Please describe your management structure from the governing body through to user; this may be in the free text below or through attaching a diagram or any relevant terms of reference.** *(max. 200 words)*

If you have further evidence the online form will give you the option of providing an additional document by electronic attachment, or indicate that it will be sent in hard copy to the assessing organisation. This is optional.

*The preferred method is electronic attachment*

**Is there a formal partnership arrangement in place, such as a service level agreement, that supports the operation of the museum?**

yes  no

**If you have selected ‘yes’, please detail below.** *(max. 200 words)*

If you have further evidence the online form will give you the option of providing further information by electronic attachment, or indicate that it will be sent in hard copy to the assessing organisation. This is optional.

*The preferred method is electronic attachment*

*If you have selected ‘a legally separate managing organisation manages the museum’:*

**The constitution of the legally separate organisation that manages the museum is required.**

The online form will give you the option of providing the constitution of the legally separate managing organisation by electronic attachment, or indicate that it will be sent in hard copy to the assessing organisation.

*The preferred method is electronic attachment*

**Please provide the registered charity number of the legally separate managing organisation:**

**Please provide the company number of the legally separate managing organisation:**

*If you have selected ‘the governing body is a university or a Local Authority’:*

**Please attach the current composition of the managing committee**

The online form will allow you to attach the current composition of the managing committee.

**Please attach the terms and conditions of the managing committee**

The online form will allow you to attach the terms and conditions of the managing committee.

**Please attach the minute confirming the approval of the current managing committee by the governing body**

The online form will allow you to attach the minute confirming approval of the managing committee.

For local authorities with a portfolio holder or cabinet system, you are required to submit evidence of powers to approve the policy documents requested for Accreditation

**Please attach evidence of policy approval powers held by the portfolio or cabinet system**

The online form will allow you to attach evidence of policy approval powers held by the portfolio or cabinet system.

**Succession planning**

**Please outline your approach to succession planning for the governing body.** *(max. 200 words)*

**Please identify where succession planning is detailed in the museum’s policy and planning documentation.** *(max. 200 words)*

**Authority to approve**

**Which body or individual is authorised to approve policy documents, such as the collections development policy and the forward plan?** *(max. 200 words)*

1.4 Effective forward planning

**A copy of your forward plan and signed evidence confirming the approval of the plan is required.**

The online form will allow you to provide the updated forward plan by electronic attachment, or indicate that it will be sent in hard copy to the assessing organisation.

*The preferred method is electronic attachment*

**Please confirm the planning period of the current plan. This must cover the current and subsequent planning year from the date of your application or return.**

**Please outline how this forward plan has been developed.** *(max. 200 words)*

1.5 Secure occupancy of all premises containing collections

|  |  |
| --- | --- |
| How many buildings or premises containing collections are occupied by the museum? |  |

You should include all buildings utilised by the museum.

**Please indicate the type of occupancy of these buildings from the options below**

(please select all options that apply).

Freehold/proprietor (continue to ‘Freehold premises’)

leasehold (continue to ‘Leasehold premises’)

tenanted/ short hold tenancy (continue to ‘Tenanted/ short hold tenancy premises’)

licence/ temporary hire (continue to ‘Licence/ temporary premises’)

permission to occupy

other

If you selected ‘other’ please state here

***Freehold premises***

**Please enter each freehold building or premises in the table below.**

|  |  |
| --- | --- |
| Building name |  |
| Postcode |  |
| Purpose of building (exhibitions (public)/ exhibitions (restricted access)/ collections store / office / other (please describe)) |  |
| Start date of freehold |  |

The online form will allow you to add additional premises as required. If you are submitting the form in hard copy, please list any additional premises in an additional document if required.

Please continue to next relevant occupancy type or ‘1.6 Demonstration of a financial basis’.

***Leasehold premises***

**Please enter each leasehold building or premises in the table below.**

|  |  |
| --- | --- |
| Building name or address |  |
| Postcode |  |
| Purpose of building (exhibitions (public)/ exhibitions (restricted access)/ collections store / office / other (please describe)) |  |
| Start date of leasehold |  |
| End date of leasehold |  |
| Name of leasing organisation or individual |  |

**If the lease(s) expire(s) within the next 12 months what is your planned course of** **action?**

Free text (200 words)

The online form will allow you to add additional premises as required. If you are submitting the form in hard copy, please list any additional premises in an additional document if required.

Please continue to next relevant occupancy type or ‘1.6 Demonstration of a financial basis’

***Tenanted or short hold tenancy premises***

**Please enter each tenanted building or premises in the table below.**

|  |  |
| --- | --- |
| Building name or address |  |
| Postcode |  |
| Purpose of building (exhibitions (public)/ exhibitions (restricted access)/ collections store / office / other (please describe)) |  |
| Start date of tenancy agreement |  |
| End date of tenancy agreement |  |
| Name of landlord |  |

**If the tenancy agreement(s) expire(s) within the next 12 months what is your** **planned course of action?**

The online form will allow you to add additional premises as required. If you are submitting the form in hard copy, please list any additional premises in an additional document if required.

Please continue to next relevant occupancy type or ‘1.6 Demonstration of a financial basis’

***Licence or temporary hire premises***

**Please enter each licensed building or premises in the table below.**

|  |  |
| --- | --- |
| Building name or address |  |
| Postcode |  |
| Purpose of building (exhibitions (public)/ exhibitions (restricted access)/ collections store / office / other (please describe)) |  |
| Start date of licence |  |
| End date of licence |  |
| Name of licensing organisation or individual |  |

The online form will allow you to add additional premises as required. If you are submitting the form in hard copy, please list any additional premises in an additional document if required.

Please continue to next relevant occupancy type or ‘1.6 Demonstration of a financial basis’

***Permission to occupy***

**Please enter each licensed building or premises in the table below.**

|  |  |
| --- | --- |
| Building name or address |  |
| Postcode |  |
| Purpose of building (exhibitions (public)/ exhibitions (restricted access)/ collections store / office / other (please describe)) |  |
| Start date of permission |  |
| End date of permission |  |
| Name of organisation/individual giving permission |  |

The online form will allow you to add additional premises as required. If you are submitting the form in hard copy, please list any additional premises in an additional document if required.

Please continue to ‘1.6 Demonstration of a financial basis’

1.6 Demonstration of a financial basis

**The museum's specific accounts (income and expenditure) for the previous two financial planning years are required.**

The online form will give you the option of providing the accounts by electronic attachment, web link, or hard copy to the assessing organisation.

*The preferred method is electronic attachment or web link*

**Has the governing body of the museum contracted a legally separate management organisation to manage the museum?**

yes  no

If you have selected ‘yes’, the online form will give you the option of providing the accounts for the legally separate managing organisation by electronic attachment, web link, or hard copy to the assessing organisation.

*The preferred method is electronic attachment or web link*

**Has the museum been in operation for less than two financial years under the** **current governance structure?**

yes  no

**If you have selected ‘yes’, please indicate how your financial basis will be evidenced for two full financial cycles.** *(max. 200 words)*

1.7 Appropriate workforce, in numbers and experience, for the museum’s responsibilities and plans

**1.7.1 An appropriate workforce**

|  |  |
| --- | --- |
| How many employees does the museum have (full time equivalents)? |  |
| Total number of paid employees |  |
| Number of frozen or vacant posts |  |
| Number of volunteers |  |
| Approximately how many volunteer hours does your museum benefit from per year? |  |

**If you have indicated that there are currently frozen or vacant posts at the museum. Please outline how these functions are being undertaken and the museum's future plans in relation to these posts.** *(max. 200 words)*

**A copy of your workforce chart is required.**

The online form will allow you to provide an updated workforce chart by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment or web link*

**Please confirm that documentation detailing the relevant experience of the workforce is available for inspection upon request by ticking here**

**1.7.2 Clear agreements for each member of the workforce, setting out their roles and responsibilities**

**Please confirm that appropriate workforce management procedures are available for inspection on request by ticking here**

**A copy of your template agreement for volunteers is required. Please tell how you will provide this:**

Electronic attachment Hard copy to assessing organisation

*The preferred method is electronic attachment*

**1.7.3 Formal induction procedures for new recruits**

**Are all new members of the workforce given induction training?**

yes  no

**Are all new members of the governing body offered induction training?**

yes  no

**1.7.4 Appropriate development opportunities for the workforce**

**Please describe the types of training and development opportunities currently offered, and those that are planned.** *(max. 200 words)*

**How are these training needs identified and resourced?** *(max. 200 words)*

1.8 Access to professional advice and input to policy development and decision making

**Please confirm whether the museum employs a museum professional or has the** **services of a Museum mentor by selecting the appropriate option below.**

the museum employs a museum professional

the museum has appointed a Museum Mentor as the museum professional

*If you have selected ‘museum professional’*

**Please identify the museum professional:**

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Contact details |  |

**Please describe how the museum professional meets the requirements outlined in the Accreditation guidance** *(max. 200 words)*

**How does the museum professional support and influence policy and planning development within the museum?** *(max. 200 words)*

*If you have selected ‘Museum Mentor’:*

**Please identify the Museum mentor**

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Contact details |  |

The online form will allow you to provide a signed Museum Mentor agreement and an endorsed minute from the museum’s governing body confirming the appointment of the named Museum Mentor by electronic attachment, or indicate that hard copies will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**A copy of the Museum Mentor report is required.**

The online form will allow you to provide a Museum Mentor report by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**Please confirm that the named mentor attends at least one meeting of the governing body a year and visits the museum at least once a year by ticking this box**

1.9 Clear, workable emergency plan

**To confirm that your emergency plan is available for inspection please tick here**

|  |  |
| --- | --- |
| Date the plan was last reviewed |  |

**Please explain how your plan has been developed, disseminated and tested.** *(max. 200 words)*

**Please confirm whether the plan cover all of the following areas:**

|  |  |
| --- | --- |
| Arrangements for the workforce, visitors and collections | yes  no |
| Risk assessments of threats | yes  no |
| Information about how emergency plans are authorised, maintained, communicated, tested and made available to the workforce and emergency services | yes  no |
| Evidence of how the museum works with the emergency  services, and of any other relevant emergency plans | yes  no |
| An effective procedure for reviewing the emergency plan | yes  no |

1.10 Organisational approach to environmental sustainability

**Please outline the museum’s approach to environmental sustainability.** *(max. 200 words)*

**The museum's Environmental Policy Statement and approval are required.**

The online form will allow you to provide the Environmental Policy Statement and approval by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**Date the environmental policy statement was last reviewed**

**Section two – collections**

‘Accredited museums manage collections effectively and make them and the information they hold about them available to everyone.’

In order to demonstrate effective collections management, we will ask you to provide the relevant policies, plans and other information which are outlined in the guidance. These include:

2.1 Satisfactory arrangements for the ownership of collections

2.2 Collections development policy

2.3 Documentation policy

2.4 Care and conservation policy

2.5 Documentation plan

2.6 Care and conservation plan

2.7 Documentation procedures

2.8 Expert assessment of security arrangements

You may need to attach supporting documentation or web links in order to evidence a number of requirements. The file size limit for each attachment is 10MB. Please attach the document specified in the question; you will find an option to attach additional documents at the end of the form. If documents exceed this file size you will need to post or email the relevant information to us.

2.1 Satisfactory arrangements for the ownership of collections

|  |  |
| --- | --- |
| Total number of items owned by the museum |  |
| Total number of items on loan to the museum |  |

*If you have indicated that items are on loan to the museum:*

**Are up to date loan agreements are in place?**

yes  no

*If you have selected ‘no’:*

**Please explain why no up to date loan agreement exists.** *(max. 200 words)*

**If all or a significant proportion of the museum collection is on loan please summarise the loan arrangement/s in place.** *(max. 200 words)*

2.2 Collections development policy

A collections development policy was previously referred to by Accreditation as an ‘acquisition and disposal policy’.

**Please confirm the period covered by the current policy.** *(max. 100 words)*

**The museum's collection development policy along with any accompanying appendices is required.**

The online form will allow you to provide the collections development policy by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**Evidence of the signed approval of the collection development policy is required. Please tell how you will provide this:**

The online form will allow you to provide signed approval for the collections development policy by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**Is the museum's collections development policy publicly available?**

yes  no

*If you have selected ‘yes’:*

**Please confirm how this is made available.** *(max. 200 words)*

2.3 Documentation policy

A documentation policy statement can be provided as a separate policy document or it may form part of a wider collections information policy or collections management framework.

**Please indicate where the museum's documentation policy may be found by choosing one of the following options:**

Individual documentation or information policy statement

Collections management framework

Other

*If you have selected ‘Other’:*

**Please specify here.** *(max. 100 words)*

**The museum's documentation policy statement and approval are required.**

The online form will allow you to provide the documentation policy statement and approval by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

2.4 Care and conservation policy

A collections care and conservation policy statement can be provided as a separate policy document or it may form part of a wider collections management framework or policy.

**Please indicate where the museum’s care and conservation policy may be found by choosing one of the following options:**

Individual documentation or information policy statement

Collections management framework

Other

*If you have selected ‘Other’:*

**Please specify here.** *(max. 100 words)*

**The museum's conservation policy statement and approval are required.**

The online form will allow you to provide the conservation policy statement and approval by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

2.5 Documentation plan

**Please select the phrase that best describes the current state of documentation**

no retrospective documentation backlog exists (continue to section 2.6)

a retrospective documentation backlog(s) exist, and a documentation plan has been written to resolve the backlog(s)

*If you have indicated that a retrospective documentation backlog exists:*

**Is the Documentation Plan available for inspection?**

yes  no

**Please indicate the museum’s progress with regards to the stages of documentation** **by filling in the table below.**

|  |  |
| --- | --- |
| Stage one: setting up documentation procedures in a manual covering all SPECTRUM primary procedures | complete  incomplete |
| If you selected ‘incomplete’ please confirm the planned completion date of stage one |  |
| Stage two: producing an inventory of all items that may form a backlog. | complete  incomplete |
| If you selected ‘incomplete’ please confirm the planned completion date of stage two |  |
| Stage three: undertaking discrepancy checking of stage two inventory against existing documentation to confirm backlog volume. | complete  incomplete |
| If you selected ‘incomplete’ please confirm the planned completion date of stage three |  |
| Stage four: undertaking primary SPECTRUM procedures for retrospective backlog items which will be retained and accessioned into the museum collections | complete  incomplete |

**In the table below, please** show what progress has been made in completing stage four activities for resolving the retrospective documentation backlog, including anticipated resolution dates.

|  |  |
| --- | --- |
| Acquisition (a) an accession register | complete  incomplete |
| If you selected ‘incomplete’ please confirm the planned completion date for this activity |  |
| Acquisition (b) security copy of the accession register | complete  incomplete |
| If you selected ‘incomplete’ please confirm the planned completion date for this activity |  |
| Acquisition (c) Labelling and marking museum objects with accession numbers | complete  incomplete |
| If you selected ‘incomplete’ please confirm the  planned completion date for this activity |  |
| Location and movement control | complete  incomplete |
| If you selected ‘incomplete’ please confirm the  planned completion date for this activity |  |
| Cataloguing and appropriate indexing | complete  incomplete |
| If you selected ‘incomplete’ please confirm the  planned completion date for this activity |  |
| Object exit | complete  incomplete |
| If you selected ‘incomplete’ please confirm the  planned completion date for this activity |  |
| Loans in | complete  incomplete |
| If you selected ‘incomplete’ please confirm the  planned completion date for this activity |  |
| Loans out | complete  incomplete |
| If you selected ‘incomplete’ please confirm the  planned completion date for this activity |  |

**If any of the target completion timescales for stage four activities listed above are more than five years after completion of stage two (inventory) please confirm that activity to resolve any documentation backlogs are appropriately planned.**

yes  no

2.6 Care and conservation plan

**Please confirm that your care and conservation plan is available for inspection, tick here**

**Please indicate whether the following elements are included in the care and conservation plan:**

Collections condition overview

|  |  |
| --- | --- |
| An overview of current collections care and conservation needs. | yes  no |
| Awareness of collection needs including identification of vulnerable items and agreed priorities for action. | yes  no |

Environmental monitoring

|  |  |
| --- | --- |
| Details of environmental monitoring programmes (temperature, light and relative humidity). Plan includes data collection and evaluation, frequency of monitoring, and resources. | yes  no |

Environmental control

|  |  |
| --- | --- |
| Details of environmental control measures in place to protect from damaging effects of temperature, relative humidity, light and pollutants. | yes  no |

Building condition

|  |  |
| --- | --- |
| Confirmation that buildings used to house collections are suitably constructed to provide appropriate physical protection to collections. | yes  no |

Housekeeping

|  |  |
| --- | --- |
| Details of arrangements for regular inspection and cleaning in display and storage areas. | yes  no |
| Details of the techniques, materials and equipment used for display and storage of collections. | yes  no |
| Details of arrangements for inspection and action for incoming material and acquisitions. | yes  no |
| Details of arrangements for pest monitoring in display and storage areas. | yes  no |

Planned programme

|  |  |
| --- | --- |
| Action planning for improvements in collections care and conservation. | yes  no |

Access to professional conservation advice

|  |  |
| --- | --- |
| Details of arrangements for access to professional collections care and conservation advice. | yes  no |

2.7 Documentation Procedural Manual

**Please confirm that the museum’s documentation procedural manual is available for inspection on request.**

yes  no

**Date the manual was last reviewed**

*If you have selected ‘yes’:*

**Please confirm that the manual covers all SPECTRUM primary** **procedures as listed below.**

|  |  |
| --- | --- |
| Object entry | yes  no |
| Acquisition: (a) an accession register | yes  no |
| Acquisition: (b) security copy of the accession register | yes  no |
| Acquisition: (c) labelling and marking museum objects with accession numbers | yes  no |
| Location and movement control | yes  no |
| Cataloguing and appropriate indexing | yes  no |
| Object exit | yes  no |
| Loans in | yes  no |
| Loans out | yes  no |
| Retrospective documentation (where a backlog exists) | yes  no |

**Please describe how the manual is maintained, communicated and made available to the workforce.** *(max. 200 words)*

2.8 Expert assessment of security arrangements

**When was the date of your most recent expert assessment of security arrangements?**

**Please confirm what the security advice covered.**

collections on display

collections in store, offices and offsite

security of workforce / visitors

buildings / site

*If none of the above checkboxes are checked:*

**As you have not checked all of the above options please provide more information here.** *(max. 200 words)*

**Please confirm the proportion of the security recommendations that the museum** **has implemented.**

all of the security recommendations

more than 50 per cent of recommendations

less than 50 per cent of recommendations

none of the security recommendations

**Section three – users and their** **experiences**

‘Accredited museums are welcoming and accessible. They exhibit collections and have a planned approach to identifying and providing good-quality service for a broad range of users.’

In order to demonstrate that the museum meets the Accreditation requirements for experiences for its users, this section asks you tell us about planning the user-focused and learning based opportunities and evaluation methods in place. The following requirements should be evidenced in order to gain Accreditation.

3.1 Good-quality services and development

3.2 User-focused experience

3.3 Effective learning experiences

**The Accreditation application guidance documentation, which details the content of each part, can be found on the Arts** [**Council website**](http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/how-do-i-apply/)**.**

You may need to attach supporting documentation or web links in order to evidence a number of requirements. The file size limit for each attachment is 10MB. Please attach the document specified in the question; you will find an option to attach additional documents at the end of the form. If documents exceed this file size you will need to post or email the relevant information to us.

3.1 Good quality services and development

**3.1.1 The museum must understand who its users and non-users are.**

**Please describe who currently uses the museum?** *(max. 200 words)*

**What methods do you use to identify who currently uses the museum and how often do you undertake this?** *(max. 200 words)*

If you have further evidence the online form will give you the option of providing further information by electronic attachment or web link. This is optional.

**Please identify the section in the forward plan.** *(max. 200 words)*

**Please indicate how many visits have been recorded to the museum during your previous three planning years.**

|  |  |
| --- | --- |
| **Year one** |  |
| **Year two** |  |
| **Year three** |  |

**Who are the potential users and groups not currently using the museum?** *(max. 200 words)*

**How have you identified these potential users and groups?** *(max. 200 words)*

If you have further evidence the online form will give you the option of providing further information by electronic attachment or web link. This is optional.

**3.1.2 The museum must evaluate and analyse information to assess users’ needs.**

**How do you evaluate and analyse the information gathered?** *(max. 200 words)*

**A completed example of how you analyse the data collected is required.**

The online form will allow you to provide a completed analysis of how you analyse the data collected by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**3.1.3 The museum must devise plans to broaden its range of users**

**Please describe how the museum plans to broaden and develop its range of users based on the analysed evidence.** *(max. 200 words)*

**3.1.4 The museum must have a culture of customer care; all users are treated with courtesy and care.**

**What does ‘a culture of customer care’ mean to your museum?** *(max. 200 words)*

**How does the museum ensure that all users are treated with courtesy and care?** *(max. 200 words)*

**3.1.5 The museum must take account of users’ needs, guided by an access policy statement.**

**A copy of the museum's access policy statement and approval are required.**

The online form will allow you to provide an access policy statement and approval by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**When is your access policy statement due for review?**

**If the museum is not fully accessible, please describe the alternative approaches to support users access to the collection and associated information.** *(max. 200 words)*

**When was the museum’s last access assessment and how this was undertaken?** *(max. 200 words)*

**Please identify the section relating to access assessment and improvements within your forward plan.** *(max. 200 words)*

**3.1.6 The museum must respond to tourism and local priorities where appropriate.**

**Please describe the partnerships and networks that your museum is engaged with.** *(max. 200 words)*

**Please give evidence of your participation in local tourism events.** *(max. 200 words)*

**You are able to attach up to five examples of partnership activities.**

**These are NOT mandatory**

If you have examples you wish to attach, the online form will give you the option of doing so.

**Are there any specific local priorities that inform your approach to planning and programming?** *(max. 200 words)*

**Please identify the relevant section within your forward plan.** *(max. 200 words)*

3.2 User-focused experience

**Is the museum currently accredited by an external visitor assurance award, for example, VAQAS, VAQAS Cymru, VisitScotland?**

yes  no

*If you have selected ‘yes’:*

**Please provide a copy of the museum's most recent report.**

The online form will allow you to provide a copy of the museum's most recent report by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*Museums who have indicated in ‘Organisation details’ that they are located in Wales will not be asked to provide a report, as this is already held by their assessing organisation.*

*The preferred method is electronic attachment*

*If you have selected ‘no’, you will be asked to complete the rest of section 3.2:*

**3.2.1 The museum has adequate and accessible facilities to meet the needs of its users.**

**Please confirm that the museum provides access to an appropriate part of the collection for at least 20 days per year.**

yes  no

**What are the usual opening hours of the museum?** *(max. 200 words)*

**Please describe arrangement for out-of-hours or by-appointment opening times?** *(max. 200 words)*

**Is access to the museum restricted for security or legal reasons?**

yes  no

*If you have selected ‘yes’:*

**Please give details of these restrictions.** *(max. 200 words)*

**What alternative services and arrangements have been put in place so that users have access to the museum’s collections?** *(max. 200 words)*

**Why are these alternative arrangements appropriate for the museum and collections?** *(max. 200 words)*

**Please confirm which facilities are available on site**

toilets

baby change

refreshments

shop

car parking

gallery seating

other

*If you have selected ‘other’:*

**Please specify these facilities below.** *(max. 200 words)*

**For facilities not available on site, please confirm how you let visitors know what is** **available nearby and how to get there** (select all that apply).

Leaflet or other written information

Information provided by workforce

website/social media

other

*If you have selected ‘other’:*

**Please specify these facilities.** *(max. 200 words)*

**What maintenance or cleaning schedules for public places are in place at the museum?** *(max. 200 words)*

**3.2.2 The museum must have appropriate signs and directions inside and outside the building.**

**What information is available outside to guide visitors to the museum?** (Select all that apply)

map and directions on the museum website

venue signage

directional signs

information boards

apps

other

*If you have selected ‘other’:*

**Please specify these facilities below.** *(max. 200 words)*

**In cases where outside signage is beyond the museum’s control, how do you** **ensure that appropriate information is available?** *(max. 200 words)*

**What is available inside to help visitors find their way around the museum?** (Select all that apply)

guidebook or other publication

information from workforce

directional signs

floor plans

information point

audio guides

room guides

other

*If you have selected ‘other’:*

**If you have selected "Other", please specify these facilities below***. (max. 200 words)*

**3.2.3 The museum must communicate effectively with users and potential users.**

**An example of your marketing (this could be a poster, leaflet or links to your social media pages) is required.**

The online form will allow you to provide an example of your marketing by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

**Please provide any further information about your marketing here.** *(max. 200 words)*

**What methods are used to publish information on location, opening arrangements and services?** (Select all that apply)

guidebooks

leaflets

posters

website

media advertising

other

*If you have selected ‘other’:*

**If you have selected "Other", please specify these facilities below.** *(max. 200 words)*

**Please confirm whether the published information covers ALL of the following:**

|  |  |
| --- | --- |
| Museum location and how to get there | yes  no |
| Details of services and facilities | yes  no |
| Opening times and arrangements | yes  no |
| Out-of-hours opening | yes  no |
| Appointment-only arrangements, if the museum has limited opening times (where appropriate) | yes  no |
| Access arrangements for disabled users and users with additional access needs | yes  no |

**Does the museum offer published information in foreign/community languages?**

yes  no

**Does the museum offer published information in accessible formats?**

yes  no

3.3 Effective learning experiences

**3.3.1 The museum must exhibit the collections using a variety of interpretative methods**

**Please confirm how the collections are displayed:**

long-term exhibitions

long-term exhibitions and a programme of temporary exhibitions/displays

**Please describe the types of interpretation used by the museum.** *(max. 200 words)*

**Please describe how interpretation is planned at the museum.** *(max. 200 words)*

**3.3.2 The museum provides access to collections/associated information for research and engagement**

**Please describe how you provide access to collections and associated information not on display.** *(max. 200 words)*

**How do you promote these research opportunities?** *(max. 200 words)*

**3.3.3 The museum must provide effective and stimulating learning and discovery experiences focused on the collections**

Please either upload your learning plan (where present) or describe the learning opportunities available at the museum:

Upload attachment  Describe in free text box

*If you have selected ‘Upload attachment’:*

The online form will allow you to provide a learning plan by electronic attachment, or indicate that a hard copy will be sent to the assessing organisation.

*The preferred method is electronic attachment*

*If you have selected ‘Describe in free text box’:*

**Describe your learning plan here.** *(max. 200 words)*

**How are these opportunities delivered?** *(max. 200 words)*

**How are learning experiences at the museum suitable for the range of** **users?** *(max. 200 words)*

**Please identify where learning activities are included in the forward plan.** *(max. 200 words)*

**Other Attachments**

You will have the opportunity at the end of the online form to attach additional documents or web links in support of your return.

Documents you have attached under individual requirements are also listed together here.

**Monitoring information**

Monitoring and reporting information

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application. If you do not know some of the information or you would prefer not to provide it, you can fill in the ‘Not known/ Prefer not to answer’ box.

**How many members are there in senior management and on your management committee, board, governing body or council?**

We define an organisation as being ‘Black and minority ethnic led’ if at least 51 per cent of the senior managers, management committee, board, governing body or council define themselves as Black or minority ethnic.

**Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.** We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application.

***Ethnicity***

**White**

British Irish any other white background

**Asian or Asian British**

Asian Bangladeshi Asian Pakistani

Asian Indian any other Asian background

**Black or Black British**

Black African Black Caribbean any other Black background

**Chinese**

**Mixed**

Asian and white Black African and white

Black Caribbean and white Chinese and white

any other background from more than one ethnic group

**any other ethnic group**

**not known/ prefer not to answer**

***Disability***

We define an organisation as being ‘disabled led’ if at least 51per cent of the senior managers, management committee, board, governing body or council consider themselves to be disabled.

**Please give the number of senior managers and members of your management committee, board, governing body or council who consider themselves to be disabled and the number who consider themselves not to be disabled.**

We may use this information to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application.

disabled non-disabled not known/ prefer not to answer

***Gender***

Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

male female not known/ prefer not to answer

We may use the information requested to report to the Government or to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application.

Declaration

Data protection and freedom of information

We are committed to being as open as possible. This includes being clear about how we assess and make decisions and how we will use your application form and other documents you give us. We are happy to provide you with copies of the information we hold about you, including our assessment of your application.

As we hold and process your personal information for the purposes of assessing your application we have to adhere to the Data Protection Act 1998. We have a data protection policy, which is available to download from our website.

As we are a public organisation we also must respond to the Freedom of Information Act 2000 and release any information requested unless we have valid reasons not to as defined by The Act.

We also have an information sheet about freedom of information. You must [read the How we treat your application under the Freedom of Information Act](http://212.46.132.22/officeforms/How-to-apply-help-notes-page-8.html) section of How to apply before you sign your application. This information is also available from our website.

By signing this application form, you agree to the following:

1. We will use this application form and the other information you give us, including any personal information, for the following purposes:

* to make a recommendation following assessment of applications from museums in England, UK national museums and museums on the Isle of Man and the Channel Islands for consideration by an Accreditation panel who will decide whether to award Accreditation
* to provide copies of the information from museums in Wales, Scotland and Northern Ireland to our UK Accreditation partners (CyMAL, Museums Galleries Scotland and the Northern Ireland Museums Council) in order for assessments to be undertaken and recommendations made to an Accreditation panel who will decide whether to award Accreditation
* to provide copies to other individuals or organisations who are helping us assess and monitor applications including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, the reasons for that decision
* to hold in our database and use for statistical purposes
* to utilise aggregated, anonymised responses as administrative data for the purposes of monitoring, planning support activities, research and in communication outputs for museum sector stakeholders.

I confirm that the organisation named on this application has given me the authority to sign this application on its behalf.

I confirm that the activity in the application falls within the powers of the organisation’s constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that, as far as I know, the information in this application is true and correct.

Do you agree with the above statements?

yes  no

Name:

Note: You must select ‘yes’ to complete the application.

1. You have read and understood the section [How we treat your application under the Freedom of Information](http://212.46.132.22/officeforms/How-to-apply-help-notes-page-8.html) Act. You accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000. You accept that the information sheet does not cover all cases, as we have to consider each request for information based on the situation at the time at which we get the request and in line with our legal obligations. Though we do not need your consent to release information, if we receive a request about your application we will always contact you directly to discuss this with you,

If you would like us to treat your financial information, such as your budget and any business plan, as confidential information, please tick here

If there is any other information you have provided that you consider to be confidential

information, please tick here

If you ticked the above box, please tell us what that information is and your reasons.

If you have ticked any of the boxes above, we would generally treat that information as confidential until your activity ends (according to the date you gave us in this application). However please be aware that we are legally bound by the Freedom of Information Act and will therefore have to consider each request individually at the time it is received.

Tick this box if you consider that we should treat that information as confidential after your activity ends.

If you ticked the above box, please tell us what that information is and your reasons.

1. You agree that we can keep you informed of our work and pass your contact details to organisers of arts and culture marketing activities, conferences and training events.

If you do not want us to keep you informed of our work, please tick here

If you do not want us to pass your contact details to organisers of arts and culture marketing activities, conferences and training events, please tick here

**Submitting the form**

**Please note that when completing the form online, all un-ticked sections (i.e. those** *not* **marked with a ✓ ) must be completed before you can submit the application.**

Once you submit your application we will check the following:

* whether your budget balances
* whether there are any incomplete questions on the form (the titles on the left hand side show whether the individual pages are complete
* whether you have allowed sufficient time for us to reach a decision before your activity starts

We will email you a copy of the application for your records. If you have not given us all of the information we need, we will take you back to the relevant pages and ask you to amend or add information.