



## **Applying for Accreditation – a guide to accessing the online system**

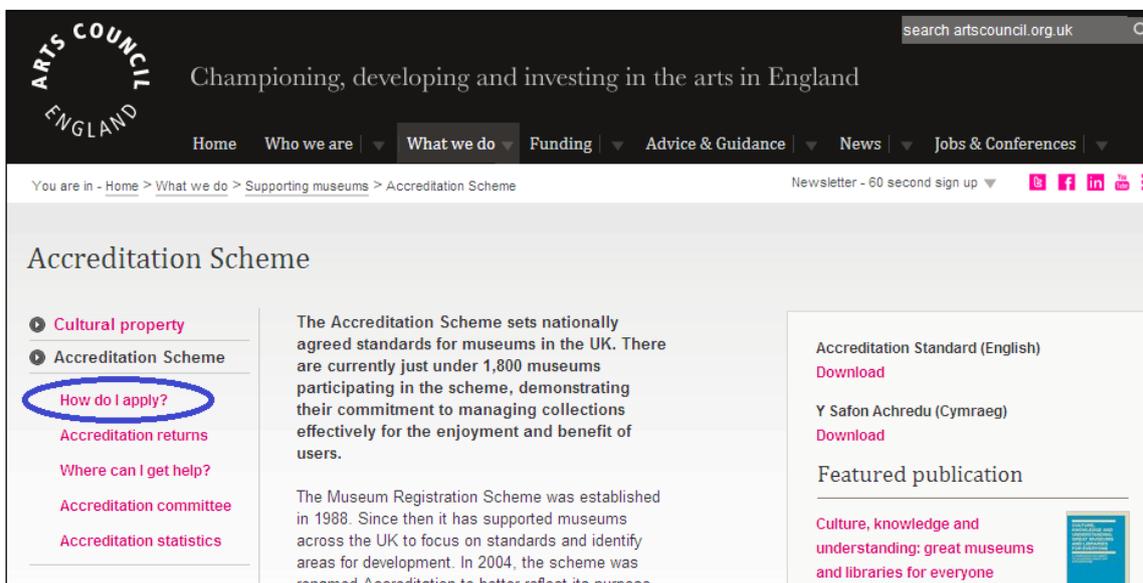
**Eleven steps to getting started**

Correct April 2013

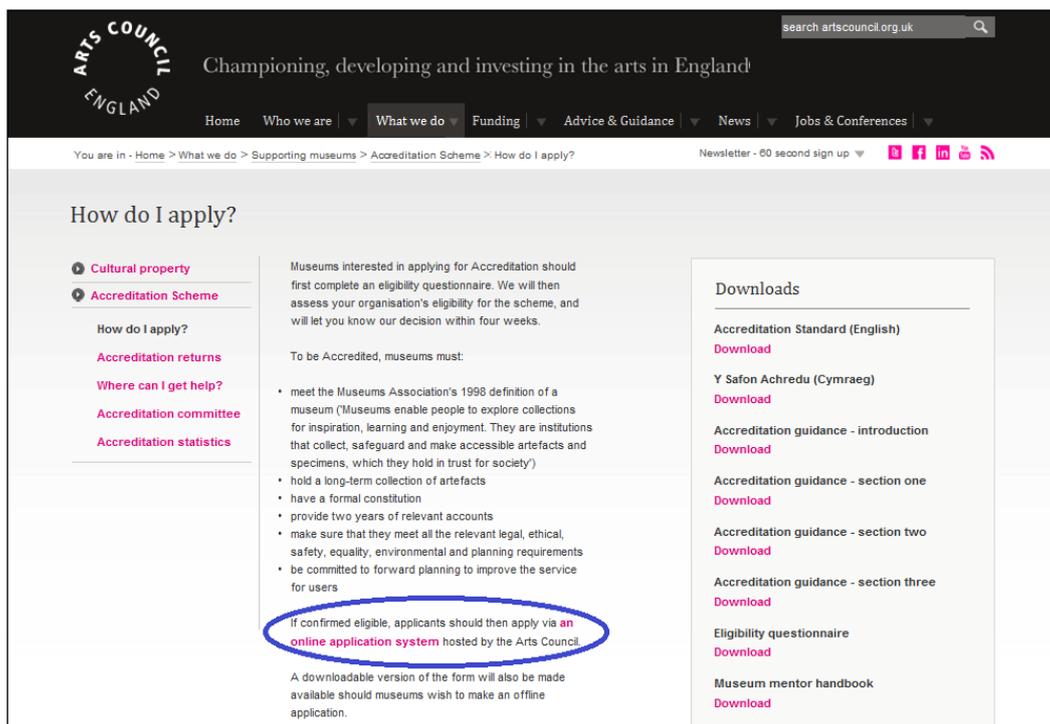
# 1 Locate the on-line form

Go to: [www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme](http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme)

Click on 'How do I apply'



Then click on 'an online application system'



## 2 Register or log on

If you are a first time user of the system, you will need to register as a new user by clicking 'Register new user'.

If you have already registered, enter your email and your chosen password and click 'log on'.

The screenshot shows the Arts Council England website header with the logo and tagline "Championing, developing and investing in the arts in England". A "Home" button is visible. Below the header, there is a "Log on" section with a form for "Email address" and "Password". A "Log on" button is circled in blue. Below the form are two buttons: "Register new user" (circled in blue) and "Forgotten password". An "Accessibility Help" link is in the top right. The footer includes "The National Lottery" logo, a "Sitemap" link, and other navigation links.

## 3 Access your welcome page

Choose 'Accreditation' from a drop-down menu and click 'Start application'.

The screenshot shows the user's welcome page for Samuel Rowlands. The header includes "Welcome Samuel Rowlands" and links for "Accessibility Help", "Log Off Samuel Rowlands", and "Update My Details". The main content area says "Welcome to the Arts Council online application portal. Here you can start an application, continue working on existing applications and view completed applications." There is a drop-down menu for "Select the programme you wish to apply to:" with "Accreditation" selected. Below this is a section for "To work on an existing application that another user has already started:" with a list of options: "Creative people and places", "Grants For The Arts", "Renaissance Museum Development", "Strategic touring", and "The Space". A "View" section follows, with instructions to select applications to view. There are radio buttons for "Draft applications" (selected), "Live applications", and "Completed applications". A section for "For Draft applications" states "Applications that have been started but have yet to be submitted." and "Draft applications". At the bottom, it says "There are no existing draft applications."

## 4 Starting an application or return – confirming eligibility

All new applicants and returning participants must go through this stage. This element is not the same as completing an [eligibility questionnaire](#). Click on **'Begin eligibility check'**.

### Start new application

[Accessibility Help](#)

Accreditation is the UK standard for museums and galleries. It defines good practice and identifies agreed standards, thereby encouraging development. It is a baseline quality standard that helps guide museums to be the best they can be, for current and future users.

The Accreditation Scheme is a partnership between Arts Council England, CyMAL: Museums Archives and Libraries Wales (a division of the Welsh Government), Museums Galleries Scotland and the Northern Ireland Museums Council, who undertake to provide Accreditation advice and assessment in England, Wales, Scotland and Northern Ireland respectively. Advice to national museums and assessment of applications/returns is undertaken by Arts Council England.

This form is has been designed for both new applicants and for returning participants, to provide either an initial application, or a scheduled Accreditation return. The form should be completed with reference to the Accreditation Standard (ed.2011) and the Guidance, both available from the [Arts Council England website](#).

If you are deemed eligible to apply, you will also be able to access the guidance throughout the online application.

**Begin eligibility check**

## 5 Completing the eligibility stage

These questions reflect the published eligibility criteria; please note that the answer to question two should be **'No'** regardless of your organisations structure.

## 6 Eligibility completed, continue to application form

Click on **'Continue to application'**.

### Eligibility Check

[Accessibility Help](#)

**Eligibility** **Exit** **<< Back**

From your answers so far, your application meets our basic eligibility criteria for the programme you have selected. After you submit your application, our assessors will review all the information you provide before formally letting you know it is eligible.

We recommend that, before you submit an application, you read our guidance notes and contact our Enquiries team with any questions by:

- phone: 0845 300 6200
- filling in our enquiry form: <http://www.artscouncil.org.uk/about-us/contact-us>
- textphone: 020 79736564

**Continue to application form**

**Exit** **<< Back**

## 7 Begin application or return form

You can save at any time, and return to complete the form at a later date. Click 'Next>>>'.

The screenshot shows the top of the Accreditation form. On the left is a navigation menu with 'Introduction' selected and marked with a checkmark. The main content area is titled 'Introduction' and contains text about the Accreditation Standard. At the top right, there are buttons for 'Print form', 'Spell check', 'Save', 'Exit', and 'Next >>'. A 'Home' button is visible in the header.

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[Home](#)

### Accreditation

[Accessibility Help](#)

- Introduction
- Organisation details
- Contact details
- Basic details
- 1. Organisational Health
  - 1.1 - 1.2
  - 1.3
  - 1.4
  - 1.5
  - 1.6
  - 1.7
  - 1.8
  - 1.9
  - 1.10

#### Introduction

Items marked \* must be completed

#### The Accreditation Standard

Accreditation is the UK standard for museums and galleries. It defines good practice and identifies agreed standards, thereby encouraging development. It is a baseline quality standard that helps guide museums to be the best that they can be, for current and future users. Although it is a national standard, it is not 'one size fits all'. For each requirement the expectations vary for museums of different types, sizes and scopes.

#### Introduction

You should read this introduction before filling in this form.

You can fill in the sections of the online form in any order you want. You can move around the form using the navigation menu on the left-hand side of the screen or by using the 'Next' and 'Back' buttons at the top and bottom of each screen. Sections automatically save as you move from screen to screen.

As you move through the form, icons will appear on the left hand menu:

- symbol shows you have filled in all of the questions on the page
- symbol shows that there are questions you still have to answer

You can exit the form at any time by clicking the 'Exit' button. At this point we will ask you to save any changes

## 8 Entering your organisation details

Arts Council has a large database of organisations; however, not all museums will be in the database. Click on 'Lookup'

The screenshot shows the 'Organisation details' section of the Accreditation form. The navigation menu on the left has 'Organisation details' selected. The main content area contains a text input field for the organisation name and a 'Lookup...' button, which is circled in blue. At the top right, there are buttons for 'Print form', 'Spell check', 'Save', 'Exit', '<< Back', and 'Next >>'. A 'Home' button is visible in the header.

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### Accreditation

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  - 1.3

#### Organisation details

Items marked \* must be completed

What is the name of your organisation?

[Lookup...](#)

The name you give will appear on your Accreditation Certificate, so please ensure it is correct.

Then click 'Search'



**Please choose your organisation from the list below**

Click 'Search' to search for your organisation.  
Please ensure that you are accurate with your spelling. If your organisation does not appear try searching using only part of the full organisation name or an acronym.  
If you still cannot find the organisation, select 'Not in list'

Records 1 - 20 of 44258 Previous [Next](#)

Name	AddressLine1	AddressLine2	AddressLine3	Town	County	Postcode	Select
BSF	117 (2nd floor)	New Road		LONDON		E1 1HJ	▶
Collar and TIE Ltd	University College Worcester	Henwick Grove		WORCESTER	Worcestershire	WR2 6AJ	▶
D.G. Electrical Contractors (NW) Ltd	42	Sutton Avenue	Culcheth	WARRINGTON	Cheshire	WA3 4LN	▶
Libraries & Information HQ	Libraries HQ	Quayside House	Shire Hall	GLOUCESTER		GL1 2HY	▶
The Digital Exploration Centre Trust	Chalkwell Hall	Chalkwell Avenue		WESTCLIFF-ON-SEA	Essex	SS0 8NB	▶
the Mark Speight Foundation	Speight of the Art, Mayfield	The Brampton		NEWCASTLE	Staffordshire	ST5 0QW	▶

If your museum is present, select it and move to the next page.

If your museum is not present, and you receive an error message stating that no results match the museum name, click on '**Not in list**' at the bottom of the table.



## 9 Adding your museum details

Fill in the form that is presented, organisation type can be 'other', with 'museum' typed into the free text box.

## 10 If your postcode search does not show your address

This fortunately only happens occasionally. Please contact our enquiries team on 0845 300 6200 and ask them to manually input your address.

## 11 Continue to the rest of the form.