



Department for
Digital, Culture,
Media & Sport

ARTS COUNCIL ENGLAND

Museum Estate and Development Fund (MEND) Capital Grants

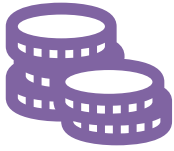
Guidance for applicants

Easy Read version

This guide can help you think about your application form, and whether you are eligible to apply

June 2021

MEND Capital Grants



MEND Capital Grants fund **capital expenditure** from **£50,000 to £5 million**



The grants are for work on **non-national Accredited museums**. This can be either:

- vital **infrastructure** work
- urgent **maintenance backlog work**.
This means work that needs to be completed for **safety reasons** and to avoid **further breakdowns**



Capital expenditure means an amount spent to **maintain, repair or improve fixed assets** that will be **capitalised** on your balance sheet

Aims of MEND

Applicants to MEND must show that the work needs to be carried out in the **next one to two years**.

The fund also encourages museums to think about:



Finding **additional funding** for their project by working with **Local Enterprising Partnerships** and other local **decision-makers and funders**. This is to secure funding **above** the minimum partnership funding that applicants need



Consulting users and stakeholders when developing their project proposals



Opportunities to improve their building's **environmental sustainability** and **energy efficiency**



Improving physical access to provide **independent access** for disabled people and welcome users with diverse needs

Who can apply?



Non-national Accredited museums
based in **England**

and/or



Local authorities based in **England** who
are responsible for **maintenance** of **non-
national Accredited museum buildings**



We also accept **partnership applications**
between a **local authority** and
Accredited museum(s)



One organisation must act as the **lead
organisation** and submit the application.
The lead organisation is the one that is
most appropriate to meet the aims and
objectives of the proposed activity



Lead applicants must be registered with
Companies House and/or the **Charity
Commission** or a similar regulatory
authority

This fund is only open to applicants with a
registered address in **England**

Who cannot apply?

- Individuals
- DCMS-sponsored museums
- Non-Accredited museums
- Historical Royal Palaces
- Organisations without a registered address in England
- Organisations that have not secured the minimum partnership funding for their application
- Applicants who have not completed RIBA Work Stage 3 as a minimum before applying, where this is relevant
- Applicants who do not own the land or buildings where the proposed project will take place
- Applicants who do not have a recent costed condition survey from a qualified professional

What activity can be supported?



Work that **protects** the fabric of the building and/or makes sure it has a **long life**. This might include:

- Roofs and high-level masonry
- Overhaul and repair of rainwater disposal systems
- Walls
- External windows and doors
- External features, such as balconies
- Internal structures, features and fixtures



Upgrades to building services. A **report** from a **qualified professional** must show that these upgrades are **urgently needed** within the next **one or two years**.

These might include:

- Heating, ventilation and air conditioning
- Building control systems
- Energy supplies (including renewable sources)
- Lifts
- Fire safety, detection and protection, security and alarm systems

- Water, drainage and plumbing installation of fire detection systems
- Renewal of dangerous or defective wiring where there is a risk of fire damage



Work that protects the **exhibits and collections**



Work that improves the **environmental performance** of museum infrastructure.
This might include:

- Upgrading lighting to LEDs
- Installing or retrofitting sustainable technologies
- Upgrading the building fabric to improve the thermal performance
- Protection measures to reduce the risk of flooding



Work that improves **equality and access**.
This includes:

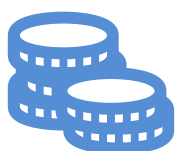
- Improvements to buildings and external works (such as paths and surfacing)
- Providing permanent access to carry out maintenance and inspection. This will make future maintenance work more achievable

What activity cannot be funded?

- Expenditure that is not capitalised on your balance sheet
- Activities (including buying goods or services) that have already been bought, ordered or contracted before we make a decision on your application
- Day-to-day maintenance and minor repairs
- Projects that do not meet the ownership of land and buildings requirements
- Exhibition/display infrastructure
- Loose furniture and equipment
- Costs that are already paid for by other income including your own funds or any other funding
- Research or feasibility work
- Development of architectural drawings up to RIBA Work Stage 3
- Purchase of assets (land or building)

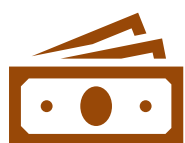
- Assets that you plan to sell
- General running costs or overheads

How much can be applied for?



The **minimum** you can apply for is **£50,000**. The **maximum** you can apply for is **£5 million**. Grants close to the maximum are likely to be made only as an exception

Minimum partnership funding from other sources



For grants between **£50,000 and £499,999** – **5 per cent** of the **total project costs** must come from **other sources**. This is called **partnership funding**



For grants between **£500,000 and £5 million** – **10 per cent** of the **total project costs** must come from **other sources**

Eligible sources of partnership funding include:

- Grants from trusts and foundations
- Other public funding including local authority funding
- Grants from other lottery distributors
- Donations from individuals or companies
- Public appeals and fundraising events
- A contribution from your organisations
- In-kind support
- Donations of equipment or materials subject to suitable valuations
- Loan finance
- Expenditure already committed in the development of the project to RIBA Work Stage 3

We expect you to have secured the required partnership funding **before** you agree a contract to start the construction work. In your application, you must show evidence of how you will raise the remaining funds.

When must the activity take place?



Activities must start **no earlier** than **March 2022**

The **deadline to complete activities** and **claim final payment** is **31 March 2025**

Partnership agreements

Applications from organisations working together will be accepted. One organisation must act as the **lead organisation** and submit the application.

We expect all organisations working in partnership to enter into an appropriate **partnership agreement**. There is guidance about [partnership agreements](#) on our website.

Before you apply

Think about the following questions before applying:

- Have you thought about the **impact** on your **organisation** and its **activities**, both during the project and when it is completed?
- Have you done any **research, consultation** and **feasibility work** to show the **need** for the project?
- Have you identified any **constraints** and **risks** to your project? This could include statutory approvals, consents, land ownership and legal issues?
- Have you thought about the **resources** needed to deliver the project?
- Have you done any research to develop your **budget** and **timetable**? Have you taken **professional advice**?
- Have you identified **other sources** of funding? Would the activity happen without our investment?

- Have you thought about what you will do if **project costs increase**?
- Have you developed **architectural drawings** to inform your building project?
- Have you commissioned an **access audit** to inform your project?
- Have you thought about **environmental sustainability** as an important part of your project?

Capital requirements

Contingency: We will **not** increase the grant if your project costs increase. You should include a **contingency sum** in your project budget. The sum should reflect:

- How **certain** you are about the project costs
- The **stage** of design or development work you have completed
- The project **timetable**
- The **risks** in relation to the type of project you are carrying out
- Any external **socio-economic risks**

We expect all organisations to provide a fully costed risk register when they apply.

Contracts for building works with contractors and professional advisors must be in place. These must include standard terms and conditions that are appropriate to the project's value, size and complexity.

We want museums to take the lead in their communities in their approach to **environmental responsibility**. Visit the [Julie's Bicycle website](#) for useful guides on how to embed environmental sustainability into your project.

If the museum will take loans from national museums and galleries, you should contact the **Arts Council Government Indemnity Scheme** at project design stage to ensure the Government Indemnity Scheme guidelines are met.

Inclusive access: Project must make sure there that disabled people have **maximum independent access**, and must welcome **diverse user needs**. If your application will include work to improve physical access, your application must include an **access audit** prepared by an independent access consultant.

If you are offered a grant, we expect you to prepare a costed **management and maintenance plan**. This will tell us how you will look after the physical infrastructure once the project is complete. You must maintain this plan for **10 years** from the date of your funding agreement.

Ownership of land and buildings: If you are offered a grant, you will need to show that you own the land and/or buildings. Here are our requirements on leasehold interests for different grant amounts:

- **£50,000 to £499,999:** a registered lease of at least 10 years, without a break clause and a permitted user clause that is compliant with the project
- **£500,000 and above but less than £1 million:** a registered lease of at least 15 years, without a break clause, no forfeiture on insolvency clause and a permitted user clause that is compliant with the project
- **£1 million and above but less than £5 million:** a registered lease of at least 20 years, without a break clause, no forfeiture on insolvency clause and a permitted user clause that is compliant with the project

- **£5 million:** a registered lease of at least 30 years, no forfeiture on insolvency clause and a permitted user clause that is compliant with the project

Procurement: You must seek competitive tenders for all contracts above £10,000 (excluding VAT) and show that you have selected the option that is best value for money

Quality of design and construction: We want to make sure that projects meet high standards of design and construction, environmental standards, energy efficiency, disabled access, cost effectiveness and value for money.

Security requirements: When we make a capital grant of £500,000 or above, we require you to make legal commitments to secure the grant purpose. These will need to be in place before the release of any funding. You will need to instruct solicitors to deal with the security requirements.

How to apply

Before you apply, you need to create a **user account** and **applicant profile** on Arts Council England's online system, **Grantium**

It can take up to **10 working days** to approve your profile. Make sure you create your user account **well before the deadline** to submit an **Expression of Interest**

If you already have an applicant profile, check if you need to **update your details**



Grantium Registration for this fund is now open

There will be an **Expression of Interest** stage, which all applicants must complete. Projects that are considered to have a strong potential to meet the aims and outcomes of the fund will be invited to submit a **full application**



The **online Expression of Interest form** will open on Grantium at **9am** on **1 June 2021**. The **deadline** for submitting the form is **12pm (midday)** on **Monday 5 July 2021**



The **full online application form** will open on Grantium at **9am** on **2 August 2021**



The **deadline** for submitting **full applications** is **12pm (midday)** on **Monday 18 October 2021**



Decisions will be made by **Arts Council England**. Decisions will be announced in **February 2022**

Expression of Interest stage

The Expression of Interest is accessed by working through the **Eligibility Questionnaire** for MEND. It will ask you to describe your proposal in no more than **2,500 characters**.

As part of your Expression of Interest you should:

- Tell us your **project proposal** and show that the work you have applied for is **urgently needed** in the next one to two years
- Give a summary of findings of your recent **condition survey**
- Show how your project contributes to **the aims and outcomes of MEND**

- Tell us about the **preparation work** you have already carried out. This should include the **RIBA design stage** you have reached, if this applies
- Confirm how you will raise the **partnership funding**

If the panel thinks your proposal makes a significant contribution to the aims and outcomes of MEND, we'll tell you by **2 August 2021** and invite you to submit a full application.

The full application

The full application includes a proposal which should be no longer than 45,000 characters. It is divided into the following three sections:

- **Meeting the brief**
- **Governance and management of the activity**
- **Financial viability**

Meeting the brief

Character count: up to **15,000 characters**

Where relevant, this section should include:

- A detailed description of the work you will undertake and the outcomes you aim to achieve
- How it will achieve the aims of the fund
- How the work you have completed shows the need for your project
- How the works in your application have been prioritised by level of urgency
- The impact of the project on your organisation's activities during the project's delivery. This includes how it will improve the safety of the collection, visitor experience of the museum and comfort of the public, staff and building users once it has been completed
- How you have consulted with users and stakeholders in the development of your project
- How the project will address inclusivity and relevance by benefitting the broadest range of people
- Any specific measures in your project that will improve access for all
- How your project will support environmental responsibility

Governance and management of the activity

Character count: up to **15,000 characters**

In this section you should tell us:

- How your project will be managed and what controls there will be to make sure it will be delivered successfully. You should tell us
 - How progress will be reported and reviewed
 - How the risks will be addressed and what management procedures will be adopted to manage these risks
 - Who will be responsible for approving project changes such as the budget and timetable
- How your project will contribute to your organisation's equality and diversity policy
- Your organisation's experience in managing a project of a similar scope and complexity
- How you will make sure you will deliver the project successfully. This includes your plans for project management
- How you will keep other funder, stakeholders or building users involved in your plans during the capital works
- Whether you plan to work with external specialists/contractors. You should list the relevant roles and appointments made
- What pre-planning advice you have received on statutory consents, such as planning or listed building consent. How have you factored this into your plans?
- How you decided on your proposed timetable and the sequence of works

- How you will meet high standards in the following areas:
 - That proposals are well designed and appropriate for the proposed use
 - Details of any standards (such as BREEAM or British Standards) that you will be using in the project
 - How sustainable development has been thought about in the design, materials selection and building services specification
 - Cost effectiveness and value for money
 - Disabled access and inclusive design, where this applies
- **For grants of £500,000 and above:** tell us how you will measure reductions in energy usage and the carbon footprint that will be caused by your project

Financial viability

Character count: up to **15,000 characters**

This is where you tell us about how you have assessed the project cost, including plans for raising other funding, and contingency planning. You should tell us:

- The professional advice you have sought in support of the figures in your budget

- Details of the options you will explore if your project goes over budget or you cannot deliver your project as originally planned
- If you are including in-kind support, and what goods or services this involves
- Other sources of funding you have applied for. This includes the progress and timetable of other funding applications
- How your costed condition survey shows that the work you have applied for needs to be carried out in the next one to two years
- How you have thought about your organisation's ability to operate the buildings or equipment in the longer term
- Confirmation of the financial planning you have undertaken for repair, insurance, maintenance and replacing the capital asset. This should include:
 - The likely timescales for replacing or upgrading new items
 - Details of your costed maintenance management plans following the completion of the project
 - Details of any future sinking fund allowances to manage the future maintenance of the buildings or equipment
- **For grants of £500,000 and above:** tell us about any operational savings you expect after the works are completed. How will you evaluate and monitor these savings?

Mandatory attachments for all applications

Cash flow

Use the cash flow template provided. Think about the following things when preparing your cash flow forecast:

- We cannot pay for costs invoiced before the date you accept our funding agreement
- We expect the first payment to be no earlier than **March 2022** and no later than **25 April 2022**
- We usually retain 10 per cent of the grant until the project has been completed
- Activities must start no earlier than **March 2022**
- The deadline to complete activities is **31 March 2025**

Cost plan

This should be prepared by a professional quantity surveyor and give a detailed estimate of costs. It should reflect the RIBA work stage that your project has reached, if this applies to your project.

Costed condition survey

This is a recent condition survey or relevant specialist report that is carried out by a qualified professional. It should include a costed condition and repair schedule. It should also include show

that the work you have applied for is needed in the next one to two years.

Design specifications

Drawings and specification should be provided. This information must be sent as one digital file.

Equality and diversity statement

This is a statement on your organisation's approach to promoting equality and diversity, and/or your equality and diversity policy.

Financial statements for the previous financial year

Your latest management accounts

Partnership funding evidence or fundraising plan

This can include:

- Letters of support from potential funders
- Offer letters that confirm the amounts already secured
- Evidence of contribution from your own funds

If you have not secured all your funding, attach a fundraising plan that outlines:

- Your approach and timeline for raising the remaining funds
- The methods you will use to raise the funds

- How you will make sure you get the amount you need to start your project

Procurement method statement

This should set out the procedures that will be used to select consultants, contractors or purchase goods and equipment. It must show that these comply with all relevant UK public regulation procurement laws and European legislation.

Risk register

Submit a costed risk register that covers all the risks you have identified with your project. It should include:

- The risk and likelihood of the risk occurring
- The impact on your project if it does happen
- How much each risk may cost
- How you can prevent the risk or deal with it if it does happen
- The person responsible for dealing with the risk
- The process for monitoring risks and reporting issues

Mandatory attachments for applications from £500,000 to £5 million

Business plan

This covers the period of the project. It should set out the financial implications of the project once the project is completed. It should show your sustainability before the project starts and after it finishes, including new costs and revenue.

Project management structure

Outline the structure so we know who will make decisions and how you will control change during the project. Link the external and internal project management so that we can see the lines of communication, links and contractual relationships. An organogram would be best to show this.

Timetable

This should:

- Reflect all parts of your project
- Show when each part is expected to start and finish
- Give details of the design, procurement, construction and commissioning activities

Optional attachments

Draft partnership agreement

You can provide this if your application is being submitted from organisations working together

Access audit

You must provide an access audit prepared by an independent access consultant if your application includes works to improve physical access

Management and Maintenance Plan

Provide a copy of this if your organisation currently has one

How do we make decisions?

We will think about how each application meets the following criteria:

- Meeting the brief
- Management of the activity
- Financial viability

Based on our ratings for these, we will make a recommendation to the Programme Advisory Panel on whether your application is suitable for funding.

The Programme Advisory Panel will then consider

four factors to decide how well each application will fit into a balanced portfolio of grants. The four factors are:

- **Geographical spread:** We want to support museums across England. We will also consider whether your organisation is based in an area of low cultural engagement, using the [Active Lives Survey](#)
- **Risk:** We will think about the extent of the risks to the overall balance of projects
- **Type of museum:** We will think about the range and type of museums we support. This includes the size, collection type and governance model
- **Project scale:** We will think about the need to fund a mix of projects of different grant sizes and delivery timescales within the budget

Need help?



Our friendly **Customer Services** team can help you with the form or talk about other ways we can help you.



enquiries@artscouncil.org.uk



artscouncil.org.uk/contact-us

More help on answering the questions is in the **full guidance for applicants**.

You can find it on our website:



artscouncil.org.uk/MEND