



# Museum Estate and Development Fund: Grantium Guidance – How to Apply

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## Getting Started

This guidance begins with assuming you having a Grantium **user account** that is linked to the **Applicant profile** that you want to make the application from. If you need help to get to this stage, please refer to [this guidance](#) on our website.

To start the application process for the Museum Estate and Development Fund:

- Log into Grantium
- In the main left-hand menu click on **Browse Programmes**
- Next to **Museum Estate and Development Fund** click on the magnifying glass 
- Read the information and then click **Apply Now**
- At the top dropdown select the **Applicant profile** that you wish to apply from, ignore the bottom dropdown and then click **Save & Next**.
- If you need to review your **Applicant profile** then click **View**, otherwise click **Next**.
- Type the name of your project and then click **Save & Next**.

The **Eligibility Quiz** for this fund is now ready for you to complete.

- Read the information and then click **Next**.
- Answer all the questions and then click **Save & Next**.
- After each section, if your activity appears to be ineligible, you will see a message to let you know. Otherwise continue answering all the questions section by section.
- Once you have answered all the questions, and if your activity appears eligible, then the final page will be the **Submission Summary** where you will be able to click **Submit**.

### Please note:

You must click **Submit** before you can move onto the next part of the application process.

## Expression of Interest




The next step in the process is to complete the **Expression of Interest**.

In the Grantium main left-hand menu click on **Submissions**

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Expression of Interest** 

- Read the information and then click **Next**.
- If you need to make any changes to the details on the next two pages, then you will need to exit the **Expression of Interest** and go to your **Applicant profile** to update it. Follow [this guidance](#) on our website. Otherwise just click **Next** until you reach the **Contact information** page.
- Review the contacts, which have pulled through to here from your **Applicant profile**. You may need to edit the contacts for this specific project.
  - If you need to edit one of the contacts, click the magnifying glass 
  - If you need to delete a contact, click the red circle 
  - If you need to add a different contact, click on add 

Once you have finished reviewing your contacts for the project, click **Next**.


- Read the information and type in the total project cost. Click **Save & Next**

- Read the information and type the details about your project.
- Type in the percentage in the box below as necessary.
- Click **Save & Next**

#### Top tips:

- Please bear in mind that if you draft your text in MS Word, that Grantium uses a different method of counting characters. One example is that when you press Enter to start a new line, MS Word counts this as one character whereas Grantium counts this as two ('line stop' and 'line start'). Your text is likely to have a larger character count in Grantium than it would in MS Word.
- Grantium will log you out after 20 minutes of inactivity. Please note that Grantium **does not** recognise typing as activity, only clicking either a button or a link. Please remember to click **Save** often. You will receive a warning on screen when you are getting close to being logged out.

- **Museum Site Address:**

- To add a line, click add 
  - Fill in the page.
  - If you have more lines to add, click **Save & Add Another**
  - Otherwise click **Save & Back to List** and then click **Next**
- For the rest of the **Expression of Interest**, answer the questions on each page and click **Save & Next**
- On the various **attachments** pages:
  - Please read all the information carefully.
  - To do upload your document, click on the first blue hyperlink under **Document Type**.
  - Type a name for your document, and then click **Choose file** to select the document you wish to upload from your computer. Click **Save & Back to List**.
  - Repeat as necessary for each document you need to upload.
  - When you have finished uploading attachments on that page, click **Next**.

- The last page is the **Submission summary**. If you have green ticks next to the items in the list, then it will allow you to click **Submit**.  
If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it.

## Expression of Interest - notification


You will receive an email to let you know once a recommendation has been made on your **Expression of Interest**.

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Expression of Interest notification** 

- Click **Next**.
- Once you have read all the information, select **Yes** at the dropdown and click **Save & Next**.
- If you have been invited to apply, there will be a document to download – click on the **magnifying glass**  to download it, then click **Next**
- Click **Submit**.

## Application




If you have been recommended to apply, the **Application** will now be available to you.

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** next to **Application** 

- Read the information and then click **Next**.
- If you need to make any changes to the details on the next two pages, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow [this guidance](#) on our website.  
Otherwise just click **Next** until you reach the **Contact information** page.
- Review the contacts as you may need to make edits for this specific project.
  - If you need to edit one of the contacts, click the magnifying glass 
  - If you need to delete a contact, click the red circle 
  - If you need to add a different contact, click add 

Once you have finished reviewing your contacts for the project, click **Next**.

### Please note:


The **Application** works like a flowchart. This means that the way in which you answer a question will determine what the next question/page will be, and so on.

Not all the questions/pages mentioned in this guidance document may therefore be visible to you to have to answer.

- For the rest of the Application, answer the questions on each page and click **Save & Next**

If these pages are visible to you as part of your **Application**, then you need to complete them by adding lines to the tables:




- **Income**
- **Expenditure**
- **Location**
- **Size of Building**
- **Activity Plan**

To add a line, click add 


Fill in the page.

If you have more lines to add, click **Save & Add Another**

Otherwise click **Save & Back to List** and then click **Next**

- You can edit the **Museum Site Address** if needed:
  - If you need to edit one the address, click the magnifying glass 
  - If you need to delete the address, click the red circle 
  - If you need to add a different address, click add 

Once you have finished reviewing the **Museum Site Address**, click **Next**.

- To download the **cashflow template**, click on the **magnifying glass** .  
You will need to save this template on your computer to fill in and upload on a later screen once you have filled it in.
- The **Governance document** automatically pulls through from your Applicant profile. If you need to change the document, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow [this guidance](#) on our website.



- On all the various **attachments** pages that are visible to you as part of the **Application**:
  - Please read all the information carefully.
  - You should then upload your documents one by one.
  - To do this, click on the first blue hyperlink under **Document Type**.
  - Type a name for your document, and then click **Choose file** to select the document you wish to upload from your computer. Click **Save & Back to List**.
  - Repeat as necessary for each document you need to upload.
  - When you have finished uploading attachments on that page, click **Next**.
- The **Governance document** automatically pulls through from your Applicant profile. If you need to change the document, then you will need to exit the **Application** and go to your **Applicant profile** to update it. Follow [this guidance](#) on our website.
- **Monitoring Information**:
  - Read the information
  - Type the correct numbers into each relevant box
  - Fill in the **Leadership** section as appropriate – you must make selections for all four leadership positions
  - Type the correct numbers into the boxes in each section, making sure that each section totals the same as the total number of management (senior management plus board/council members)
  - After the **Socio-economic background** section, click the **Click to Save Answers** button
  - Continue to type the correct numbers into the boxes in each section
  - Click **Save & Next**

- The last page is the Submission summary. If you have green ticks next to the items in the list, then it will allow you to click **Submit**.

If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it.

## Application - Decision notification

You will receive an email to let you know once a decision has been made on your application.

In the main Grantium menu click on **Submissions**.

Next, make sure that:

- In the top left you have the correct **Applicant** selected at the dropdown
- In the middle centre you have the correct **Project** selected at the dropdown

Click on the **orange folder** to view the decision notification step.