

How to apply for money from the Museum Estate and Development Fund Round Four



Easy read booklet
February 2024

Who we are and what this booklet tells you about



We are **Arts Council England**. We help artists and arts organisations be creative and make art and culture.



We work with museums to help them **develop**. **Develop** means grow and get better.

MEND
Round 4



This booklet tells you about the **Museum Estate and Development Fund** (called **MEND** for short). It tells you how to apply for money from the fourth part of the fund, called **Round 4**.



We worked with these organisations to make the rules for the MEND

- **Department for Culture, Media and Sport** (called **DCMS** for short)
- **Historic England**
- **National Lottery Heritage Fund**



Department
for Culture,
Media & Sport

The **DCMS** is part of the UK **Government**. The **Government** is in charge of running our country.

The DCMS do work to make people's lives better. They support other organisations to make arts and culture better in England.



Historic
England

Historic England do work to help people enjoy historic buildings and places in England. They give advice to the Government.



The **National Lottery Heritage Fund** supports the UK's **heritage**.



Heritage means the history of a place and the people who lived there. It means things like languages, buildings, objects and culture from the past that are still important today.



The DCMS gives the money for the MEND. We do the work to give out the money from the MEND.

About the MEND



The MEND is money for **non-national Accredited museums** to

- fix urgent **infrastructure** problems
- do **maintenance** and repairs that have built up over time



Non-national museums are museums run by **local authorities**.

Local authorities are in charge of running local services.

Accredited means museums that are officially approved and meet a set standard.



Infrastructure means the basic systems and services an organisation has that make it run.



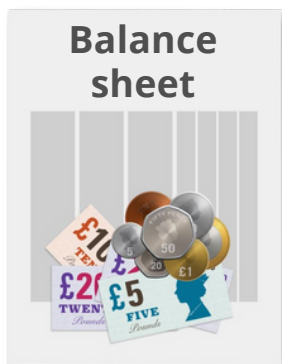
Maintenance means doing work to keep things like equipment and buildings in good condition, so they don't stop working or need to be repaired.

Capital expenditure

The work we want museums to do with money from the MEND is called **capital expenditure**.



Capital expenditure is money spent on things that will last a long time. It must be shown on your **balance sheet**.



Your **balance sheet** shows how much money your organisation is worth. It shows what you own and how much you owe.



When you get money from the MEND, it's called a **capital grant**.



We have £23.8 million to give out in Round 4. We want to support lots of different types of projects.



If you get a MEND capital grant in Round 4, you must

- start your project between 17 April 2025 and 17 May 2025
- finish your project before 31 March 2028



If you get money from the MEND, you must show the work for your project is urgent and needs to be done in the 2 years after we give you money.



Before you apply, you must have good plans for the work you want to do, including a **costed condition survey**.



A **costed condition survey** is an inspection done to check the condition of buildings and show how much it would cost to fix problems.



You must have a costed condition survey done by a **professional** in the last 5 years, with costs updated in the last 12 months.



Professionals are people with certain skills you pay to do work for you.

Aims of the MEND



Projects we give money to must

- ✓ make museum buildings better and stronger for the future.
- ✗ not damage the history of museum buildings. Historic England will check this.



The aims of the MEND are for museums to

- do maintenance and repairs to help make infrastructure better
- have less **risks** to buildings, visitors, staff and **collections**. **Risks** are how likely it is something bad will happen. **Collections** are the objects the public see in a museum
- have better finances
- be more **environmentally friendly**. **Environmentally friendly** means helping to look after our planet
- be more **accessible**. **Accessible** means something can be used or understood by everyone
- be part of their **communities**. **Communities** are local places and the people who live there



Who can apply



- The organisation that applies must be
- ✓ a non-national Accredited museum.
 - ✓ a local authority in charge of non-national Accredited museums



Non-national Accredited museums and local authorities can work together to apply. This is called a **partnership**



In a partnership, 1 organisation must be the **lead organisation** and send the application



The lead organisation must have a **registered address** in England. A **registered address** means the official address given to Companies House or the Charities Commission.



Partnerships must be officially agreed and written down in a **partnership agreement**.

[Click this link to find out more.](#)



Who cannot apply

You cannot apply if you

X are a person working on your own



X are a museum funded by the DCMS

X are an **Arm's Length Body**. **Arm's Length Bodies** are public organisations that already get money from the Government



X do not have the right amount of funding for your project

X do not have building plans at the level called [RIBA Work Stage 3](#)



X do not own the land or the buildings where your project will happen

X do not have a costed condition survey

How much money you can apply for

£50,000



£5 million

You can apply for between **£50,000** and **£5 million**.

We are more likely to give out smaller amounts than amounts that are close to £5 million.



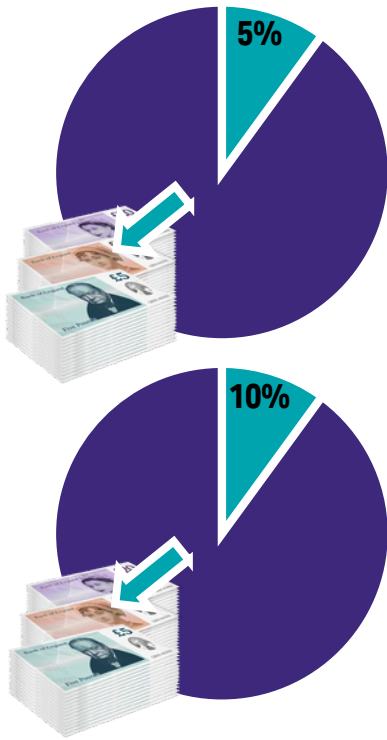
We will only give money if you can show you have **partnership funding**.



Partnership funding means you get some money for your project from other places, like

- other grants
- other public funding, like local authority funding
- fundraising
- loans
- **in-kind support**. **In-kind support** means things you don't pay for, like volunteers or items a business gives you for free





For MEND capital grants of

- **£50,000 to £499,000**, at least **5 percent** of the money for your project must be partnership funding
- **£500,000 to £5 million**, at least **10 percent** of the money for your project must be partnership funding



You can apply for money from other Arts Council programmes, but not for the same capital expenditure as you apply for from the MEND.



For Round 4, we might want to support projects that

- haven't had money before
- are in places we've supported less

What MEND capital grants can be used for



MEND capital grants can be used for

✓ urgent repairs to buildings, like repairs to

- roofs
- walls
- drains
- windows
- doors



✓ costs to improve building systems, like

- heating
- air conditioning
- lifts
- fire safety
- plumbing
- electrical wiring



✓ costs to protect museum collections, like better security systems



✓ costs to make museums more environmentally friendly

✓ costs to make museums more accessible

What MEND capital grants cannot be used for



MEND capital grants cannot be used for

✗ capital expenditure not shown on your balance sheet

✗ activities, items or services that were started, ordered or agreed before you got the money

✗ day to day repairs

✗ projects where you don't own the land or buildings

✗ display costs for museum collections

✗ furniture or equipment

✗ costs normally paid for by other money

✗ **research. Research** is work done to find out about a subject

✗ building plans that are not at the level called RIBA Work Stage 3

✗ buying new land or buildings

✗ general costs to run your organisation, like paying for staff or advertising



Rules to follow



Contingency

You should include a **contingency** in the **budget** for your project.



A contingency is an amount of money you can use for your project if it costs more than you planned for. We cannot give you more money than we agree with you.



Your **budget** is a plan that shows how you will spend the MEND capital grant if you get it. It shows how much your project will cost.



Inflation

You should include **inflation** in your budget. **Inflation** means how much the cost of goods and services goes up over time.

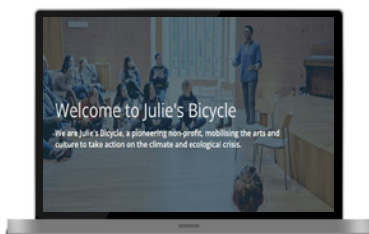


The environment

Your project should be environmentally friendly. You can

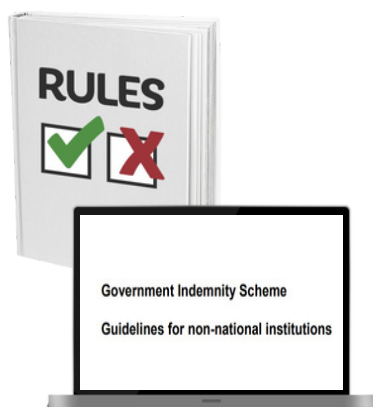


- use environmentally friendly materials
- use environmentally friendly ways of building
- think about how your buildings will affect the environment over time
- use less energy and water
- do more recycling
- make a **policy** about the environment. A **policy** is a set of rules for your organisation



The **Julie's Bicycle** website has information about how to include the environment in projects.

[Click this link to find out more.](#)



Government Indemnity Scheme

If your museum uses the scheme called the **Government Indemnity Scheme**, you need to check your project follows the rules for the scheme.

[Click this link to find out more.](#)



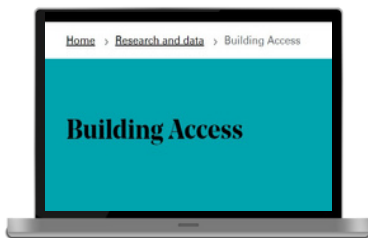
Contracts

You should have **contracts** with the professionals you use for your project, like builders. **Contracts** are official agreements.



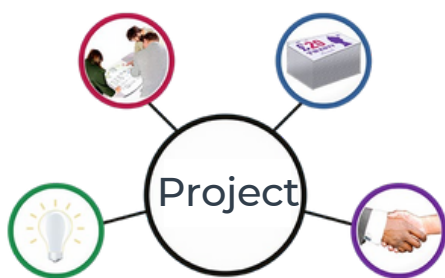
Access audit

If your project includes costs to make buildings more accessible, you must get an **access audit**, and send it with your application.



An **access audit** is a report from a professional about how accessible your building will be.

[Click this link to find out more.](#)



Security for capital grants

For MEND capital grants of £500,000 or more, you must get official documents to show you will use the money for the project.

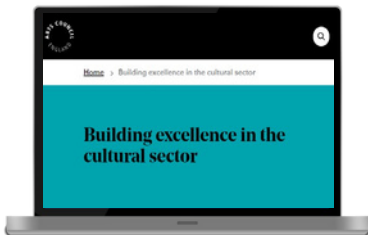


We will tell you which official documents you need to get. You must get them before we give you money.



Good design and building

Design means plans you make or draw for your project that show what it will look like and how it will work.



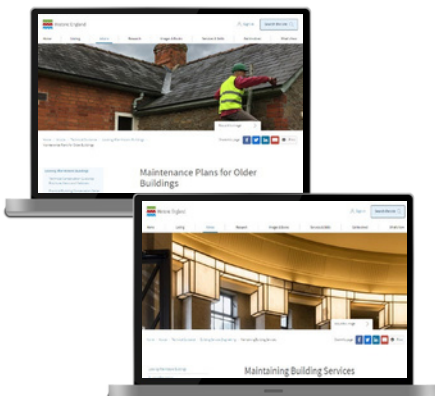
Your project should have good design and follow the right rules for building.

[Click this link to find out more.](#)



Management and maintenance plan

You should have a **management and maintenance plan** that shows how you will look after your project for at least 10 years after it is done.



The Historic England website has information about this.

[Click this link to find out more about maintenance plans for buildings.](#)

[Click this link to find out more about maintenance plans for building systems.](#)

Land and buildings

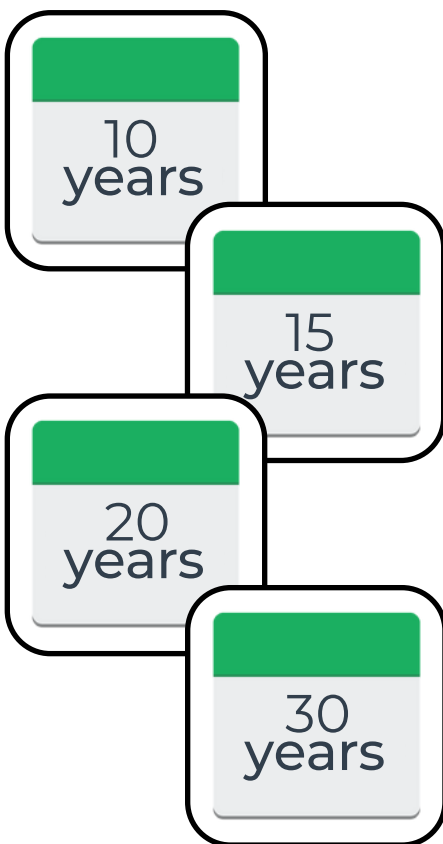


You must be able to show

- you own the land or the buildings where your project will happen
- it's ok for your project to happen on the land or the buildings

For MEND capital grants

- from **£50,000** to **£499,000**, you must have a **registered lease** of at least 10 years
- from **£500,000** up to **£1 million**, you must have a **registered lease** of at least 15 years
- from **£1 million** up to **£5 million**, you must have a **registered lease** of at least 20 years, for **£5 million**, you must have a **registered lease** of at least 30 years



A **lease** is an official contract that says one person can pay money to another person to use a building or a piece of land for a fixed time.

A **registered lease** is a lease listed at the Government department called the **Land Registry**.



Procurement

Procurement means everything to do with buying goods or services for an organisation. You must find the best price when you buy goods or services.



You might have to follow the law written in the **Public Contracts Regulations 2015 (PCR)** or the **Procurement Act 2023 (PA2023) when this law comes in**. If you need help with this, get professional advice.



Subsidy control rules

Any money we give out needs to meet Subsidy Control rules. **Subsidy Control rules** say how much money some public bodies, like Arts Council England, can give out to other organisations.

Any money we give you through MEND is not seen as a subsidy. If this changes, we would need to add some more rules to a successful application.



[Click this link to find out more about UK subsidy control rules.](#)

[Click this link to find out about how the public authorities need to meet UK subsidy control rules.](#)

Before you apply



Before you apply, you should check your project is ready. Have you

? thought about how your project will affect the museum while the work is happening and when it is done

? done research to show why your project is important

? had a **costed condition survey** done by a professional in the last 5 years and costs must be updated in the last 12 months

? thought about risks for your project

? thought about everything you need to do your project

? worked out costs and how long your project will take, with help from a professional

? got partnership funding and thought about extra funding

? thought about what you will do if we don't give you money

? thought about what you will do if the cost of your project is more than you planned for

? got an access audit, if you need one

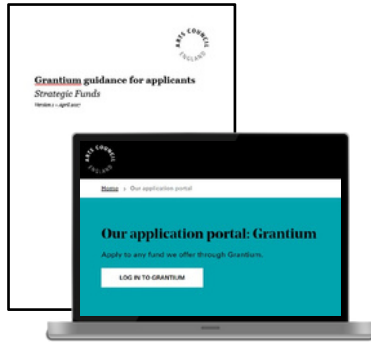
? thought about how your project can be environmentally friendly

? checked your building plans are at the level called **RIBA Work Stage 3**



How to apply

How to apply



To apply for the MEND, you need to set up an online account on our system called **Grantium**.

[Click this link to find out more.](#)



Make sure you do this as soon as you can. It can take up to 2 weeks for us to finish setting up your online account.



You will do all parts of the application for the MEND in your online account.



Expression of Interest

Before you can apply for the MEND, you need to fill out an **Expression of Interest** form (called **EOI** for short) to tell us about your project.

4 Mar

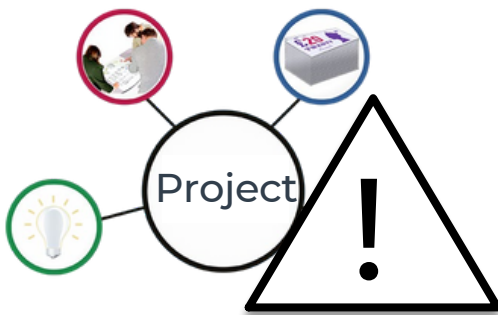
2024

18 Apr

2024

The EOI form will be on Grantium from **9am on Monday 4 March 2024**.

You must send your EOI before **midday on Thursday 18 April 2024**.



Your EOI must tell us

- about your project and how urgent the work is
- the main things your costed condition survey says
- how your project will help the aims of the MEND
- about work you have already done to get ready for your project
- how you will get partnership funding
- about your organisation
- about the museum collection
- how much your project will cost
- how much money you want to apply for
- how long your project will take.
- about your building
- how many people visited the museum in the last full year it was open
- if you already have a management and maintenance plan



You must attach your **costed condition survey** when you send your EOI.



We will look at your EOI with the **Programme Advisory Panel** and decide if you can apply for the MEND. If we decide you can apply, we will **invite you to apply**.



The **Programme Advisory Panel** is a group of people who work for

- Arts Council England
- DCMS
- Historic England
- National Lottery Heritage Fund



If we decide you cannot apply, we will tell you. This means you are not invited to apply and your application ends.



We will tell you if you can or cannot apply before 24 May 2024.

28 May

2024

15 Aug

2024

If we invite you to apply

Our online application form will be on Grantium from **9am on Tuesday 28 May 2024.**

You must send your application form before **midday on Thursday 15 August 2024.**



Use what we have told you in this booklet to help you fill out the application form.

On the next 4 pages of this booklet we tell you more about some parts of the application form.



Basic details

Tell us

- about your organisation
- about your collection
- about your project
- how much money you are applying for
- the start date and end date of your project





Listing status

Tell us if your building is a **listed building**. **Listed buildings** are buildings on an official list because they are important to history.

[Click this link to check if a building is listed.](#)



Scheduled monument status

Tell us if there are any **Scheduled Monuments** on the land where your project will happen. **Scheduled Monuments** are land or buildings protected by official rules because they are important to history.



Conservation areas

Tell us if your building is in a **conservation area**. **Conservation areas** are areas protected by official rules about what changes you can make to them because they are interesting to history.



Personal access costs

Tell us about any accessibility costs for you or the people you work with. This might be things like a BSL interpreter or a support worker.



Finance

Fill out the **income** part. **Income** means money you will get for your project. Tell us about

- partnership funding
- in-kind support

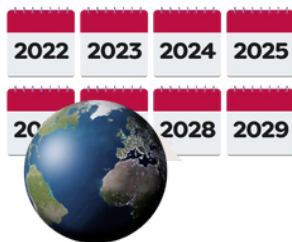
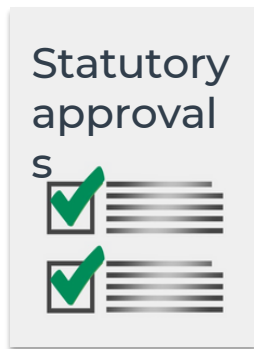


Fill out the **expenditure** part. **Expenditure** means money you will spend for your project. Split your expenditure into parts called



- **Pre-construction**. This means costs before building work starts, like surveys
- **Construction**. This means all building costs
- **Specialist equipment**. This means equipment you need for your project, like lighting or access equipment
- **Fees and charges**. This means official costs like legal costs or local authority fees
- **Client costs**. This means costs for things like storage or professionals
- **Contingency**
- **Irrecoverable VAT**. This means **VAT** you cannot get back from the Government. **VAT** is a tax on things you buy





Activity plan

Tell us about activities that will happen for your project, including

- when every part of your project will start and finish
- information about design, procurement and other things you will pay for
- who will be in charge of each part of your project
- when you will get your **statutory approvals**. **Statutory approvals** show you are following the right rules for building projects
- what level of RIBA your building plans are at

If you are applying for £500,000 or more, you also need to tell us

- information from your **display energy certificate**. If you do not have one, tell us how you will measure the energy you use before and after your project
- what **sustainable technologies** you want to use. **Sustainable technologies** are business systems that last a long time and use environmentally friendly products



Proposal

You need to fill out 3 parts called

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

Each part should be less than 15,000 characters long.



- **Meeting the brief.** Tell us about your project. Think about what we have told you in this booklet



- **Governance and management of the activity.** Tell us how you will manage your project, including how you will manage risks



- **Financial viability.** Tell us what you have done to check the cost of your project, including

- ✓ plans to get extra funding
- ✓ contingency plans
- ✓ how your project will affect your organisation's money when it is happening and after it ends

Documents you must send with your application form



- ✓ **Cash flow.** This shows when you will get and spend money for your project. Use the **cash flow template** on our website
- ✓ **Cost plan.** This shows everything about building costs for your project. A cost plan is done by a professional called a **quantity surveyor**
- ✓ **Costed condition survey**
- ✓ **Design specifications.** **Specifications** are all the information about the building work for your project
- ✓ **Inclusivity and relevance statement.** This shows how the organisation your project is about thinks about **inclusivity**. **Inclusivity** means everyone is included and no one is left out. This document might be called an **Equality and Diversity Policy**



- ✓ **Financial statements for your previous financial year.** These are finance documents for the latest financial year you completed official accounts



- ✓ **Management accounts.** These are reports done about your organisation for the managers. They are normally done every month or 4 times a year



- ✓ **Partnership funding evidence or fundraising plan.** These are documents that show
 - the partnership funding you have agreed
 - how you will bring extra money to the project, if you have not agreed all your partnership funding yet



- ✓ **Procurement method statement.** This shows how you will buy goods and services in a fair way



- ✓ **Costed risk register.** This shows bad things that might happen during your project, and what you will do if they happen



If you are applying for £500,000 or more, you also need to send:

✓ **Business plan.** This is an official plan that shows

- your organisation's aims
- how you will reach your aims
- how long your aims will take



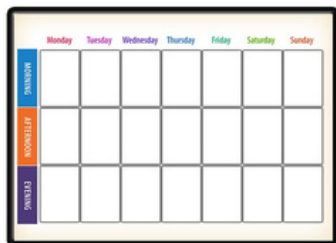
Your business plan must include information for the time your project will happen and show how your project will affect finances.



✓ **Project management structure.**

This shows

- who will manage each part of your project
- who will make decisions
- what you will do if you need to make changes to your project



✓ **Timetable.** This shows when every part of your project will start and finish

After you send your application form



After you send your application form, we will send you an email to say we have got it.



Assessment

We will check your application form to see if we have all the information we need. This is called assessment.



We will

- contact you if we need more information
- check if your project meets the aims for a MEND capital grant
- check if your project meets the rules for a MEND capital grant
- work out how much risk your project has
- look at any other information we have about your organisation





If we don't have the right information, you won't pass the assessment and your application will end.



Programme Advisory Panel

If you pass the assessment, the Programme Advisory Panel will look at your application form.



They will make sure lots of different types of projects are supported.



To do this, they will think about

- where projects are
- what risks projects have
- what type of museums projects are about
- what size projects are

Decisions



We will make the final decisions.

We will tell people our final decisions in **March 2025**.



If we decide you can have a **MEND capital grant**, we will tell you and work out a **funding agreement** with you.



A **funding agreement** officially says how much money we will give you, when you will get it and how we want you to spend it.



If we decide you cannot have a **MEND capital grant**, we will write to you and tell you why.

Other information



If you want to make a complaint

If you want to make a complaint, send an email to this address

complaints@artscouncil.org.uk

or [click this link.](#)



Your personal information

Your **personal information** means anything you tell us that lets other people know who you are, like your name or email address.



A **Privacy Notice** is a document that tells you what an organisation does with your personal information.

[Click this link to read our Privacy Notice.](#)

Freedom of Information Act

Everyone has a right to know how we spend our money and make our decisions. We follow the law written in the **Freedom of Information Act.**

[Click this link to find out more.](#)





Counter fraud measures

Counter fraud measures are ways to stop **fraud** happening. **Fraud** is when someone steals money or tries to use it in the wrong way.



We check the money we give out is looked after in the right way.

[Click this link to read our Counter Fraud Strategy and Policy.](#)



Public sector equality duty

Public sector equality duty is part of a law called the **Equality Act 2010**.



It says organisations that do public services must think about how what they do affects people who are protected by the Equality Act 2010.



This means we check the backgrounds of people we give money to. We might send information from your application form to the Government.

Contact us



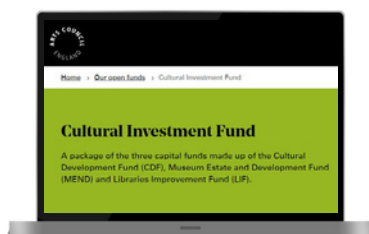
It's a good idea to talk to us about your project before you apply. We're happy to help with any questions you have.



- Call this telephone number **0161 934 4317**. You can call from 10am to 4pm.
- Send an email to this address [**enquiries@artscouncil.org.uk**](mailto:enquiries@artscouncil.org.uk)

[Click this link to contact us on our website.](#)

More information



[Click this link to find out more about the MEND.](#)

Thank you to A2i for the words
[**www.a2i.co.uk**](http://www.a2i.co.uk) (reference 36334a)