



REGIONAL MUSEUMS TRAINING AND DEVELOPMENT PROJECT ENTRY TO THE WORKFORCE AND NETWORKING SUPPORT FUND APPLICATION GUIDELINES 2008

Information on the ETTWAN Support Fund and Application Process (also available on our website www.trainingmages.org)

Who is eligible for funding?

All project partners will be eligible for funding. So, if you have formally signed up as a partner to the project, you can apply for funding.

What activities will be granted funding? What will not be funded?

The funding has been allocated to assist museums with the costs involved in developing new entrants, up to new manager level posts and to facilitate attendance at East of Scotland Museum Partnership networking events. These costs may include travel and subsistence for the above activities including the cost of providing cover or childcare expenses for staff, trustees or volunteers (subject to prior agreement with the project team). For example, a small independent museum may use the funding to cover backfill costs.

The fund will prioritise activities aimed at promoting professional development or registration to the Museums Association AMA for entry level staff.

The project will not fund equipment or general training courses.

How much will the maximum grant awarded be?

The maximum grant available per candidate will normally be £700. In circumstances where demonstrable business benefits can be shown applications for a higher amount may be considered (e.g. where an application has come from a forum).

When can I apply?

Applications will be received in stages throughout the project. The deadlines for applications will be **Monday 30 June 2008, Thursday 31 July 2008 and Friday 15 August 2008 by 12 noon.**

What forms do I need to fill in?

You will need to fill in an ETTWAN Support Fund application form, together with an ETTWAN Travel and Subsistence claim form where these are being claimed as part of the application. The application form is a simple five page document which can be obtained from the Project Team on 01896 833837 or by emailing museumstraining@scotborders.gov.uk or downloaded from our website, www.trainingmages.org.

Entry to the workforce and development activity applicants should also submit a one year CPD plan and a one year organisation training plan signed off by their curator/manager and trustee/head of service. To assist you, two examples of a CPD plan are attached (based on SBC and Museums Association models). You may alternatively develop your own format. Guidelines on completing a CPD plan are available on the Museums Association website http://www.museumsassociation.org/ma/8649&_IXFPFX=full/mpf.

If you require support and assistance with preparation of CPD plans or organisational training plans, please contact the Project Team for support at the earliest opportunity.

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How do I submit my application?

Applications will be accepted by post or email, provided they reach us by the prescribed deadlines. Details of where to send applications are on the application form. Please note that we will accept CPD plans and training plans by email also.

However, we will require signed hard copies of all forms and documents to be supplied prior to release of any grant.

How often can I apply?

A museum can apply for funding assistance in each of the funding stages up to a maximum of £700 per candidate.

Who will judge application requests?

Once your application has been received, the Project Team (Gilly Swan, Fiona Colton and Stacy Miller) will consider requests up to £700 and notify you of the outcome. For applications in excess of £700, a sub-group of the Project Steering Group will consider the application.

How long will the process take?

Applications will be considered and all applicants notified within a month from the deadline.

What we expect in return

Successful applicants will be asked to submit a written report outlining how the money was spent, what was achieved with the money, how the benefits received were implemented along with a summary financial report. A form will be provided for this purpose. We would also ask for grants to be acknowledged in any annual reports.

All reports should be submitted by 15 September 2008

Situation where an appeal may be considered

In circumstances where an applicant considers their funding application to have been unfairly rejected, an appeals process will reconsider the application.