



Recovery and Resilience Fund

APPLICATION FORM

This form is for reference only – applications must be completed via our online grants system.

1. Applicant

* What is the name of the organisation that is applying for funding?

Please select your organisation from the pre-populated list below. If your organisation does not appear, please contact Museums Galleries Scotland on 0131 550 4100

If you are a registered charity or company please provide your number

Organisation Address

* Line 1

Line 2

Line 3

* City/Town

* Postcode

* Are you applying on behalf of a partnership?

No Yes

Please tell us which organisations are involved in the partnership.

No items selected	

* Which museums will benefit from this project?

No items selected	

Primary Contact

For audit purposes, there must be at least two named contacts at your organisation for any application, each with their own account in MGS Online. Please ensure therefore that a primary contact and a signature authority are identified here. Bear in mind that if your application is successful, you will also need a third contact to take on the role of 'Financial authority' for the grant. We must be able to contact the primary contact during office hours, make sure that the phone number you give is one that is being answered during the day. If we cannot contact you we may not be able to progress with the assessment of your application.

* First Name

* Last Name

* Job title

* Email Address

* Telephone

Signature Authority

The signature authority is the person in the organisation who has authority to plan for and prioritise applications. Bear in mind that if your application is successful, you will also need a third contact to take on the role of 'Financial authority' for the grant. In order to sign this application later in the process, the signatory authority name here will be asked to log in to the system on their own account. They will not be able to sign the application in the account in which it has been written.

* First Name

* Last Name

* Job title

* Email address

* Telephone

2. Your Museum

In this section we want you to tell us about your museum and the role it plays within your community.

* Please select the size of your organisation

- Micro (Less than 10 staff and a turnover of less than £1.8million)
 Small (Less than 50 staff and a turnover of less than £9million)
 Medium (Less than 250 staff and a turnover of less than £45million)

* Please briefly describe your collections and museum site

Max. 300 words

* How many visitors does your museum usually attract per year?

This should be based on your visitor figures during a normal year.

If you know, please indicate how many of these are:

International Tourists

Domestic Tourists

Local Tourists

* How many full time equivalents does your museum (including any trading subsidiary) employ?

Include furloughed employees. Please indicate if any of these are project funded staff.

* How many volunteers are normally involved in operating your museum?

* Tell us about your engagement with your community

We want to hear about any activities that you run for local participants (this is about things you are already doing, or would be if it were not for Covid-19 restrictions, or things you have done in the past two years, you will have the chance to tell us about new activity you are planning later). Tell us about numbers of participants and any groups that you work with to deliver services that benefit your community. Tell us about any local or national partnerships you are involved in.

Is there anything else you think we should know about the role of your museum in the local area?

For example, are you providing facilities such as public toilets or a café that no-one else provides nearby? Are there many other cultural attractions in your local area? Do you know that people visiting your museum bring custom to other local businesses? Are you looking after a listed building?

If your organisation has a wider remit than operating a museum and all the activity associated with that, please briefly describe the rest of your remit

Max. 250 words

3. Impact of Covid-19

In this section we want you to tell us about the impact of the Covid-19 pandemic on your organisation's financial position and the information you give here will help us to assess your financial need.

*** Tell us how your organisation's financial position has been affected by Covid-19**

Tell us:

- how your income has been affected. It will help if you explain where your income normally comes from (eg. admissions, events, other trading activity, donations, other fundraising activity, grants etc.) roughly what percentage comes from each source and how these streams have been affected compared to in the previous year. Please do tell us about income that has continued as well as income that has been lost.
- how your reserves have been affected
- what implications the above will have for your organisation

*** What other emergency funds have you explored and what success have you had in securing financial support?**

Tell us what sources of support you have been eligible for and applied to and how much funding you have received.

*** What actions has your organisation already taken to increase its financial resilience and give yourselves the best chance of survival?**

Tell us about any changes you've made to save money, reduce costs, share costs or open up new income streams.

What level of unrestricted reserves does your organisation have available to spend?

Some of your cash reserves may be designated - funds that are unrestricted but earmarked at your Board's discretion for a certain purpose. If that is the case, please include these here but tell us what they are designated for.

If you have restricted reserves, please tell us what these total and why they are restricted

*** What are your normal average monthly operating costs?**

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*** Without support, how long do you estimate that your organisation can continue as a viable entity?**

Please give your answer in months from the date of your application. If you believe that you have sufficient funds to keep operating beyond 31 March 2021, please state that but make sure that you have explained what financial difficulties you do anticipate as a result of Covid-19 above.

4. Your Plans

In this section we want you to tell us how you will use our funding and how it will support you to achieve greater resilience and sustainability by 31 March 2021. Make sure you respond to each question below that is relevant to what you are asking us to fund. It will help you to complete this section if you refer back to the guidance on what we can fund on our website.

If you are seeking funding to cover operating costs

Tell us how you plan to cover these costs beyond 31 March 2021

If you are seeking funding for re-start costs

Tell us what this will cover and why these things are essential to helping you to begin generating income again.

If you are seeking funding for critical repairs or maintenance

Tell us what needs to be done and why it is essential to carry out this work now - is it necessary to opening your building for income generating activity or to avoid escalating costs that would threaten your financial viability at a later date?

If you are seeking funding to support a review of your business plan or to implement changes to your business plan, organisational structure or way of operating

Describe what you plan to do by 31 March 2021 and what you hope this will achieve.

If you are seeking funding for activity to support and develop community wellbeing

Describe the activity you have planned, who it will involve and the benefits you expect it to bring for participants and for your museum.

If you are seeking funding for any other activity intended to build up your museum's resilience and sustainability

Describe what you plan to do and how this activity will achieve that goal. Think about how you will be able to demonstrate that it has achieved that goal once the activity is complete so that we can clearly understand the link between activity and the goal.

Activity Plan

Any applicant seeking funds for activity additional to normal operations should complete an activity plan listing the key actions needed in order to deliver the activity by 31 March 2021.

Activity	Start Date	End Date	Who will do this (job title)?

5. Expenditure

* Can your organisation reclaim VAT?

If you can reclaim VAT DO NOT list VAT in your budget.

Yes No Sometimes

Please give us details about what VAT you can and cannot reclaim.

* Amount you are requesting from MGS

£	<input type="text"/>
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Please list your expenditure by completing the expenditure template that is available on the Recovery and Resilience Fund page on the MGS website and uploading it in the supporting documents section.

6. Supporting Information

*** Please attach a completed expenditure table**

You must complete our expenditure template which is available on the MGS website on the Recovery and Resilience Fund page.

File	Size
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*** Please attach a copy of your most recent independently examined accounts**

You can select multiple files when uploading by holding down the CTRL (control key) while selecting items with your mouse.

File	Size
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*** Please attach a completed cash flow forecast**

You must complete a cashflow forecast template which is available on the MGS website on the Recovery and Resilience Fund page.

File	Size
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Other supporting information

If there is other supporting information that you wish us to consider or you have quotes for work, please attach here.

File	Size
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