

Application Guidance

Museums Grant Programme

Deadline for submission: Friday 10 September 2021

Categories of Funding

Collections Management

This grant supports projects in various areas of collection management, such as conservation and preservation, inventory and cataloguing, research and documentation.

Grants are not available for the acquisition of objects or to commission artworks.

Conservation/Preservation - Grants may support the conservation and/or preservation of individual objects or groups of objects through:

- the purchase of supplies and equipment
- the temporary hire of a conservation professional
- the purchase of temperature and humidity control devices

Inventory and Cataloguing - Grants are available to update and develop more efficient collection databases including:

- digitisation
- online catalogues
- websites and databases

We recognise the vast differences between big and small museums, and we encourage museums with limited staff and resources to propose projects within their capacity.

As part of the application process, museums will be expected to demonstrate that they have consulted with recognised experts who have confirmed the importance and relevance of the material, that the preservation project has a long-term justification, and that the museum has the technical skills and professional staff to conduct this process, or that it will hire professionals.

Core Exhibition

Support is available for new museums developing their core exhibition or for existing museums revamping their core exhibition.

Funds are available for the following:

- curatorial costs
- acquisition of professional equipment (vitrines, etc.)
- exhibition building and design
- outside consultants

We do not fund building renovations, new buildings, operational costs or work acquisitions.

The Foundation may also grant support for museums to conduct preliminary research and planning before launching the renovation of their core exhibition e.g. in conjunction with an outside architect, designer, or other consultants.

Temporary Exhibition

Support is available for European museums to create a new temporary exhibition of Jewish interest using items from its own collection, with the intent of renting it to other museums later on.

The grant would cover some of the following:

- research
- conservation
- purchase of equipment
- design
- loan costs

We prefer exhibitions that are not panel-based, that have the potential to travel and encourage collaboration between museums.

The Foundation may also grant support for museums to conduct preliminary research and planning before launching a new temporary exhibition e.g. intellectual concept, tentative list objects, partnerships.

Travelling Exhibition

Support is available to enable a European museum to rent a temporary exhibition of Jewish interest from another European museum.

The exhibition can be one which is currently on display or can be a previous exhibition and it excludes those from museums in Israel and North America.

The grant would cover some of the following:

- loan fee
- insurance
- transportation
- translation
- staff visits
- design adaptations

We prefer exhibitions that are not strictly panel-based and that speak to the specific context of the borrowing museum.

Innovative Museum Project

This is a unique opportunity for museums to propose an innovative project for consideration.

It must be directly related to Jewish heritage and must be implemented in a museum and/or in partnership with other related heritage institutions.

This category also gives the opportunity to propose a project that addresses the necessity for museums to reinvent themselves after the COVID-19 pandemic. While we will not provide direct support for income loss, cancelled programmes or furlough schemes; it is a broad opportunity for Jewish museums to propose a new strategy/programme/project that takes the emerging, changing reality into account.

The project must have:

- a focussed concept and goal
- be supported by a clear strategy
- a rigorous methodology
- include a realistic budget

Please note: You must contact Dr Brigitte Sion at b.sion@rothschildfoundation.eu to discuss your project before submitting your application.

Expert Visit

This grant enables institutions to receive professional advice from an expert in their field.

This outside expertise may be a useful first step for heritage institution looking to create an exhibition space, for museums in need of significant upgrade or strategic change and for museums that are looking to strengthen underdeveloped activities but need guidance.

Institutions may apply to receive professional advice in the areas of:

- cataloguing
- digitization
- conservation
- exhibition design
- education programmes
- any aspect that is relevant to the institution's range of activities, or projected activities.

Grants up to £2000 will be awarded to cover the expert's fee (up to £1000) and the travel expenses (up to £1000, against receipts). Payment will be made directly to the expert once the invoice, receipts and report are received and approved.

Applications for our Expert Visits are open throughout the year. Please refer to our [Important dates](#) page for submission and decision dates.

Travel Grants

This grant covers associated travel costs to enable Jewish heritage professionals to gain experience outside their own institution.

Support is available for a staff member working in a European Jewish museum, or with a European Jewish collection to attend a professional conference, participate in a seminar or conduct a specific site visit within Europe.

Up to £1000 is available to cover:

- transportation
- accommodation
- conference fee

Reimbursement will be made against receipts.

Applications for our Travel Grant are open throughout the year. Please refer to our [Important dates](#) page for submission and decision dates.

Professional Development Language Grants

Language grants are available to Jewish heritage professionals for online courses in Hebrew or any Jewish language.

This opportunity is open to professionals working in a Jewish heritage institution (eg. museum, library, archive, NGO, etc.) to enable them to take an online course in a Jewish language (e.g. Yiddish, Judeo-Spanish) that can help them grow professionally.

Grants of up to £2000 are available to cover tuition.

Please see separate Application Guidance for this category, available on the website.

Level and duration of support

Maximum levels of support that will be considered are as follows:

- *Collection Management, Temporary Exhibition and Travelling Exhibition* – requests up to £75,000.
- *Core exhibition* – requests for up to £75,000 per year (maximum total of £225,000 for 3 years).
- *Innovative Project* – requests up to a maximum of £150,000 over 3 years.

We usually only fund up to 70% of the project budget and would require matched funding of at least 30% of the cost of the project. In rare cases, we will fund a more significant proportion of the costs. We are very unlikely to fund 100% of a project; applications requesting this level of support are likely to be rejected.

Eligible costs

We prioritise applications for funding of project-related costs rather than infrastructure (e.g. capital or operational costs of any institutions).

We support a wide variety of projects at different stages of development, including stand-alone initiatives and new aspects of an existing project. However, we do not fund retroactively. This means we will not consider a request for funding for an activity that has already happened or is scheduled to happen while the application for funding is being considered.

Eligibility Criteria

We welcome applications from any organisation or institutions based in Europe, EU and non-EU states alike, **except for Ukraine, Russia and Belarus.**

The organisation's activities must be deemed charitable under UK charity law and includes organisations which are either not-for-profit or publicly funded eg. state or private libraries, archives, museums, research institutes, or universities. For more information, please consult the UK's [Charity Commission](#) website and its list of [Charitable Purposes](#).

Eligibility criteria differ for [Expert visits](#), [Travel grants](#) and [Professional Development Language Grants](#), please see the grant category page for more information.

Assessment Criteria

The strength of your application will be assessed based on the answers to the following questions:

- Does the project reflect the goals of the Museum Grants Programme?
- In which ways does the project contribute to the preservation, documentation, and public dissemination of Jewish heritage?
- Are the organisation and its staff able to deliver the project?
- Is the planning of the project thorough, including sound objectives and evaluation measures?
- Does the project budget reflect the scope of the project?
- Is the project for the long term? Can it be replicated elsewhere?
- Is the impact of the project logical, measurable and achievable?

Supporting Documentation

Please make sure you have submitted the following with your application. If it is not included, your application cannot be considered.

If your application is approved, you will need to submit further [supporting documentation](#) once you receive your Grant Letter and Agreement.

- **Budget table and budget explanation for the proposed project (Required):** An example of a completed budget form can be downloaded from the application form.
- **CVs of key staff members working on the project (Required) :** This should reflect their experience in undertaking projects such as the one outlined in this application. Qualifications include professional certificates, diplomas, Bachelor's degrees (BA, BSc), Master's degrees (MA, MSt, MSc, MBA, MPhil), and doctoral degrees (PhD). Maximum 2 pages for each staff member. Please combine all the CVs into one document before uploading it.
- **Proof of Charitable Status (Required):** This will vary from country to country and according to the type of organisation making the application. In all cases, the activities of the organisation must qualify as charitable within the United Kingdom. If your organisation is a publicly

funded body, such as a university, research centre or museum, then we will accept a copy of your organisation's statutes as proof of its charitable status.

- ***The most recently available audited accounts or financial statement stamped by the financial authority in your country (Required):*** This is a formal record of your organisation's financial activities for either a one- or three-year period. The statement must include a summary of the income and expenditure over a given period. It should have been prepared by a chartered accountant and, if your country requires it, stamped by the relevant government department.
- ***Income and Expenditure:*** If the submitted audited accounts or financial statement are not in English, you are required to submit an English summary of the income and expenditure account and balance sheet.
- ***Strategic Plan:*** If you are applying for a multi-year grant, please submit the latest organisational strategic plan which includes the larger vision of the organisation and how your project fits within that.
- ***Certification from the tax authorities:*** If you require a certificate from the tax authorities to demonstrate charitable status in your country, please forward a copy of this certificate.
- ***Photographs:*** If appropriate and relevant, please include up to 10 photographs (saved together into one word document or PDF). This could be some examples of the materials to be conserved, an exhibition space to be renovated, rare books to be repaired, an event etc. Please ensure that each photo is no larger than 1MB. Please note that you have a combined application file size allowance of 20Mb.
- ***Project Update/Final Report:*** If you currently receive funding from the Foundation please submit a one-page Project Update of your existing grant. If you have recently finished a grant funded by the Foundation please ensure the Final Report has been submitted before the closing date for the current grant round as this will be assessed alongside your new application.
- ***Other supporting documents:*** If there are any additional supporting documents which are relevant to your application you are also able to submit these online. This may include a letter of support from any partner organisation who will be involved with the project or a letter confirming copyright ownership.

Translations: For documents not originally written in English please include an English translation. This does not need to be an official translation, but it must be clear and accurate. Documents in a language other than English that are not accompanied by an English translation will not be processed.

Financial summaries: If financial documents are very long, please provide a translation summarising the main income and expenditure included in your financial statements and organisational budget. This document should be no longer than 10 pages.

Please upload your translated/summarised document against the same upload title you use for the original document. This means you may have two documents saved under each upload title.

Proof of Charitable Status

Your organisation must provide proof of its charitable status or status as a not-for-profit or publicly funded organisation. This may be a UK charity number where applicable, or a copy of the relevant portion of the organisation's statutes, confirming its non-profit, charitable or public (government-funded) status.

If you are in the process of obtaining charitable status, please be aware that no payments will be made to your organisation until you have achieved this status. Additionally, if your organisation is awarded a grant but fails to secure charitable status within 3 months of having been notified of the award, the grant will be cancelled.

Open Access

Open Access is a fundamental part of our mission to increase access to European Jewish heritage and culture. Any project that receives funding from the Foundation must try to ensure the material catalogued, conserved, preserved, or digitised is freely accessible to the public.

Application Procedure

Applications can only be submitted via our online application process. We do not accept applications by mail or email.

Please use the Apply Now button at the bottom of the grant category page to begin your application.

The first time you login, you will need to create an account with an email and a password. **Please keep a note of your login information** as you will need it to access your application form on future visits.

Once you have set up your online account you can access it on the website.

When completing the application form, make sure to [switch your web browser language settings to English](#) if necessary.

You can also download a sample of the application form on the relevant category page.

Timeline for notification

You should expect notification via email letting you know whether your application has been successful or unsuccessful. For Spring grant rounds you will receive confirmation in late July or early August. For Autumn grant rounds you will receive confirmation in early January.

If your application is approved, you will receive an official Grant Offer Letter together with an Award Agreement which you will need to e-sign and return with the necessary supporting documentation.

Please ensure you add echosign@echosign.com to your safe senders list to ensure you receive all our communications.

Application Queries

Please do not hesitate to contact us if you require any further information or advice as you prepare your application.

For queries relating to this grant category please contact: Dr Brigitte Sion
(b.sion@rothschildfoundation.eu)

For any other information including **technical support** please contact info@rothschildfoundation.eu