

Rothschild Foundation Hanadiv Europe

PLEASE NOTE: We recommend that you print these Notes of Guidance and refer to them when you are filling out your application form.

Notes of
Guidance

2020



Museum
Grants
Programme
First-Stage and
Single-Stage.

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Overview

Museums carry important functions in the preservation, documentation and public dissemination of Jewish heritage: they serve as repositories of historical and religious artefacts, as exhibition venues, as research centres for academics, as educational resources for students of all ages and as cultural spaces for the general public.

The Museums Grant Programme supports the multiple missions of museums in the areas of collection management, exhibition support, professional training and other aspects that facilitate access to collections, provide evidence of the presence and contribution of the Jewish community in a particular European area, broaden the range of learning opportunities, engage diverse visitors, raise the professional level of museum staff and increase the museum's visibility and audience. Preference is given to projects that have a long-term and measurable impact, and that foster exchange and cooperation. All submitted projects must contribute to the preservation, documentation, and public exposure of Jewish heritage.

Museums may apply for **ONE** of the open categories. Please note that a museum with an open grant with the Foundation cannot apply for a grant in the same category in this cycle, unless the existing grant ends before July 2020, and the new project starts after August 2020. A brief update on the current status of your existing grant must be provided with your application.

What Categories Are Available?

Core Exhibition

Support is available for new museums developing their core exhibition or for existing museums revamping their core exhibition. Funds are available for curating the exhibition, the acquisition of professional equipment, exhibition building and design, as well as outside consultants. Funds are *not* available for building renovations, new buildings or operational costs. Museums must provide details about the intellectual concept and narrative of the new exhibition, lists of objects, floor plans, and intended technology, the names of academic advisers, designers and other outside consultants.

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

Travelling Exhibition

Support is available to enable a European museum to rent a temporary exhibition (currently on display or a previous exhibition) of Jewish interest from another European museum (this excludes Israel and North America), to cover (some of) the following: loan fee, insurance, transportation, translation, staff visits, and design adaptations. We prefer exhibitions that are not strictly panel-based and that speak to the specific context of the borrowing museum.

Collections Management

Grants may support the conservation and/or preservation of individual objects, groups of objects, or the improvement of conservation and/or preservation programmes through the purchase of supplies and equipment.

Grants are available to museums wishing to develop better and more accessible inventory and cataloguing systems of collections, particularly online, as well as for technology-related projects such as digitization, websites and databases, multimedia, etc.

Grants are available for the installation of air conditioning, temperature and humidity control devices, surveillance cameras, and other hardware equipment that has a direct and positive impact on the collections and the exhibition.

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

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 rationale and that the museum has the technical skills and professional staff to conduct this process, or that it will hire professionals.

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

Innovative Museum Project

The Foundation is offering a unique opportunity for museums to propose an innovative project for consideration. The project must have a focussed goal, and be supported by a clear strategy, a rigorous methodology, and realistic budget. The project must be directly related to Jewish heritage and must be implemented in a museum and/or in partnership with other related heritage institutions. Grants for up to £150,000 (over two years) will be considered. To apply, please submit an initial proposal – maximum 1,000 words – addressing the above, together with a budget. If the project is of interest to the Foundation, you will be invited to submit a more detailed proposal. Please contact Brigitte Sion at b.sion@rothschildfoundation.eu if you would like to discuss this further.

Temporary Exhibition

Support is available to enable a European museum 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, and loan costs. We prefer exhibitions that have the potential to travel and encourage collaboration between museums.

The Foundation may also grant support for museums to conduct preliminary research and to plan a new temporary exhibition (intellectual concept, potential objects, partnerships, etc.)

Expert Visit

An institution may apply to receive professional advice from an expert in the areas of cataloguing, digitization, conservation, exhibition design, education programmes, or any aspect that is relevant to the institution's range of activities, or projected activities. This outside expertise may be a useful first step for heritage institution looking into creating an exhibition

space, for museums in need of significant upgrade or strategic change, for museums that consider strengthening underdeveloped activities but need guidance.

Please note that applications are open five times a year and is a single-stage application process.

Deadline	Decision from Foundation
28 February 2020	17 March 2020
30 April 2020	14 May 2020
30 June 2020	15 July 2020
30 September 2020	14 October 2020
30 November 2020	15 December 2020

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.

Travel Grant

Travel grants up to £1000 are available for a museum professional working in a Jewish museum or with a Jewish collection towards attending a professional conference or training seminar. The grant may cover transportation, accommodation, and conference fee; reimbursement will be made against receipts.

Please note that applications are open five times a year and is a single-stage application process.

Deadline	Decision from Foundation
28 February 2020	17 March 2020
30 April 2020	14 May 2020
30 June 2020	15 July 2020
30 September 2020	14 October 2020
30 November 2020	15 December 2020

Length and Level of Support

We are often asked how much an organisation can request, or whether we have a restriction on the amount of funding we will award. Most of our grants in this programme are between £20,000 - £40,000 per year; we also support a range of smaller grants under £20,000. Core exhibition: £75,000 per year (for a maximum of 2 years with a maximum total of £150,000). Travelling exhibition, temporary exhibition, collection management: Maximum £50,000. Innovative project: Maximum £150,000 over 3 years.

Eligibility Criteria

We welcome applications from any organisation or institution active in Europe (including Russia, Ukraine, Moldova and Belarus), where activities qualify as charitable under UK charity law. For more information please consult www.charitycommission.gov.uk.

Your organisation must provide the Rothschild Foundation Hanadiv Europe with proof of its charitable 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.

Holocaust Memorials and Museums

The RFHE may support applications relating to the Holocaust if such project preserves Jewish culture, offers an interpretative context, ensures skilled collection management, professionally presents exhibitions, and encourages historical research.

The Foundation does not fund national memorials that stem from a government initiative. The Foundation does not fund a Holocaust memorial that is strictly a memorial site (whether site specific or not) that doesn't have a collection, an exhibition, and research associated with its history.

Simultaneous Applications

1. Organisations may not submit more than **one** application at a time to the Museum Grants Programme.
2. If you have an existing grant that ends before July 2020, you may apply for a grant in this round, but your new project must start after August 2020. A brief update on the current status of your existing grant must be provided with your application.
3. An organisation can apply to more than one programme (i.e. you can apply to both the Archives and Libraries and to the Museums programmes). However, please note it is unlikely for both to be funded and organisations should clearly indicate their preferred project, bearing in mind their organization's goals and expertise. If, after reviewing the FAQs page, you are uncertain about the eligibility of your proposed project, please contact the Rothschild Foundation Hanadiv Europe with a specific query. Email your query to b.sion@rothschildfoundation.eu

Priorities for the Museums programme

1. The Foundation supports 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 – i.e. we will not fund an activity that has already happened or is already scheduled to happen while the application for funding is under consideration.
2. In general, in the Museums programme, the Foundation prioritises applications for funding of project-related costs (e.g. exhibition support, collections management) rather than infrastructure (such as capital or operational-related costs of any institutions).
3. On rare cases, the Foundation will fund 100% of a project; however, we usually require matching funding of at least 40% of the cost of the project.

Selection 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 or can it be replicated elsewhere?
- Is the impact of the project measurable?

General Data Protection Regulation

RFHE is committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned. In addition to the information submitted in this form, to process this application RFHE may collect information about your project and organisation that you do not directly provide, whether it is information received from third parties, such as referees, employers and partners, or information RFHE collects about your organisation's activities. The application might be shared with an expert committee and occasionally external referees. If your application is successful, RFHE will keep your personal identifiable information for a reasonable period as part of the process of managing the grant. If your application is not successful, RFHE will retain only your contact details and basic information about the project for future reference in case you approach us again. For more information please read our [privacy policy](#).

Two stage application process and timeline

Please note that applications will be reviewed in two stages, with exception for Expert Visit and Travel Grants. See the timetable for these programs in their program descriptions on page 4 and 5.



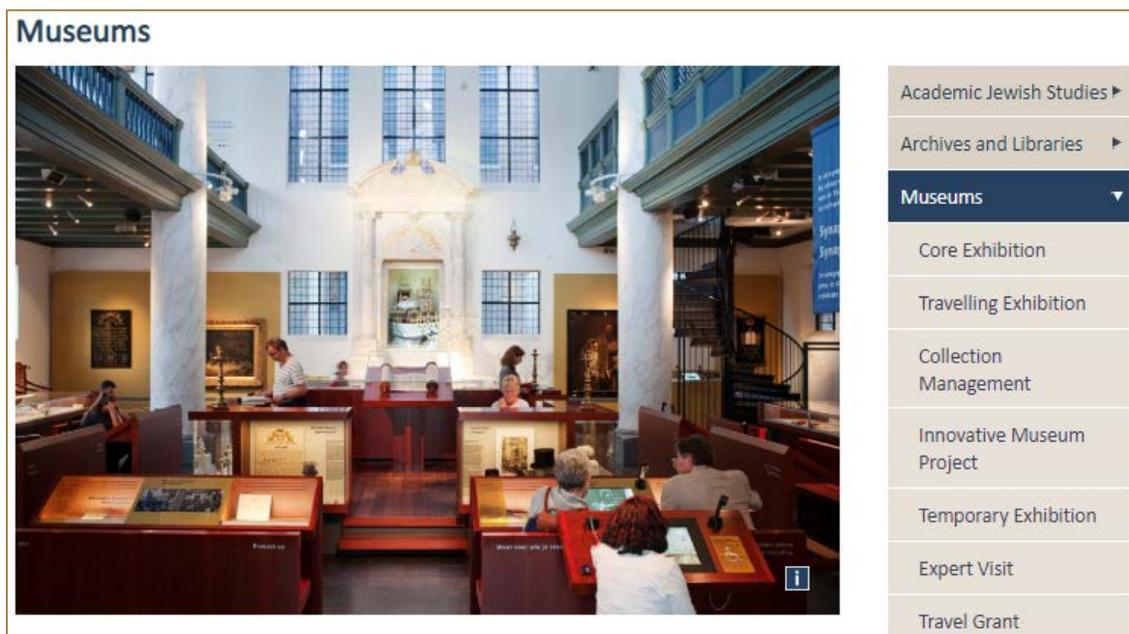
Step-by-Step Guidance to Online Submission

Selection: Click on Grants in the main menu bar and select Museums.



Review: Read through the programmes open for funding; scroll down to the grant you would like to apply for and select **Read more**. The grants available are as follows:

- Core Exhibition
- Travelling Exhibition
- Collections Management
- Innovative Museum Project
- Temporary Exhibition
- Expert Visit
- Travel Grant



Apply: At the bottom of each grant's detailed description page, you will see a button marked "apply now."

Logging in / Registration

1. You will be asked to either log-in or create your new online account. To create a new account, click on the link **New Applicant? Click here to create your account**, then go to step two. If you already have an account move to step three.



The screenshot shows the login page for the Rothschild Foundation Hanadiv Europe. At the top, there is a dark blue header with the organization's logo and name. Below the header, the text reads "Please Sign In" and "In order to sign in please enter your email and password." There are two input fields: "E-mail" and "Password". Below the "E-mail" field, there is a red oval highlighting the text "New Applicant? Click here to create your account". Below the "Password" field, there is a link "Forgot Password?". At the bottom, there is a "Login" button.

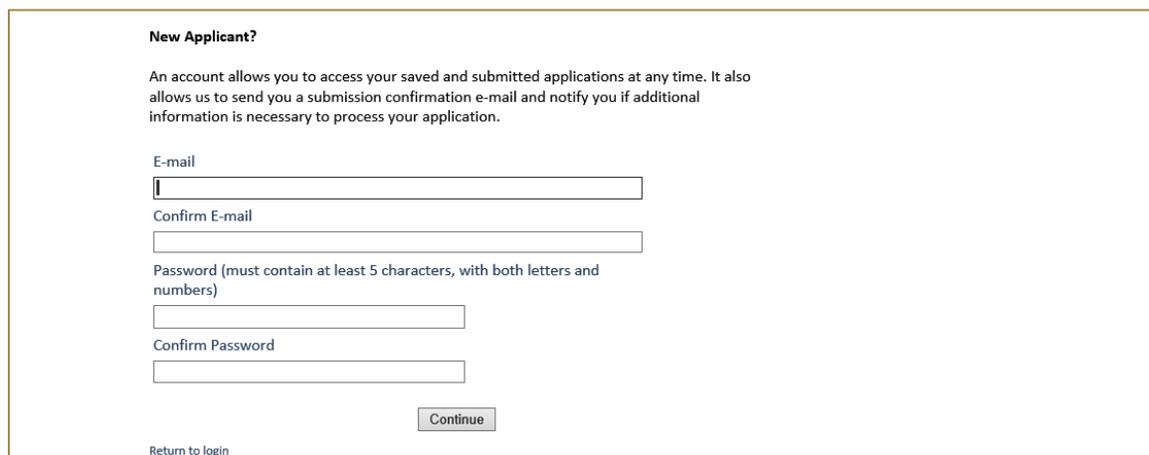
2. If you are registering, you will be asked for your email address and to create a password.

Once registered you will be taken directly to your application where you can begin to complete the application. See guidance further down about 'Saving your Application and Finishing Later'.

You will receive a confirmation email that your account has been created. The email contains a link to access your account at any time, so please keep this email safe. This link is also available on the website and below.

Now you have created your account and started an application, please do not click on the 'Apply Now' link on our website as you will create duplicate application forms in your account.

Account link: https://www.GrantRequest.co.uk/SID_48?SA=AM If you are registering you will be asked to register your email address and set a password to create your account.



The screenshot shows the "New Applicant?" registration form. It includes a heading "New Applicant?" and a paragraph explaining the benefits of an account. Below this, there are four input fields: "E-mail", "Confirm E-mail", "Password (must contain at least 5 characters, with both letters and numbers)", and "Confirm Password". At the bottom, there is a "Continue" button and a "Return to login" link.

3. **Logging In:** If you have previously created an account via our online application and reporting system, please enter your account details. If you forgot your password you can reset your password via a link that will be emailed to your registered email address. If you do not receive this email check your junk/spam inbox. Once logged in you will be taken directly to your application where you can begin to complete the application.

Now you have created an application, please do not click on the ‘Apply Now’ link on our website as you will create duplicate application forms in your account.

See guidance further down about ‘Saving your Application and Finishing Later’.

ROTHSCHILD FOUNDATION HANADIV EUROPE

Contact Us | Exit

Please Sign In

In order to sign in please enter your email and password.

To create a NEW account please click on the link below the email box.

E-mail Password

New Applicant? Click here to create your account. [Forgot Password?](#)

Login

Filling in Your Application

1. You can navigate through the application form by clicking on the tabs along the top of the page. Question with a red * are compulsory questions and you will not be able to submit unless they have been completed. You will still be able to go from one tab to the next, but you will not be able to submit until they have been completed.

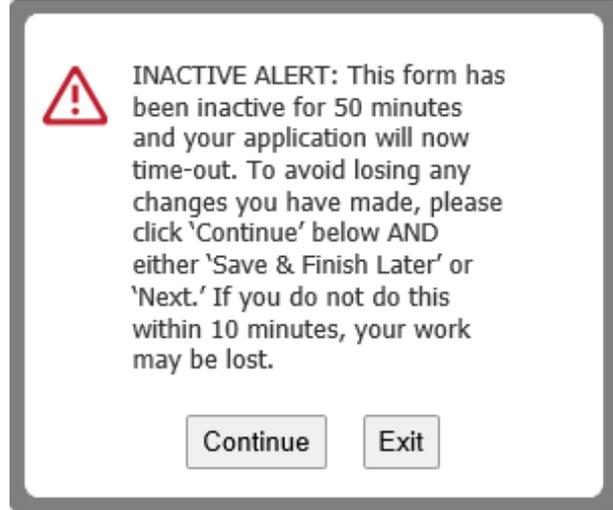
1 Page 1 2 Page 2 3 Page 3 4 Attachments 5 Review My Application

2. You can also move from page to page using the Next button at the bottom of each page

Save & Finish Later Next

3. Please note that your application page must remain ‘active’ when completing the form – Typing into a text box does not count towards activity. If left inactive for 50 minutes, you will receive the alert below. In order to continue working on the form or to save the changes made so far, you must press the ‘continue’ button on the alert AND click either ‘Save and Finish Later’ or click ‘Next’ to navigate to the next page. Clicking on the above options at any time during your proposal will reset the inactivity timer.

Clicking on 'Continue' on the alert does not reactivate your form.



Adding Attachments

1. A list of required attachments (supporting documentation) can be found on the Attachments tab. Browse from your local PC and select your document then click Upload. Please note that attachments marked as 'Required' must be uploaded before submitting. You will not be able to submit your application until all required documentation is uploaded.

To note: Please ensure that non-Latin characters or any symbols (for example: à, ø, Å, é, ü, ž, *, ", !, *, spacings) appear in the title of the documents you intend to upload. JPG files are not admissible along with files with certain extensions (such as "exe", "com", "vbs", or "bat"). Valid file extensions are provided in the attachments page of your application under each uploadable heading.

2. Where instructed, please download and save the **templates provided** locally to your PC where you can fill-in the required information, save and upload to the matching attachment.
3. When you have successfully uploaded a supporting document, the document will be visible under **Uploaded Files** in your application. From here you can see the size of your file, the total size of the combined uploaded files, and the available storage for any additional supporting documents that are required. Please note that you have a combined total of 25 MB to upload.

You can also remove your uploaded document by ticking the small box field next to the document, then clicking Remove.

Uploaded Files

Applicant CV in English (maximum 3 pages)	Bank Details form - Country outside EU.doc	06/01/2017	36 KB	<input type="checkbox"/>
Total size of uploaded files			36 KB	
Available			25,564 KB	

Remove

Please ensure that your application is accompanied by the following documents as it will not be considered for funding if you fail to include them.

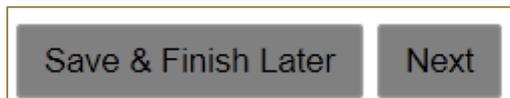
4. If you try and upload an invalid file type you will receive the following error message. Please ensure you upload the correct file types.

Attachments Printer Friendly Version | E-mail Draft

! You are trying to upload a file with an unaccepted file type. Please upload a file of one of the following types: DOC, PDF, JPEG, DOCX

Saving Your Application & Finishing Later

1. If you are part way through your application you can opt to save and Finish later by selecting Save & Finish Later at the bottom of the page.



2. You will be directed to your online account where a copy of the application you started will be saved. Access your application form from here to continue filling in your application, do not click on the 'Apply Now' link on the website as this creates duplicate blank application forms in your account.

ROTSCHILD FOUNDATION HANADIV EUROPE

Account: E.rice@rothschildfoundation.eu | Change E-mail/Password Contact Us | Exit
 Last Log In: 04/01/2017 11:28 AM GMT00:00

Applications

Below you can see your In Progress applications.
 Use the dropdown box on the Right to look at previously submitted applications in this system.
 Click on Requirements above to see any Reports we have asked from you.

Show **In Progress Applications** ▾

Application Name	Project Title	Requested	ID	Last Updated	Action
AIS Doctoral Fellowship Form			20394	04/01/2017	
AIS Doctoral Fellowship Form			20393	04/01/2017	
Test			20042	17/11/2016	

3. You will also receive an email confirming the application has been saved to your account. In this email you will receive the URL needed to access your account. This link will also be available on our website. https://www.GrantRequest.co.uk/SID_48?SA=AM

4. From your account you can delete or send a copy of your application to yourself or others.

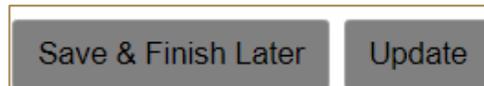
Review Your Application before submitting

1. The final step is to review your application before submitting. When reviewing your application, you will be advised if any required fields are incomplete, and that all required attachments have been uploaded. If any required fields have not been completed, you will see the message below in red.

 **There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.
 - Budget costs using template provided

Please complete the required field then click **Update** at the bottom of the page.



If the error message is in relation to your attachments you will see the message below in red explaining what document is missing. Click on the link '[here](#)' in the error. You will be taken to the attachments section. Upload the missing required document then select **Review and Submit**.

 **There was a problem processing your request.**

- The application cannot be submitted without the following required attachments. Please click [here](#) to return to the Attachments page.
 - Budget costs using template provided

2. Once all fields have been filled in correctly and all required attachments uploaded, you should not receive any error messages at the top of the page when you hit **Review and Submit**.
3. Scroll through and review your responses and if you are happy to submit your application please select **Submit** at the bottom of the page.

Please note once you have submitted your application the application cannot be changed.

4. On submission you will be directed to your account where you will see a message stating your form has been submitted. You will also receive email confirmation.

Applications

Thank You! Your form has been submitted.

**Below you can see your In Progress applications.
Use the dropdown box on the Right to look at previously submitted applications in this system.**

Click on **Requirements** above to see any Reports we have asked from you.

5. Your application has now been moved from In Progress Applications to Submitted Applications. You can access a copy of your application by changing the drop-down option from In Progress Application to Submitted Applications. You will also receive a confirmation email that your application has been submitted.

Account: t.rice@rothschildfoundation.eu | Change E-mail/Password
Last Log in: 04/01/2017 11:28 AM GMT00:00

Contact Us | Exit

Applications

Below you can see your In Progress applications.
Use the dropdown box on the Right to look at previously submitted applications in this system.

Click on **Requirements** above to see any Reports we have asked from you.

Show Submitted Applications ▾

Application Name	Project Title	Requested	ID	Submitted	Action
AJS Doctoral Fellowship Form	thesis title	1,000	20370	20/12/2016	📄

Contact us

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

For the **Museums grant programme**, please contact Dr Brigitte Sion (b.sion@rothschildfoundation.eu).

For general information or technical help, please contact info@rothschildfoundation.eu