

Ryedale Grant Schemes 2017/18

Project Appraisal Form

1 **Type of Grant:** Community Grants

Ref No: CG-008

2 **Applicant Organisation & Project title** Malton Museum, Museum In A Box

3 Previous Applications to RDC

Ref No	Project	Successful	Amount	Date
	Malton Museum has not been the recipient of a Community Grant but it has been a commissioned delivery organisation via the Creative Economy Commissioning process. It is not holding a commission currently, but is a member of Museums Ryedale (all Ryedale's Accredited Museums working together) which is currently completing a commissioned project from 2016/17.			

4 **Total Cost of Project** £5707

5 **Grant Aid Requested** £1400 % Intervention 25%

6 **Date site / organisation visit completed** Not required for this project. I am a regular visitor to the museum.

7 **Type of scheme** Capital Revenue Please note the application form refers to a revenue budget, but this project is considered to be capital.

Organisation

8 **Is the organisation well managed?**
 Yes. The Museum is a Charity (the Trust Deed dates from 1978 with a modern addition dated 2012). It is overseen by a Board of Trustees (The Foundation) and day-to-day operation is managed by an Executive Committee. Members of the Executive Committee each take responsibility for a museum function (e.g. Education, Collection Management, Finance).

The Foundation is elected at an Annual General Meeting and skills/experience include education, heritage/museum management and business management. The Foundation also includes representatives from each Town Council.

Until recently the museum was wholly volunteer run but in 2015 the Museum was successful in receiving significant support from the Arts Council which has enabled them to employ a part-time Development Officer (with a professional Museums Management qualification). This is the first time the museum has employed an officer in its 85 year history. Museum activity is still substantially

volunteer delivered.

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- 9 Is the organisation financially sound?
The museum is currently in receipt of two large grants (Arts Council c.£88k and Heritage Lottery Fund c.£87K) which are both for activity over a three year period. This has the effect of making the museum look relatively well-off, but these funds are both restricted.

The museum is actually managing a depletion in its reserves, as it has needed to use some of its own funds as match to the two large grants it holds. It has also recently invested a considerable sum into its premises - the Subscription Rooms under the Assembly Rooms. Reserves were £54,265 in 2016 and stand currently at £15,530. The Trustees are taking steps to replenish these funds, although they are still considered adequate as running costs for the museum are low, it does not own its own premises (and so has limited obligation to the fabric of the building) and the salary & costs for the Development Officer are met out of grant income (restricted to this purpose).

The museum is free to enter, so income is chiefly from donations, education activity and commercial activity (via a small museum shop). Donations in 2016 increased to £2492 (from £483 in 2015) and commercial activity doubled (from £243 in 2015 to £550 in 2016). These amounts are modest but pleasing evidence of development. Increased resilience through improved income streams is one of the projected outcomes from the Arts Council grant.

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- 10 Is the organisation reflective of the community it services?
Since losing its premises (the Town Hall) the museum has been operating as a Museum in the Community. Activity has been centred around engaging with local people and this strategy was also at the heart of the application to HLF to allow the museum to tell the story of Malton as a market town.

The museum has increasing numbers of volunteers engaged in all areas of work, as well as a very active Friends group which raises money on behalf of the museum to enable special projects (such as the restoration of a painting) to take place.

The museum has been working hard to develop relationships with local organisations, groups and businesses.

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- 11 Can the organisation manage and deliver the project?
Yes. The Development Officer will deliver this project along with a team of volunteers (led by the Lifelong Learning Manager (a Trustee/volunteer) and the Collections Manager, also a Trustee/volunteer).

The project is partially funded by the Arts Council and delivers on one of the themes from the ACE supported areas of work (audience development).

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- 12 Have the needs and aspirations of the community served been taken into account?
Yes. The museum has been engaged in research around audience development for some years and this project addresses some of the findings of this research. The details for the project have arisen specifically from ongoing conversations with teachers regarding the support needs they have and the
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most effective way that the museum can provide material to be used both in schools and in community settings.

Project

- 13 Does the project support delivery of the Council's aims? (Please tick all that apply)

Sustainable Growth:

- Promoting a strong economy with thriving businesses and supporting infrastructure
- Capitalising on our culture, leisure and tourism opportunities
- Managing the environment of Ryedale with partners
- Enabling provision of housing that meets existing and anticipates future need
- Minimising homelessness, improving the standard and availability of rented accommodation and supporting people to live independently

Customers and Communities:

- Helping our partners to keep our communities safe and healthy
- Supporting communities to identify their needs, plan and develop local solutions and resilience

Section 106 Grants:

- Does this meet with the section 106 planning agreement description for the parish?

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- 14a Which ward or parish is affected?

The museum directly serves Malton Ward and its hinterland but the impact of the project will be on all Ryedale schools and community groups and beyond.

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- 14b Which communities of interest are affected?

Children and young people at school
Local community groups
People interested in the heritage of the local area

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- 15 Does the project respond to a clearly defined need? How is this evidenced?

Yes. The need was identified in a 2015 Audience Development Plan and through conversations/consultation with a group of teachers.

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- 16 Does the project have community support? How is this evidenced?

Yes. The museum has a large number of local volunteers and visitors and donations quadrupled between 2016 and 2017.

The museum was also able to submit a number of letters of support from the community for its applications to both the Arts Council and the Heritage Lottery Fund. I have had sight of these.

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- 17a Is a robust project plan in place?

The museum works to a number of plans including the over-arching Forward Plan (which is an important part of the Accreditation process. Museum Accreditation is a quality mark).

There are also Activity Plans in place for both the Arts Council funded project and the HLF funded project. The Museum in a Box will deliver important

elements of both these plans, although it is a relatively simple project in itself.

17b Flood grants only: Is there a community resilience plan in place?

18 What are the objectives of the project and what impact will it deliver?

The project will:

- enable the museum to work with more young people and children
- offer an opportunity for children and young people to have a genuinely interesting and inspiring experience which is more active and meaningful than a museum visit on its own
- offer a new opportunity to handle objects and learn more about them
- enable users of the Museum in a Box to understand and connect to the past more deeply
- enable users to have a deeper understanding of the role of a curator
- enable community users to experience all the above

19 Is the project budget accurate and reasonable, with a realistic plan for securing match funding?

Yes. Significant research has been undertaken into similar projects in other museums nationally and costings have been based on quotations for high quality replicas and secure casings for original objects.

Most of the match is from the Arts Council and these funds are already in place.

Some of the match is volunteer activity - the research on the objects and the copy for the text will be undertaken by the Collections team, who are all volunteers. The Museum in a Box project will be delivered as part of the offer of the Education team, who are also all volunteers.

20 Is the funding package verified?

Yes. The letter from the Arts Council awarding the match funding has been submitted.

Long term viability and running costs

21a Is the project expected to continue beyond the term of any funding awarded by the council

YES NO

21b For capital projects is there a clear and realistic projection of income for the future maintenance of the facility – a business plan?

There is no separate business plan requirement for this project, however there is a plan in place to ensure that elements of the Museum in a Box can be replaced if they become worn or damaged. This will be funded through the hire charge for the MIAB.

22 Comments on the financial situation

This is a relatively simple project involving the creation of some replica items and the secure housing of others (to allow handling), alongside the development of other items to enable young people to

I do not anticipate any additional financial risks from this project.

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- 23 Are there any outstanding planning or technical issues?
There are technical issues for the museum regarding how it selects objects for handling and how it manages the creation of high-quality replicas. These will be managed by the Collections Team who have expertise in these matters and will ensure that the museum follows all appropriate procedures to protect the objects in its care.
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- 24 Any other outstanding concerns or issues?
No. The MIAB will be subject to a publicity campaign to ensure that all potential users know about the service and the benefits to be gained from participation.

A deposit will be taken from users (as well as the hire fee) so that any damaged items can be replaced.

The inevitable wear and tear will be mitigated by the use of robust materials and an ongoing replacement plan funded from hire fees.
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- 25 How will the project be monitored and evaluated?
 - Number of uses (and by whom)
 - Feedback from the experience of users (especially schools, young people and children)
 - Measures which form part of the Arts Council grant evaluation process (concerning audience development)
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- 26 Do you deem this project to be viable and deliverable?
Yes. Given the complexity of "normal" museum operation this is a relatively simple project which the museum has the skills and knowledge to deliver to a high standard.
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- 27a Comments from Ward Member consultation
Malton Ward Members were consulted on this application.

Cllr Paul Andrews: *"I am a trustee of Malton Museum and have a personal interest. I support the application for grant aid."*
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- 27b S106 Public Open Space and Flood Grants Only: Comments from Parish / Town Council consultation
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Recommendation from assessing officer

- 28a Award the Grant Yes No
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- 28b Level of award £1400 25%
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