



Museum Accreditation Standard 2018
Question set from Grantium

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Additional questions on Grantium for national museums and
nationally- styled museums

FOR REFERENCE ONLY

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National museums and nationally-styled museums must complete additional questions. these open up on the online application and returns form if you select 'yes' if you select your museum type as 'national' or when asked whether your museum has a nationally-styled name.

For more information please read **Accreditation Guidance 2019** available to download here <https://www.artscouncil.org.uk/accreditation-scheme/accreditation-how-apply>

Top tip: For the free-text boxes that you fill in, Grantium uses a different method of character count than MS Word does, so bear this in mind if you draft your answers in MS Word to copy and paste over. Grantium counts spaces, line breaks and special characters as characters whereas MS Word doesn't. If you want to check your character count there are free online tools which you can use.

1.3 A satisfactory structure for your governance and management

- Please confirm you employ multiple museum professionals? *Y/N (tick box)*
- What staffing arrangements are in place to support research at your museum? *(text box, you can use up to 2000 characters to answer this)*
- How do your professional staff provide expert advice to other museums, galleries and collections? *(text box, you can use up to 2000 characters to answer this)*

2.1 An approved forward or business plan which covers the current and subsequent planning year

- Where does your plan demonstrate national aspiration and delivery? *(text box, you can use up to 2000 characters to answer this)*

4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals

- Please describe how your collection's national importance and international interest supports your nationally styled name *(text box, you can use up to 2000 characters to answer this)*
- Please check to confirm you will provide a list of acquisitions in the last 12 months with the national or nationally styled attachments section *(Y/N tick box then upload attachment at end of form)*

8.1 To understand who uses your museum, and who doesn't

- Please check to confirm that you will attach a breakdown showing how many people have used your research facilities in the last 12 months (Y/N tick box then upload attachment at end of form)

9.1 To provide stimulating learning and discover activities, including exhibitions and programmes based on your collections

- Please provide a copy of your museum display policy (Y/N tick box then upload attachment at end of form)
- What research support and facilities are available for users? (text box, you can use up to 2000 characters to answer this)
- Please attach a list of scholarly works your museum has published in the last three years (Y/N tick box then upload attachment at end of form)
- Please provide a copy of your published catalogue ((Y/N tick box then upload attachment at end of form. This can be an attachment or a weblink provided within the attachments section)

9.2 To communicate effectively with users and potential users through a range of access, marketing and promotional activities

- Please describe how you ensure that the quality of your facilities reflects your nationally styled name (text box, you can use up to 2000 characters to answer this)
- How do you ensure that the quality of your facilities are appropriate to your size and scale? (text box, you can use up to 2000 characters to answer this)

Attachments

As you go through the pages there will be boxes for you to tick to confirm that you will upload an attachment for that particular question.

There is one page towards the end where you upload ALL of your mandatory attachments for your application. There is then another page for you to attach anything in addition to support your application, such as an Audience Development plan.

We can accept attachments in the following formats and up to 10mb each:

PDF, MS Word, MS Excel, MS PowerPoint and jpeg

When you come to the **Required attachments** page, you will see a bespoke list of the documents you need to upload under the heading **Required attachment name**. We suggest you either make a note of these or download this section as a PDF to reference as you go along.

Top tip: We suggest you set up a folder with all your required documents saved and scanned, named as the appropriate requirement number and title. Everything you need is then in one place for ease for uploading.

National and nationally styled attachments

You can use the links below to upload documents. Please note that the maximum file size you can upload is 10MB and we accept pdf, MS Word, MS Excel, MS PowerPoint and jpeg files.

You can also use the weblink to provide your published catalogue note you can either provide a web link or attach a document.

Published catalogue web link:

Document Type	Required?	Attachment type:	Date attached
Breakdown showing how many people have used your research facilities in the last 12months	Yes		
Copy of museum display policy	Yes		
Copy of published catalogue	No		
List of acquisitions in the last 12 months	Yes		
List of scholarly works museum has published in the last three years	Yes		