Museum Accreditation Standard 2018
Getting Started on Grantium

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Contents

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enquiries@artscouncil.org.uk

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Step 1: Set up a User account

To use Grantium you need your own personal User account. It is unique to each individual User and log on details should not be shared with anyone. You only need to set up your User account once.

Top tip: This is the link to get onto Grantium:
https://applications.artscouncil.org.uk/frontOffice.jsf

Grantium will work in any internet browser, but it needs to be the most up to date version of that browser. You can check if your browser is up to date here:
https://www.whatismybrowser.com/

Click on **Create Profile** in the left-hand menu.

Complete all fields marked with an **asterisk*.**

You must enter your <u>real</u> first and last names. This name will be used as your digital signature in Grantium. We cannot accept the name of the organisation, we need it be a real personal name.

Once you've completed all fields, click **Save** to create your User account.

Top tip: If you have already used Grantium to apply for Arts Council England funding either on behalf of an organisation or as an individual creative practitioner, you may have already created an individual User account. If so you do not need to do this again and can use the same one.

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Access support

We can provide access support for people with access needs. Please contact your assessing organisation if you experience or expect any barrier with making your application or return or would like more information. You can contact us through our websites, by phone or email.

If you wish to make an application in the Welsh language, please contact our Accreditation colleagues at the Welsh Government for support at MALD@gov.wales

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Top tip: You will not be able to use your browser 'Back' and 'Forward' buttons whilst using Grantium. Instead you need to navigate back and forwards only through Grantium buttons and using the menus. If you try to use your browser buttons you will get an 'unexpected error' message and may need to restart Grantium.

Step 2: Set up an Applicant profile

What is an Applicant profile?

The **Applicant profile** represents your museum or art gallery in Grantium.

If your organisation already has an **Applicant Profile**, please contact the profile **administrator** to request your **User Account** to be linked to the existing profile. Please do not create a duplicate applicant profile for your organisation. For guidance on how to link additional **Users** to a **profile**, see the Appendix: Linking additional Users to your Applicant profile Make a note of your **Applicant Profile** name and number.

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If your organisation does not yet have an **Applicant Profile,** then you will need to create one. Your **User Account** will then be linked to your organisation's **Applicant profile**.

If you are part of a National Museum Authority, Museum Service or Local Authority then you can choose to either use one Applicant Profile for the main body, or you can set up an Applicant profile for each individual site.

To create an Applicant profile, you **must** have:

- a **bank account** in the organisation's name (see section below for why we need this)
- a copy of your **governing document.**
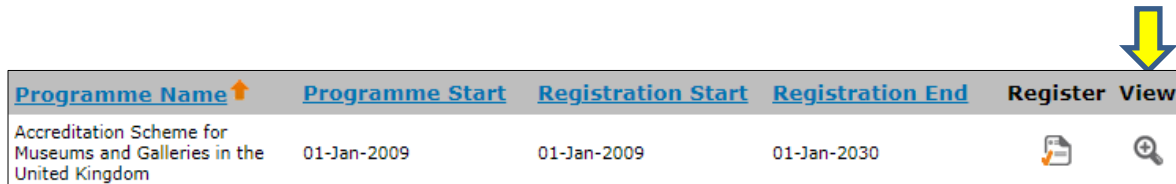
Linking additional Users to your Applicant profile

You can link additional **Users** to your **Applicant profile**. For example, in addition to the mandatory User who has the authority to accept an award (normally a chief executive or equivalent), you could have another User who writes and submits the application for Accreditation. You can link several Users if you wish. They would all then have access to the application and receive notifications through Grantium.

You could choose to add your Accreditation Mentor as a User. Remember that they would then have full access to your organisation's information, so you may wish to agree on a Non-Disclosure agreement. This could be included in your Mentor Agreement. It's optional for your Accreditation Mentor to be a User, as assessors will still copy them into correspondence.

For guidance on how to link additional Users, see the Appendix: Linking additional Users to your Applicant profile

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How to set up an Application form and Applicant profile

Once you have set up your User account and are logged into Grantium, click on **Browse Programmes** in the left-hand menu. Find Accreditation in the list, and click on the **View** icon:

Programme Name ↑	Programme Start	Registration Start	Registration End	Register	View
Accreditation Scheme for Museums and Galleries in the United Kingdom	01-Jan-2009	01-Jan-2009	01-Jan-2030		

On the next page, read the text and then click **Apply Now**.

Top tip: If your organisation already has a profile in Grantium please make sure your User Account is linked to it, then on this next page you will get the option to select the correct existing Applicant from the dropdown at the top, ignore the bottom section, and click **Save & Next**.

This option is NOT available if your personal User Account is not already linked to your organisation Applicant profile. Please ask your organisation Applicant Profile administrator to link you as a User. Please do not create a duplicate Applicant Profile for your organisation.

Please note: if you have already had your Applicant Profile validated and started an application form see Step 4 to find the form and continue working on it.

At the **Applicant Type** dropdown, choose **Organisation**.

Enter the **Applicant Name** which should be the operating name of your organisation, i.e. the individual name of the museum, gallery, site or venue.

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On the **Applicant details** page, you next enter the **legal name** for your organisation which MUST match the name on your **governing document.** This is likely to be your registered constitutional name, i.e. your governing body name.

The **bank account name** must match either your **Applicant name** or your **legal name**. This is because once your applicant profile is validated you will be able to apply for funding for projects through Arts Council National Lottery Project Grants (depending on other eligibility criteria). For more information please read our bank details guidance.

Once you've entered the **Applicant** name, click **Save and Next**.

You now need to complete the following pages, working through the left-hand side menu:

- **Applicant details**
- **Address information**
- **Contact information**
- **Financial background**
- **Governance document attachment**
- **Monitoring information**
- **Declaration**

Top tip: Grantium will log you out 20 minutes after you last clicked a button or link - so please remember to click **Save** often. You will receive a warning pop up when you are getting close to being timed out.

Complete all fields marked with an **asterisk*** in each page

To add a contact on the **Contact information** page, click the **add** icon:

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Repeat as necessary for every contact you want to list for the organisation. You must add at least one **museum contact** type. You must choose one person to be the **main contact**. This can be the same person if you wish.

Glossary

User: Person with their own Grantium log on. When linked to an Applicant profile they will see ALL information about ALL applications that the organisation has made through Grantium and will receive ALL notifications.

Applicant: Your museum or gallery. Only Applicants can make an application.

Contact: Listed mainly for information, we would contact them if we had a question in relation to their role at the organisation. Contacts do not have to be Users of Grantium. If they are not a User, then they will not receive notifications through Grantium.

Monitoring information: we may use this information to report to the Government or to monitor the different backgrounds of people who receive awards. We will not use this information to assess any applications you make. If you do not know some of the information or you would prefer not to provide it, you can fill in the 'Not known' or 'Prefer not to answer' boxes.

The last page to complete is the **Submission summary** page. If you have a green tick next to each item in the list, then it will allow you to click **Complete**. If you have any red crosses, then you have not yet completed that page successfully – the blue hyperlink will tell you the reason it's not complete and will take you back to the right section to amend it.

Naming your application

Click **Next** to proceed to your application.

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You need to name your application – **Applicant Project Name**. We suggest you use the following format to make it easier to search for in the future:

[Your organisation's operating name] [Accreditation Number] [Year of Submission]
For example: *The Museum of Galleries 123456 2019*

You will now see a screen informing you that you cannot proceed until your Applicant profile is validated.

Please note that by following the above process you will have created a blank application form with a project number beginning ACCR. As soon as your applicant profile has been validated your application form will be visible in the 'Submissions' area of the Grantium home page.

Step 3: Validation of Applicant profile

When you create an applicant profile, we run a check on it. We do this to make sure no duplicate profiles are created on the system, and to conduct some basic counter-fraud checks. This validation process can take up to **ten working days**. Please bear this is mind when you are planning your application or return. We advise you to complete this step as soon as you receive your Accreditation invitation or reminder. An email will be sent to you to confirm when your profile has been validated. You will then be able to start an application.

Please note that this validation process is separate to the eligibility stage within Accreditation.

Step 4: Finding and opening your application form

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As soon you have received your email to inform you that your applicant profile has been validated, you will be able to start your Accreditation application.

On your Grantium homepage, click on **Submissions** in the left-hand menu. Click on the **orange folder** icon on the right-hand side of your application:

Make a note of the **Project Number** in the left-hand menu, beginning **ACCR-**. If you need to contact us with a query about your application, please reference the **Project Number**.

You have now opened the application form and are ready to start your application. Please refer to **Museum Accreditation Standard 2018: Completing your application on Grantium** for further support.

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Appendix: Linking additional Users to your Applicant profile

You may wish to link other Users to your Applicant profile once you have set it up. For example, this would allow more than one person to work on the application to share workload. Please note however that only one User at a time can work on the application.

Each User must set up their own User account themselves. Once they have done this, the original User who set up the Applicant profile must link them to the organisation. They will need the User name and email address for the person they want to link to.

From your Grantium homepage click **Applicants** in the left-hand menu. Make sure you have the right Applicant selected from the dropdown menu at the top and then click the **Registrants** icon:

To link another User, click the **Link** icon:

Enter the User name and email address of the person you want to add.

Click **Add registrant** to complete the process.

On the **Applicant Details** screen, you will now see all the Users linked as registrants.

Once you have linked a User, they will then have permissions to link other Users too.

Top tip: All Users linked to the Applicant profile will be able to access ALL information about ALL projects for the applicant. For example, if your organisation has a funding project as well as an Accreditation application, all linked Users will be able to see all the information about both the funding project and Accreditation. All Users receive all notifications about any project the applicant has in Grantium. Please bear this in mind when you link Users.

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