



NI
Museums
Council



Playful Museums Festival Guidance 2024-25

Playful Museums Festival

Supported by Art Fund

About

This grant scheme aims to support activities that promote playful museum spaces, and programming for children under 5. All grant-funded activities should take place during February 2025 to coincide with the Playful Museums Festival.

Please note that it is necessary as part of your application to provide a breakdown of costs.

Before you apply

- Check that you are eligible to apply.
- It is advisable that you discuss your application with NI Museums Council (NIMC) Development Officer - Catherine Doran catherine.doran@nimc.co.uk, in advance of submission.

Who can apply?

To apply you must be both:

- An accredited museum.
- A current member of NIMC.

NIMC is keen to support new programmes of work and can provide advice and guidance to those museums making a first-time application, as well as those that are new to early years programming.

NIMC is also committed to sustainable programming and will seek to support applications that build upon previous Playful Museum projects.

Awards

Each museum can apply for up to £500. No match funding is required but we appreciate being informed of any other funding sources or in kind contributions.

All costs must be clearly identified and justified.

Should NIMC receive more fundable applications than it can support, we may offer to fund a proportion of the costs requested.

VAT

Please note:

- VAT-registered museums should show both the inc. VAT and exc. VAT amount for reference, but only claim for amount excluding VAT.

- Those not registered for VAT should show all costs inclusive of VAT and can claim for the total amount.

Examples of what the fund can cover:

- Facilitator costs (selecting a facilitator with experience of engaging with under 5s is advisable).
- Costs associated with both development and delivery of project, including consultations with target audiences.
- Travel costs associated with museum staff undertaking outreach activity.
- Travel costs associated with nurseries, Sure Starts etc. travelling to the museum.
- Resources, such as objects for handling boxes, sensory items, books, puzzles, toys, craft items, signage, equipment (chairs, nappy changing, mats, cushions, table or trolley).
- Online resources.
- Creation of under 5s activity space.
- Training for staff and volunteers.
- Costs associated with formative and summative impact evaluation.
- If you have other ideas that aren't listed above, please reach out to discuss in advance of submission.

What the fund does not cover

- Staff time.
- Conservation of museum collections.
- New displays, exhibitions, and interpretation.
- Costs associated with any activity or expenditure that has already taken place; or a project that has already started.
- Organisational debt.

How to Apply?

Please complete the application form in full, and **submit by email to info@nimc.co.uk**

PLEASE NOTE: It is the responsibility of the applicant to clearly demonstrate how they meet the Assessment Criteria within the Application Form.

Assessment Criteria

This fund prioritises applications which clearly demonstrate that:

- The activity is specifically targeted to meet the developmental needs of babies, toddlers and/or pre-schoolers under the age of 5.
- The activity is designed to create a long-term impact for both the attendees and the museum.

Please note that you will be asked to report on the numbers benefitting from the planned activity. These should be recorded as under 5s, children aged 5 and over, and adults. It would also be advisable to consider how you will assess and evidence any outcomes arising from your project, over and above the number of participants. NIMC will prioritise applications that demonstrate a considered approach to assessing project outcomes and impacts.

How will we evaluate your application?

Your response to each question will be reviewed and according to the following scale:

- 16 – 20 Excellent
- 11 – 15 Good
- 6 – 10 Adequate
- 0 – 5 Limited

Timelines and Deadlines

Grant Programme Opens	20/09/2024
Application Deadline	18/10/2024
Notification of successful applicants	01/11/2024

Late applications will not be considered.

Feedback and Complaints

NIMC is committed to providing a high-quality service to applicants and grantees. If you are dissatisfied with the service we provide, we would like to hear from you.

We would also like to hear about things you think we have done well and how you think we could improve our services. For a copy of our complaints procedure please contact:

info@nimc.co.uk

