For office use only

NIMC Ref No:

Date rec’d:

**Museum Collections Capital Grant Programme Application Form 2025-2026**

**Please complete the Application Form with reference to the Museum Collections Capital Grant Programme Guidelines. If you have any questions, please contact** [info@nimc.co.uk](mailto:info@nimc.co.uk)

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| The Northern Ireland Museums Council’s (NIMC) Museum Collections **Capital Grant** Programme is funded through the Department for Communities and administered by NIMC. Please note, this programme is a Capital fund. You can apply for any equipment and/or minor works to help care for collections or make them more accessible to the public.  The programme is intended to provide maximum flexibility for eligible museums; however, we encourage applications which are aligned Collections Care and Access.  **It is advisable that you discuss your application with NIMC staff by emailing** [**info@nimc.co.uk**](mailto:info@nimc.co.uk)**, in advance of submission. A member of staff will then get back to you.**  **The responsibility lies with the applicant to clearly demonstrate how their application meets the criteria. See the Museum Collections Capital Grant Programme Guidelines for more information.** |

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Museum name** | **Museum address and postcode** |
|  |  |
| **Contact name** | **Position** |
|  |  |
| **Contact email** | **Contact telephone number** |
|  |  |
| **Amount applied for (clearly state VAT)** | |
| **£** | |

**PROJECT NAME**

Please provide a short title for your project.

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# SECTION ONE: What is the grant for? How will you use this money?

The following questions will help the Award Panel to understand your need.

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| 1. **What is your project? (max 200 words)** |
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| 1. **What outcomes will this funding have for your museum? (Max 200 words)** Assessment Value: 20 |
|  |
| 1. **Please outline how your project meets the Museum Collections Capital Grant priorities (see Grant Guidelines page 2; max 400 words)** Assessment Value: 40 |
|  |
| 1. **How will you deliver your project?** **Who will be responsible for delivering the project and managing the funding? (Max 200 words)** Assessment Value: 20 |
|  |
| 1. **What impact will this project have on your audiences and participants? (max 200 words)** Assessment Value: 20 |
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| 1. **Please list the objectives against which you will measure the success of the funded activity? (max 200 words)** |
|  |
| 1. **What is the estimated timescale of the funded activity? Please provide approx. start and finish dates?** |
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# SECTION TWO: Grant funding breakdown

**MAKE SURE THAT WHEN YOU ADD UP (1) the Grant Applied for and (4) the Match Funding that they equal (3) the overall costs of the project**

|  |  |  |
| --- | --- | --- |
| **Please outline your project funding summary** | | |
| 1. Detail below how much funding are you seeking (Max £5,000) | |  |
| **1.a How much funding are you seeking from the scheme?** | | **£** |
| **(1) TOTAL Grant Applied For** | | **£** |
| 1. **Is the museum VAT registered?**   Please note: VAT-registered museums should show all costs and claims exclusive of VAT. Those not registered for VAT should show all costs and claims inclusive of VAT. | | YES/NO  (Please delete as appropriate) |
| 1. **Project Costs**   Provide an indicative list of all the costs. Please list each item separately. See Guidance Notes for examples of what each element can cover. Continue on a separate sheet if necessary. | |  |
| **3.a Capital Costs** | | **£** |
|  | |  |
|  | |  |
|  | |  |
| **(3.a) TOTAL CAPITAL Costs** | | **£** |
| **(3) TOTAL OVERALL Costs** | | **£** |
| 1. **Match Funding**   What cash or in-kind resources will you be contributing to this project? Indicate whether this includes/excludes VAT. Add your own headers if required. | | **£** |
| Partnership funding (other grant sources) | Y / N |  |
| Costed staff time | Y / N |  |
| Costed volunteer time | Y / N |  |
| Contribution from core budgets | Y / N |  |
| **(4) TOTAL Match funding** | | **£** |

# SECTION THREE: Agreement

All successful applicants will receive a formal Grant Letter of Offer and must agree to the following terms:

* Use the award for the approved purchases only
* Inform us immediately if you are unable to spend all or part of the fund
* All information supplied in the application form, and in any accompanying documents, is true and accurate
* Information provided in the application form, and any accompanying documents, may be made available to other departments/agencies for the purposes of preventing or detecting fraud
* Complete the NI Museums Council’s **Project Completion** Form and submit with project invoices before 13th March 2026.
* To submit a **Post Project Evaluation** within 3 months of completion of the project. (A template is available from NIMC on request).
* **To acknowledge NIMC** on all print and online marketing materials using the wording and logo we will provide.
* To **complete all capital expenditure** by 10 March 2026.
* To **forward a copy of all receipts, statements and invoices** if requested to do so to NI Museums Council by 13 March 2026.

**Please note**

The deliberate submission of falsified information will lead to the NI Museums Council withdrawing the application, or if a grant had already been awarded, to ask for repayment of any funds already paid. Such a situation will also have implications for any future applications the organisation may submit.

**Accreditation Mentor’s Endorsement**

To be completed only by museums with an Accreditation Mentor, as required under the Museum Accreditation Scheme.

**I endorse this project as appropriate to, and achievable by the applicant museum**

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| **Signature of Accreditation Mentor** | |
|  | |
| **Print Name** | **Date** |
|  |  |

**Declaration**

This must be completed by the CEO, Chair, Director, Manager of the museum, or Head of Museum Service.

Please sign and date to confirm:

* You have read and accept the terms of the agreement
* All information provided in the application is true and correct to the best of your knowledge

|  |  |
| --- | --- |
| Signature | Date |
|  |  |
| Print Name | Position |
|  |  |

# Completed Applications

We will only accept applications submitted using our grant application form. Typed signatures will not be accepted.

Please send your completed application forms by email to [info@nimc.co.uk](mailto:info@nmni.co.uk)

# Deadline

Applications should be submitted by **12.00pm Friday 15 August 2025**

**Late applications will not be considered.**

The maximum amount that you can apply for is £5,000.

# Sending applications by email

* Ensure that your subject line does not contain any full stops or commas
* Ensure that attachment do not contain any full stops or commas within their name for example in a date (file extensions are acceptable for example .docx)
* We can accept Word, Excel and PDF files

# Acknowledgment

We will acknowledge receipt of your application within three working days. If you have not heard from us after this time, please contact us immediately.