

Recruitment Pack

MD North Open Grants Assessment Panel

Introduction

MD North is recruiting members to an Open Grants Fund Assessment Panel. The Panel will help assess applications to three rounds of MD North Open Grants funding, making recommendations to the MD North team on grant giving.

The Panel will have up to nine members and be Chaired by a member of the MD North Directors and Advisory Group.

We want Panel members that can bring their experience in the museum sector in the North of England, who may also have insights and perspectives from other parts of their life.

The Panel members, together, will bring a wide range of knowledge and expertise to the group that represents the experience of people working across the broad range of museums in the North.

What will I have to do?

Open Grant assessments will be made and submitted remotely on a template provided ahead of an online Panel meeting where applications and recommendations are discussed. The Panel meets online three times between June 2024 and March 2026.

Members may also choose to offer advice individually or as part of a small group to applicants after decisions on grant giving are confirmed.

Appointments to the Panel are made for two years, and administration is kept light-touch, in keeping with the Panel's advisory role.

Panel members are expected to declare any direct or perceived conflicts of interest before the online assessment meetings.

Museum Development North may share confidential or sensitive information with the Panel and members are required to maintain confidentiality.

Role Description

We are looking for Panel Members who:

- Understand the experiences of people working in museums
- Understand the current issues and opportunities for the sector
- Previous Board or Committee experience is not essential
- Have existing or emerging knowledge, skills or experience in one or more of the following:
 - Governance and leadership: including strategic planning, equity, diversity and inclusion and environmental sustainability
 - Collections development, management and care
 - Working with and developing audiences
 - Finance: including earned income and fundraising
 - People and workplace management
 - Digital: including leadership, audiences, communications and content

What's in it for you?

By being part of the MD North Open Grant Assessment Panel, we hope Panel members will:

- Gain or develop experience of playing an advisory role in a development support programme
- Gain a broader understanding of the museum sector across the North
- Be supporting the development of museums across the North

To help Panel members perform their role, MD North offer:

- Induction for new members
- Dates for meetings identified in advance
- Supply a template to help you record your assessments of applications
- To be on hand to support you with any questions around the process

How do I apply?

To apply for this role, we ask you to please complete the online Expression of Interest Form which includes space for you to provide:

- What knowledge, skills and experience you are able to bring to the Panel
- A supporting statement that outlines your interest in joining the Panel

Please submit your expression of interest online via this [Expression on Interest Form](#) by 19 May 2024. Please also contact Kaye.Hardyman@museumdevelopmentnorth.org.uk if you want to know more about the role. You can also read the Operating Arrangements below.

Operating Arrangements For:

MD North Open Grants Assessment Panel

1. This note sets out the proposed role, responsibilities, membership and operating arrangements of the MD North Open Grants Assessment Panel bringing together a range of museum professionals from across the north of England to support assessment of applications in an advisory capacity.

Overall role and name of the group

2. The group will be responsible for supporting assessment of applications to MD North Open Grants against an assessment matrix to support MD North to take decisions on funding allocation.
3. The group will be called MD North Open Grants Assessment Panel and will be chaired by a member of MD North Directors and Advisory Group.

The group's guiding principles

4. The work of the Panel will be underpinned by the following set of guiding principles which provide a context for its activities. The group is therefore committed to supporting the MD North team to make decisions on allocation of ACE MD core funding for MD North Open Grants, underpinned by Arts Council England's Investment Principles:

Ambition & Quality: Cultural organisations are ambitious and committed to improving the quality of their work.

Dynamism: Cultural organisations are dynamic and able to respond to the challenges of the next decade.

Environmental Responsibility: Cultural organisations lead the way in their approach to environmental responsibility.

Inclusivity & Relevance: England's diversity is fully reflected in the individuals and organisations supported by ACE and the work they produce.

Responsibilities of the group

5. The main responsibility of the Panel will be supporting assessment of applications to and grant giving of three rounds of MD North Open Grants in 2024-26 by:
 - Reading eligible application forms and supporting documents from museums in the north of England.
 - Assessing the applications against Open Grant guidance and an assessment matrix including commentary to qualify scoring.
 - Attending online Panel assessment meetings (one per round of funding) with MD North team members to discuss applications, resulting in recommendations for funding allocation.
 - Supporting the MD team to ensure grant giving reflects the diversity of museums in the North, taking into account the range of submissions received, geographical locations and quality of applications.

Assessment Criteria

6. The Open Grants applications will be assessed against the following criteria:
 - Projects are viable, achievable and clearly planned.
 - There is a demonstrable need which is clearly evidenced.
 - Clear aims and objectives with outcomes that demonstrate the impact of funds.
 - Outputs and outcomes that respond to MD North's funding priorities and ACE's Strategy [Let's Create | Arts Council England](#).
 - Details outlining when and how the project will be implemented and how it responds to project need.
 - The project demonstrates value for money – costs are appropriate to the scale and nature of the projects.
 - The project will be completed on time with likely risks to delay identified and mitigated.
 - Applicants have demonstrated how they have considered:
 - Good practice when working with freelancers/consultants.
 - Environmental sustainability.
 - Equity, diversity and inclusivity including digital and physical access.

Panel members are required to declare on the assessment matrix where they have a conflict of interest in any applications submitted and will not be required to assess individual bids in this situation. Panel members may be requested to 'step out' of Panel meetings or not put forward recommendations when these applications are discussed.

The role of the MD North team

7. It is expected that applications be discussed with a Museum Development Adviser before submission.
8. The MD North Museum Development Advisers will attend the online Panel meetings to add insights and context to applications for consideration by the panel. This may include information from initial project discussions prior to application and previous knowledge on the applicant organisations.
9. Final decisions on grant giving will be taken by MD North and a member of the MD North Directors and Advisory Group. These decisions will be shared with the Panel.

Membership of the Group

10. The membership of the MD North Open Grants Assessment Panel aims to represent:
 - A member of the MD North Directors and Advisory Group as Chair.
 - A geographical spread of museum organisations across the north of England.
 - The wide ecology of Accredited museums in the north of England including size, governance model and collections.
 - A good representation of experience in the various roles and responsibilities within museums.
11. After the Panel has been operating for 24 months, its membership will be reviewed.

Operating arrangements

12. The Panel will be chaired by a member of the MD North Directors and Advisory Group who will support the MD North team to make final grant making decisions.
13. It is intended for the Panel to meet three times between June 2024 to March 2026.

April 2024

