This document is to help you draft your application. Please do not submit an application in Word to MD North. Use the [online application](https://online1.snapsurveys.com/w5ln7v).

**Future Preparedness Grants Application form**

Please read the full Guidance notes to help you complete your online application. Deadline for submission is 4pm on 6 February 2026. If you have any problems completing the online form, please get in touch.

**You must have contacted Museum Development North before you apply.**

**Organisation Information**

1. **Contact Details**

Organisation Name

Museum Name (if different)

Registered Address

Postcode

Accreditation or Working Towards Accreditation Number

Contact Name

Job Title/Role

Contact Email

Telephone Number

Do you have any access needs we need to be aware of?

1. **Project Sponsor**

You must have permission from a senior member of staff or a trustee as a ‘project sponsor’ to make an application on behalf of your organisation.  They will be copied into correspondence regarding the application assessment outcomes.

Name of Sponsor

Job Title/Role of Sponsor

Email Address of Sponsor

**Project Details**

1. **Project Title**

Give your project a succinct title. This will be used by MD North for publicity and reporting purposes, along with your project summary.

1. **Project Summary** (count/500 characters maximum)

Provide an outline description of your project. This will be used by MD North for publicity and reporting purposes.

1. **About your project** (count/2500 characters maximum)

Tell us about your project: how the idea came about; why it is needed; how you intend to use the funding; who will manage it and be involved; the aims, objectives and expected outcomes. You could also include how this project supports your organisation’s environmental responsibility and any positive impacts or considerations for equity, diversity and inclusion.

1. **Project key milestones and mitigating risks** (count/1500 characters maximum)

Tell us what you will achieve and when. Outline the key milestones of your project with dates that demonstrate how you will deliver the project within the timescale. Highlight anylikely risks that might delay your project and how you can mitigate them.

1. **How does this project support your organisational development?** (count/1500 characters maximum)

Tell us how this project fits into your organisational priorities and key planning and policy documents. It may also support your Accreditation Development Areas. This is an opportunity to clearly articulate the need for the project.

1. **What will be the impact of the project on your organisation, and/or team, and/or visitors?** (count/1500 characters maximum)

Tell us about the immediate impacts of the project as well as the possible medium and long-term impacts the work might lead to.

1. **Project Lead and key Partners or Stakeholders (as applicable)**

You can list your partners and stakeholders below. This may be your landlord, owner of the building or collection, or your Local Authority.

Lead Organisation

Partner 1

Partner 2

Partner 3

Partner 4

1. **Project Start Date** (from 23 March 2026 onwards)
2. **Project End Date** (By or before 29 January 2027)
3. **Permissions and Agreements to Conduct Activity** (count/1500 characters maximum)

If you are not the owner of the building/s or collections involved in the project, please tell us if you have the necessary agreement or permissions in place with the owners to undertake the project and support to pursue the recommendations that may arise from it. If you do own the building and collection, you can also use this space to tell us more about the support you have received from your governing body. Evidence of these permissions and support must be uploaded as part of your application (see question 17).

**Financial**

1. **Funding Details** (count/2000 characters maximum)

Provide a clear overview of what you will be spending the funding on, which parts of the project will be funded by MD North, evidence of other funding sources if applicable, and how you will procure goods and services. We want to see that the costs are appropriate to the scale and nature of your project along with details of any match funding or contributions in-kind. Tell us how you are following good practice when working with freelancers/consultants. We also want to see how you are following The National Lottery Heritage Fund’s Digital good practice guidance, where applicable, and The National Lottery Heritage Fund’s Procurement good practice guidance.

1. **Are you VAT registered? (Fully or Partially)**

1. **Income**

Give a breakdown of all the income and expenditure of your project.  Please make sure the totals match.  There isn’t a space to add in your in-kind support here, but you can include this in earlier question responses. Only fill in the income and expenditure lines which apply to your project.  The minimum amount you can apply for is £1,000.

Amount of funding requested from MD North

Amount of funding from other external sources

Amount of cash match from your museum (if any)

1. **Expenditure**

Add your expenditure against the following list of headings.

Additional Staffing Costs

Professional Fees

Digital Outputs

Materials and Equipment

Training

Travel

Expenses (out of pocket)

Cost of Producing Materials

Publicity and Promotion

Evaluation

Other

**Summary of Financial Information**

Total Income £

Total Expenditure £

MD North Grant Requested £

1. **Provide more detail about your project**

You can upload up to seven additional supporting files with your application. You must submit:

* Evidence that you have the necessary permissions to conduct your project activity from your governing body and, if you lease the museum building/s, the landlord. If you are a lease holder, you should check the terms & conditions to see who holds the repairing responsibilities.
* Evidence that your museum has support from the governing body and, if applicable, the landlord to pursue recommendations resulting from the activity.
* Your Governing Document (unless you are a public sector organisation).

You may also include other files to support your application e.g.

* Relevant organisational plans or policies that highlight this as a priority for the museum
* A detailed budget spreadsheet. A template budget sheet can be supplied by MD North on request
* Briefs for tender you intend to advertise, or copies of quotes you have already received in preparing your application
* Images and other media that help visualise written descriptions in your application

**Grant Agreement and Conditions**

It is a condition that grant recipients do the following:

* Send a copy of recent accounts or last three months of bank statements
* Complete an evaluation report on a template provided by MD North which describes the impact and deliverables of your project
* Evidence of expenditure, sent alongside the invoice and final grant claim form
* Complete the Annual Museum Survey for 2025-26 which will run summer 2026 with registration in April 2026
* Acknowledge funding from The National Lottery Heritage Fund on all print and online marketing materials using logos and guidelines provided by MD North
* Acknowledge ACE and MD North using the wording and logo we will provide
* Sign and return the grant agreement form which will define the activities to be delivered and sets out the terms and conditions of the grant
* Contact your Museum Development Adviser if there are any changes or delays with your project

Additional Requirements

Every museum we support will be expected to share their learning with other museums. This could include:

* Providing a case study or blog post
* Presenting a paper at an MD North event or conference

**Please note:** MD North reserve the right to clawback any funding where projects are underspent or where funding has been used for purposes not stipulated in the grant agreement.