**Kids in Museums Manifesto Self-Assessment Tool**

**Part 2: Planning and reflection tables**

**Table A – Strengths**

Once you have completed your self-assessment table, look at the areas where you scored 4 or 5 and fill in Table A – Strengths below. These are the areas in which you successfully meet our Manifesto. Make sure you share your successes with colleagues from across your organisation. For example, you could do this in your staff, volunteer and Trustees meetings, in newsletters or on bulletin boards. You could also contribute to the Kids in Museums #ManifestoMonday social media feature.

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| --- | --- | --- | --- |
| **Aspect of your offer** | **Score** | **Why did you score this way?** | **How can we disseminate this success?** |
| E.g. We are very breastfeeding and bottle feeding welcome. | 5 | We:   * signed up to our local breastfeeding welcome scheme * have displayed the breastfeeding welcome logo prominently in the museum * run training with staff and volunteers about being breastfeeding welcome * have a bottle warmer in the café and have a sign mentioning this facility to visitors above the counter | Quarterly all staff briefing session. |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

**Table B – Weaknesses and Opportunities**

Once you have completed Table A, look at the areas where you scored 3 or below and fill in Table B – Weaknesses and Opportunities below. These are the areas you can think about addressing as an organisation to improve your provision for families. You can use this tool to think about quick short-term wins, medium and longer-term work, and to help you to prioritise your changes. Work with colleagues and/ or volunteers from across your organisation to ensure work is embedded. For example, some museums have created a cross-departmental team with ‘family champions’ to work on their offer. Do you need to offer training to staff or incorporate being family friendly into your organisational policies, strategies or procedures?

You may find it useful to look at the links in our [No and low cost ways to meet the Kids in Museums Manifesto](https://kidsinmuseums.org.uk/resources/no-and-low-cost-ways-to-meet-the-kids-in-museums-manifesto/) online resource for useful, budget-friendly ideas to improve your offer. You can also explore our other [online resources](https://kidsinmuseums.org.uk/resources/). These include guides to taking part in our programmes and practical advice on how to make your museum more accessible.

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| **Aspect of your offer** | **What do we need to do to make this change?** | **Why have you chosen this aspect to focus on?** | **Short, medium or long-term development** | **Who do we need to involve to make these changes?** | **Do we need to allocate budget or fundraise for this change to happen?** |
| E.g. Welcome to families on arrival from staff/ volunteers. | Provide training for staff/ volunteers about being family friendly and update staff and volunteer handbook. | Scored 3 as welcomes to families aren’t always consistent. | Medium term | Front of House team and Volunteer Manager. | Need to allocate budget or fundraise for training. Handbook can be updated by Front of House staff Manager. |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
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**Appendix 1:** **Funding sources**

Below you will find a range of suggestions for how to potentially fund the improvements to your provision.

**Potential Funders**

* [Museum Development Organisations](https://mduk.org.uk/md-providers/) – In England, most MDOs have a small grants scheme that can fund museum improvements for accredited museums.
* [Museum Galleries Scotland](https://www.museumsgalleriesscotland.org.uk/fundings/) – In Scotland, grants are one of the ways in which Museum Galleries Scotland (MGS) supports museums to develop and deliver against the priorities of the MGS Strategy.
* [Welsh Museums Federation](https://museumsfederation.cymru/) – In Wales, the Welsh Museums Federation occasionally provides grants for programmes, research and training for members.
* [National Lottery Heritage Fund](https://www.heritagefund.org.uk/funding/how-to-apply) - The major heritage funder for the UK offers a range of grant programmes as outlined on their website. It can support capital and revenue costs.
* [29th May 1961 Charity](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/200198/charity-overview) - This is a general grant making trust. Details about how to apply can be found in their annual accounts.
* [Belvedere Trust](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/3967577/charity-overview) - A general grant making trust.
* [The Clothworkers Foundation](https://www.clothworkersfoundation.org.uk/what-we-fund/#open) - This organisation makes capital grants. Not all organisations will be eligible, so you need to read the guidelines carefully.
* [Foyle Foundation](http://www.foylefoundation.org.uk/main-grants-scheme-learning/) - The main grants scheme and small grants scheme is for organisations with incomes under £150k. The application process is outlined on the website.
* [Garfield Weston Foundation](https://garfieldweston.org/) - This grant maker supports a wide range of charities through an online only application process.
* [Gordon Frazer Charitable Trust](https://www.gfct.org.uk/) - This trust has an interest in young people and the arts. It prefers to fund Scottish organisations, but will consider applications from the whole of the UK.
* [Marsh Christian Trust](https://www.marshcharitabletrust.org/grants/) - This trust will fund a range of staff costs, including training and volunteer development.
* [People’s Postcode Lottery](https://www.postcodelottery.co.uk/good-causes) - You will need to check whether you are in a part of the country where grants are available.
* [PF Charitable Trust](https://register-of-charities.charitycommission.gov.uk/charity-details/?regid=220124&amp;subid=0) – This trust supports a wide range of UK charities.
* [Schroder Charity Trust](https://schrodercharitytrust.org/) - This trust supports arts and heritage, especially related to young people.
* [Steel Charitable Trust](https://steelcharitabletrust.org.uk/grants/rolling-grants-programme/new-grant-making-policy/) – This trust makes arts and heritage grants for capital and revenue projects.

**Funding Directories**

* [Charity Excellence Funding Finder](https://www.charityexcellence.co.uk/Home/FundingFindersResources) (Free)
* [Heritage Funding Directory](https://www.heritagefundingdirectoryuk.org/) (Free)

[UK Community Foundations](https://www.ukcommunityfoundations.org/) (Free)

* [My Funding Central](https://www.myfundingcentral.co.uk/) (This is a cost effective subscription from £50 per year.)

**Bid writing tips**

There are lots of top tips online for writing funding applications. Here are a few of them:

* [CAF: A guide to writing a great grant application](https://www.cafonline.org/charities/resource-hub/attracting-new-funding/writing-grant-applications)
* [Charity Excellence: The 4 Key Steps In Writing Successful Charity Grant Funding Bid Applications](https://www.charityexcellence.co.uk/Home/BlogDetail?Link=funding_bid_Success)
* [DSC: Trust funding applications: ten top tips](https://www.dsc.org.uk/content/trust-funding-applications-top-ten-tips/)