



Llywodraeth Cymru
Welsh Government

**Museums, Archives and Libraries Division
Welsh Government**

Transformation Capital Grant Programme 2020/21
Expression of Interest Criteria

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Introduction

Our local museums, archives and libraries provide crucial services and support for communities across Wales. In addition, they are available as sources of knowledge, education and enjoyment for those who visit.

Modernisation of facilities to upgrade access, enable joint service working and renew the offer to users is vital for maintaining and improving the services provided. The Welsh Government acknowledges this and is supporting development through its capital funding programme; building on the work of over 10 years of investment in public library services and extending this to cover eligible museums and archives.

The Welsh Government's Museums, Archives and Libraries division (MALD) will manage this Transformation Capital Grant Programme, which will enable the successful organisations to transform services to:

- Develop a more sustainable model of service delivery
- Enhance services to people and their communities
- Improve collections development, care or access
- Deliver against strategic priorities and outcomes
- Maintain and develop the quality of services

1. Application process

As in 2019/20 the grant scheme will operate as a two-stage process:

Stage 1: An open call to the sector to provide an Expression of Interest (EOI)

Stage 2: Successful applicants will be asked to develop and submit a full application. Second stage applications must be consistent with the proposal outlined in the approved EOI.

Both stages will be competitive, and a successful EOI does not guarantee funding at stage 2.

The timetable for the 2020/21 grant scheme is:

Expressions of Interest (EOI) submission	By 27 September 2019
Stage 1 Decisions issued	By 1 November 2019
Stage 2 Applications submission	By 1 February 2020
Stage 2 Decisions issued	End of April 2020

2. Who can apply

Libraries - local authority public library services or trusts / not for profit companies delivering an authority-wide library service on behalf of the local authority.

Museums - local authority or independently run museums which are fully or provisionally Accredited as part of the UK wide Museum Accreditation scheme.

Archives - local authority archive services or trusts / not for profit companies delivering archive services on behalf of the local authority. Archive services must be fully or provisionally Accredited as part of the UK wide Archive Service Accreditation scheme, or committed to achieving Accreditation within an agreed timeframe.

Applications from partnerships delivering regional or all-Wales services for local authorities are also eligible.

3. What we will fund

The funding for this programme is for capital costs only. Eligible expenditure includes building and engineering work, professional fees, and fittings / additional equipment, which are integral to the wider development. If you have any queries regarding the eligibility of elements of your project please contact MALD (see section 7 for contact details). We expect all library projects to include an element of co-location as part of the planned development.

Applicants may ask for up to 10% of the grant award to support specific project management staff costs.

In addition, services may also apply for funding for IT & digital infrastructure, designed to enable services to address the increased need for access to digital collections and services. Funding for such infrastructure will only be supported where there is a plan in place to sustain systems in the longer-term (including written support from relevant IT services). Priority will also be given to collaborative bids where the proposed system will meet needs across a number of services.

Organisations that are considering applying for funding towards a new building development are requested to contact MALD early in the process. A core condition of any new building funded by the Welsh Government is that it must achieve these two construction standards:

- An overall 'Excellent' rating under the BREEAM assessment framework, or a similar rating under an equivalent assessment framework;
- A minimum standard for recycled content. At least 10% of the total value of the materials used should derive from recycled and reused content in the products and materials selected.

Please note that Welsh Government funds cannot be used towards the purchase of land or buildings.

4. Levels of funding available

Two bands of grants are available:

- **Band A** - grants of up to £120,000
- **Band B** - grants of up to £300,000

Band A grants are to encourage organisations to improve the internal and external appearance and environment, quality of collections care, visitor experience and improve long term sustainability. We will not normally support projects where the funding requirement is below £50,000.

Band B grants are for larger, strategic projects such as the realignment of service provision (e.g. a major building refurbishment, developing partnerships and shared facilities) or the development of inter-authority or 'regional' services.

Organisations may submit up to 2 applications, which can be in the same band or in both bands. If an organisation submits 2 applications, they should note the preferred priority, and provide evidence of ability to manage 2 capital projects simultaneously.

Applicants must provide at least 10% of total project costs as additional match-funding towards the project. A higher percentage of match-funding from the applicant will be taken into consideration as part of the assessment process.

5. Eligibility

To be considered eligible all applications should meet the following criteria:

- the application must be from a local authority / not for profit trust/company / independently run museum, archive or library, as identified in section 2;
- applications from not for profit trusts / companies must include a letter of support from the relevant local authority/ies;
- **all relevant Planning Permissions / Listed Building Consents must be in place before the stage 2 application is submitted;**
- project costs must include a minimum of 10% match-funding from the parent organisation;
- the majority of match-funding should normally be confirmed before submission of the stage 2 application (priority will be given to projects with confirmed funding);
- the project location should be open for a minimum of 15 hours a week for Band A projects (with allowances for seasonally run museums), and 30 hours for Band B projects following the completion of the project;
- show clear evidence of need, including how the project meets the requirements of local and national business plans and policies;
- the grant funded work must be completed and claimed by February 1st 2021.

6. Priority criteria

Expressions of Interest project proposals will be scored using the following scoring scales multiplied by the associated weighting factor to give a total score.

	Priority Criteria	Score	Weighting Band A	Weighting Band B
1	Sustainable Development	0 - 4	x 4	x 5
2	People	0 - 4	x 5	x 4
3	Collections	0 - 4	x 4	x 4
4	Strategic Fit	0 - 3	x 2	x 2
5	Standards	0 - 3	x 2	x 2

Sustainable Development

Projects that can demonstrate how the proposals will develop a more sustainable model of service delivery, in line with the Welsh Government's Well-being Objectives (2016-2021), for example:

3. *Drive sustainable growth and combat climate change*

Examples could include new models of service delivery; other developments to better sustain / deliver services; improving resource efficiency; reducing energy and water usage; use of renewable energy sources.

11. *Deliver modern and connected infrastructure*

Examples could include utilising digital and mobile technologies to deliver services; regional or other partnership approaches; co-location of services.

Score	
4	A clear explanation is given of how the project will address sustainable development across more than one area, with evidence of engagement with relevant partners and specialisms.
3	A clear explanation is given of how the project will address one priority sustainable development outcome, with evidence of engagement with relevant partners and / or specialisms.
2	A clear explanation is given of how the project will address sustainable development outcome(s), but plans could be more strongly developed.
1	Links to potential sustainable development outcomes are apparent, but not fully explored.
0	No information has been provided as to how sustainable development issues are to be addressed.

People

Projects that can demonstrate how the proposals will enhance services to people and communities, in line with the Welsh Government's Well-being Objectives (2016-2021), for example:

5. *Promote good health and well-being for everyone*
Examples could include developments that improve access for users with disabilities, supporting services to be accessible to all.
7. *Support young people to make the most of their potential*
Examples could include new educational / community facilities, and improved ICT provision, including Wi-Fi availability.
10. *Build resilient communities, culture and language*
Examples could include building improvements to provide a more modern and attractive service environment; new community facilities; contribution to wider community regeneration initiatives.

Score	
4	A clear explanation is given of how the project will enhance services to people and communities across more than one area, with evidence of consultation with users and non-users of all ages.
3	A clear explanation is given of how the project will enhance services in one priority area, with evidence of consultation with users and non-users of all ages.
2	A clear explanation is given of how the project will deliver service improvement outcome(s), but where user consultation could be more strongly developed.
1	Potential service improvement outcomes are apparent, but not fully explored.
0	No information has been provided as to how the project will enhance services to people and communities.

Collections

Projects that can demonstrate how the proposals will improve collections development, care or access, in line with the Welsh Government's Well-being Objectives (2016-2021), for example:

12. *Promote and protect Wales' place in the world*
Examples could include new facilities and equipment for collections access, storage and display, including measures to improve environmental stability.

Score	
4	A clear explanation is given of how the project will improve collections development, care or access in more than one area, demonstrating an evidence-based approach to determining needs and solutions to these.
3	A clear explanation is given of how the project will deliver improvements in one priority area, demonstrating an evidence-based approach to determining needs and solutions.
2	A clear explanation is given of how the project will deliver service improvements, but where the rationale for this work could be more strongly developed.
1	Potential service improvements are apparent, but not fully explored.
0	No information has been provided as to how the project will improve collections development, care or access.

Strategic Fit

Projects that can demonstrate how the proposals will deliver against strategic priorities and outcomes, in line with local and national policies, strategies and legislation, including but not limited to:

- Prosperity for All
- Light Springs Through the Dark: A Vision for Culture in Wales
- Culture and Poverty: Harnessing the power of the arts, culture and heritage to promote social justice in Wales
- Well-being of Future Generations Act

Score	
3	A clear explanation is given of how the project will deliver against / align with relevant strategic priorities and outcomes at local and national level.
2	A clear explanation is given of how the project aligns with relevant strategic priorities and outcomes, but where the potential for delivery against these could be more strongly developed.
1	Potential strategic alignments are apparent, but there is insufficient information to demonstrate that the strategic fit of the project has been appropriately considered.
0	No information has been provided as to how the project relates to strategic priorities and outcomes, either locally or nationally.

Standards

Projects that can demonstrate how the proposals will help maintain and develop the quality of services, in line with relevant standards, schemes and legislation, including but not limited to:

- Archive Service Accreditation
- Museum Accreditation scheme
- Welsh Public Library Standards
- Welsh Language Act
- Equality Act 2010
- Government Indemnity Scheme
- Visitor Attraction Quality Assurance Scheme
- BS 4971:2017 Conservation and care of archive and library collections
- BS EN 16893:2018 Conservation of Cultural Heritage. Specification for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections
- BREEAM assessment framework

Score	
3	A clear explanation is given of how the project will help maintain and develop the quality of services, demonstrating how the requirements of relevant standards, schemes and legislation will be addressed.
2	A clear explanation is given of how the project will help maintain and develop the quality of services, but where stronger evidence could be provided of how the requirements in relevant areas would be addressed.
1	Evident awareness of relevant standards, schemes and legislation, but insufficient information to demonstrate that their requirements have been adequately considered in developing the project.
0	No information has been provided as to how the project will help maintain and develop the quality of services, in line with relevant standards, schemes and legislation.

Finance

An additional consideration will be the percentage of match-funding that the project will lever.

7. Where can I get help?

All applicants are advised to contact the relevant sector adviser in MALD for advice on their potential project before submitting an Expression of Interest.

Archive projects

Sarah Horton, Archives Development Adviser
sarah.horton@gov.wales

Library projects

Jemma Francis, Libraries Development Adviser

jemma.francis@gov.wales

Carys Dawson, Libraries Development Adviser

carys.dawson2@gov.wales

Museum projects

Carol Whittaker, Museums Development Adviser

carol.whittaker@gov.wales

Ann Mansell, Museums Development Adviser

ann.mansell@gov.wales

Alternatively, contact MALD on 0300 062 2112 or MALD@gov.wales

8. Other sources of advice

The [Designing Libraries website](#) is a useful source of information for prospective library service applicants. It provides examples of refurbishment and new library projects across the UK.

The Association of Independent Museums has published [Success Guide: Successfully Managing Capital Projects](#).

The National Archives provides links to a range of useful information resources on [Capital developments](#).

Listed buildings and scheduled ancient monuments

Planning Policy Wales

<https://gov.wales/sites/default/files/publications/2019-02/planning-policy-wales-edition-10.pdf>

Technical Advice Note 24: The Historic Environment (2017)

<https://gov.wales/topics/planning/policy/tans/tan-24/?lang=en>

Conservation principles

<https://cadw.gov.wales/advice-support/conservation-principles/conservation-principles>

Setting of Historic Assets

https://cadw.gov.wales/sites/default/files/2019-04/Setting%20of%20Historic%20Assets%20in%20Wales_0.pdf

Managing Change to Registered Historic Parks and Gardens

<https://cadw.gov.wales/sites/default/files/2019-05/20170531Managing%20Change%20to%20Registered%20Historic%20Parks%20%26%20Gardens%20in%20Wales%2026922%20EN.pdf>