



## CyMAL: Museums Archives and Libraries Wales GRANT APPLICATION FORM 2008/09

**Applications should be submitted to CyMAL: Museums Archives and Libraries Wales, Welsh Assembly Government, Unit 10, Science Park, Aberystwyth, SY23 3AH.**

*Applicants are advised to consult the Information for Applicants and the Terms and Conditions of grant aid. Please use a separate form for each project.*

**Priority of Project:** If submitting more than one application **you must** indicate the total number of applications and the priority of each project on a service wide basis, with 1 being the highest priority, for example, the second priority project out of 3 applications will be 2/3. The priority should refer to each specific grant programme, e.g. Museums programme, and not across all CyMAL grant programmes.

1/3

**Name the grant scheme that are you are applying to: Small Museum Grant**

**Your Project Title: Powys Central Museum Store: Environmental Monitoring Equipment**

**Please give a brief description of your project:**

Introduce environmental monitoring system in new Central Store for the County Council museums in Powys.

### 1. INSTITUTIONAL INFORMATION

**1.1 Name of service/institution : Powys Museum Service – Central Museum Store**

Address: Unit 15, Ddole Road Industrial Estate, Llandrindod Wells, Powys

Tel. No:                      Fax No:

Email:

**1.2 Person responsible for the project: Eva Bredsdorff**

Address: Powysland Museum, The Canal Wharf, Welshpool, Powys, SY21 7AQ

Tel No: 01938 554656                      Fax No:

Email: [powysland@powys.gov.uk](mailto:powysland@powys.gov.uk)

### 2. DECLARATION

**2.1 Applicant's Declaration (Principal Archivist/Curator/Librarian or other senior officer)**

On behalf of the governing body, I confirm that the work described has not started and to the best of my knowledge the application information is correct, and that the Terms & Conditions are acceptable.

Name: Eva Bredsdorff

Signature:

Position: Senior Curator

Date: 9.2.2009

**2.2 Curatorial Adviser Endorsement – (for museums only with curatorial advisers as part of Registration/Accreditation requirements)**

I have assessed the project and agree that it is appropriate to the immediate needs of the museum and is achievable.

Name:

Signature:

Date:

**PROJECT CATEGORIES (PLEASE COMPLETE ONE OF THE FOLLOWING)**

**3.1 MUSEUMS GRANT SCHEMES - Category of Project – Please tick all relevant boxes.**

ACCREDITATION STANDARD	ACCESS & PUBLIC SERVICES	COLLECTIONS MANAGEMENT	DEVELOPMENT
<b>Priority Categories</b>	<b>Priority Categories</b>	<b>Priority Categories</b>	<b>Priority Categories</b>
Governance and Museum Management	Education and Lifelong Learning	Collection Survey (Statistical, Conservation or Documentation)	Specialist Advice and Collaborative Research
User Services	Access & Equality	Emergency Planning	Policy Development
Visitor Facilities	Museums & Galleries Month	Preventive Conservation	Staff Development
Collections Management	Public Engagement with collections	Security	Audience Development and Market Research
<b>Other Categories</b>	<b>Other Categories</b>	<b>Other Categories</b>	<b>Other Categories</b>
<b>Museum Registration/Accreditation Status (please tick appropriate answer)</b>			
Full: <input checked="" type="checkbox"/>	Provisional: <input type="checkbox"/>	Not: <input type="checkbox"/>	
<b>Are you a small independent museum (annual income less than £25,000 excluding grants)?</b>			Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>

**3.2 ARCHIVES GRANT SCHEME - Category of Project - Please tick all relevant boxes.**

STRATEGIC GRANTS SCHEME	CHALLENGE GRANTS SCHEME	SMALL GRANTS SCHEME	SMALL GRANTS SCHEME
<b>Strategic Grants</b>	<b>Developing Audiences &amp; Resources</b>	Workforce Development	Purchase of equipment
Strategic Grant	Subsidised Posts	Conference Bursaries	Purchase of specialist resources for users
	Project Posts	Marketing	Purchase of specialist packaging
	<b>Stewardship</b>	Arranging workshops, seminars & events	Undertaking specialist preservation or conservation work
	NPO Survey		
	Preservation & Conservation work		

**3.3 LIBRARY (not Community Learning Library Capital Grants) - Category of Project - Please tick all relevant boxes.**

Staff Development	Development Officers	Misc.
MSc by Distance Learning Qualification	SCL Development Officer	Web Portal (Library.Wales.Org)
Leadership Training	Regional Development Officer	WiFi Projects
Vocational Qualification	RDO Training Grant	Ethnic Services
Foundation Degree Qualification		Innovative Projects

3.4 INSPIRING LEARNING - Category of Project – Please tick all relevant boxes.			
Main grant scheme	√	Small grant scheme	√
Organisational & Service Development		Project planning	
Provision of Learning Opportunities			
Strategic Workforce Development			

**4. PROJECT PROPOSAL** (please complete all sections below - continue on a separate sheet if necessary.)

**4.1 What do you want to do?** Please provide an overview of the project.

To create a central store for the reserve collections of Powys Museums. The store has already been rented and is situated in an industrial unit in Llandrindod Wells. It consists of an office/reception area, a small storeroom, which will also have working facilities for conservators/museum staff and the main storage area, which will include a part for display furniture and a quarantine section.

The stores will be furnished with industrial metal racking on which museum artefacts will be placed on pallets – for large objects, or in boxes. There will also be free floor space areas for items too big or heavy to be placed on the racking.

To fit humidifiers and de-humidifiers in both stores. It has been decided that controlling the level of humidity is more important for the artefacts than managing the temperature. The size of the large store does also make this solution more cost-effective.

**To install a radio telemetry system to monitor the environmental levels. The system will be accessible by all museum curators and it will have an e-mail alarm system which will enable museum staff to react quickly to any dramatic changes in humidity or temperature.**

**4.2 Why do you want to do it?** Demonstrate how your project meets a need and that there is a demand for it. Please enclose copies of any supporting information.

Powys Museum Service has for a long time had a storage problem in most of its museums. In Brecon the museum collections are stored partly at the Brecknock Museum and Art Gallery and partly in a converted post office in town and in both cases stores are overcrowded and without suitable conditions. At Radnorshire Museum the stores are equally filled to capacity, while the museums in Montgomeryshire (Powysland Museum, Newtown Textile Museum and Llanidloes Museum) are close to reaching a similar situation.

Following discussions with all museum curators it has been decided that one central store for the museums' reserve collections will be the most cost-effective solution. The industrial unit is large enough to contain the items from the post office store in Brecon, as well as a large proportion of artefacts currently stored in very cramped conditions at Brecknock Museum and Art Gallery as well as adjacent buildings. It will also take the collection of large and bulky items currently congesting the stores at Radnorshire Museum as well as similar artefacts and the reserve archaeological collection from the museums in Montgomeryshire.

The industrial racking as well as the dedicated floor space for very heavy/ large will allow all items to be carefully and efficiently stored. Whilst the environmental monitoring and control equipment will ensure that the items are stored in stable conditions. Because the Central Store very rarely will be staffed, it is of great importance that the humidity level is kept stable throughout the year and that curators are able to access information about the environmental conditions from their desks thus enabling them to react swiftly to any dramatic changes. The store's position in Llandrindod Wells ensures that the curators at Radnorshire Museum can gain physical access to the store within 10 minutes.

**4.3 How do you want to do it?** Please outline the main steps/activities needed to achieve the aim(s) of the project.

Repair and repaint interior of industrial unit.  
Built partitioning wall and lobby around entrances to create buffer areas for main store.  
Install security measures: bars on windows, board up skylights, intruder and fire alarms.  
Fit industrial shelving.  
Provide lighting in main store.  
Introduce environmental monitoring and control equipment.  
Inspect and fumigate where necessary reserve collections in-situ prior to removal.  
Move reserve collections into store.

**4.4 Strategy** - How does this project relate to your organisation's strategic/forward plan?

The Central Museum Store has been a priority for Powys Museum Service for a number of years although funding has not been available until this financial year.  
(see enclosed Forward Plan)

**4.5 Quality** - How will you ensure that your project will be of a high quality, including meeting relevant standards? Please list any published standards or quality assurance schemes that will be used.

The system will be purchased from Meaco Measurement & Control Ltd, who has already supplied Brecknock Museum & Art Gallery as well as the Montgomeryshire Museums with systems, which are working well and enabling the museums to monitor their environments.

**4.6 Specialist Advice** - Please name specialist(s) and/or organisation(s), including CyMAL and your own specialist staff, who have been consulted about the project.

Carol Whittaker, CyMAL  
Nigel Blackamore, Brecknock Museum and Art Gallery  
Will Adams and Heather Pegg, Radnorshire Museum  
Bob Childs, National Museum Wales

**4.7 Evaluation & Outcomes** - What plans do you have in place to evaluate the grant activities? How will you know what has worked well, and what impact the activity has had?

The project will be considered a success when the system is in place and working. The system will ensure that although the Central Store is unmanned for most of the time, it is possible to monitor the environment and react quickly to any problems.

**4.8 Timetable**

Date project is to commence: As soon as possible

Estimated completion date: 31<sup>st</sup> of March 2009

## 5. PROJECT COSTS

**5.1** Please provide detailed breakdown of costs. Where the project involves employment indicate the salary scale and the actual salary. Please itemise all 'on-cost' factors (i.e. NI, Superannuation, etc). All costs should be exclusive of VAT unless you are unable to reclaim this element. Include copies of written estimates from suppliers for all costs with the application form. (Continue on a separate sheet if necessary.)

Item	Supplier details	Cost
Environmental monitoring system	Meaco Measurement & Control Ltd	£3949.00

**5.2** Can your service reclaim VAT? Yes

**Applications without estimates will be rejected.**

## 6. FINANCIAL INFORMATION

<b>6.1</b>	<b>Grant sought from CyMAL</b>	£ 2961.75
<b>6.2</b>	<b>Contribution from parent/governing body</b>	£ 987.25
<b>6.3</b>	<b>Financial contribution from other bodies (specify)</b>	£
<b>6.4</b>	<b>Total Project Cost</b>	£ 3949.00
<b>6.5</b>	<b>Is the match funding from the parent/governing body assured? Yes</b>	
<b>6.6</b>	<b>If applicable, is the financial contribution from other bodies assured? N/A If it is not, please give details:</b>	

**PLEASE COMPLETE THE CHECKLIST BELOW**

## CHECKLIST

Please confirm you have enclosed or completed the following:

Supporting documentation	
Supplier information	√
Suppliers written estimates	√
Priority listing	√
Authorised signature	√
Strategic/forward plan – relevant section(s)	√

**Applications should be sent to:  
CyMAL: Museums Archives and Libraries Wales, Welsh Assembly Government,  
Unit 10, Science Park, Aberystwyth, SY23 3AH.**