

A

Weston Loan Programme

Guidance on developing and delivering
a loan project

Art Fund_

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1. Developing your project and partnership

Guidance on the borrowing process

If you need some support in order to develop your project, the following organisations provide advice and guidance on key elements of the borrowing and exhibition making process.

- Touring Exhibitions Group – the national network for touring exhibitions: www.teg.org.uk See also Economics of Touring Exhibitions resources which will help with budgeting and fundraising for your project
- UK Registrars Group – including access to UKRG Facilities Report and Security and Display Case Supplements: www.ukregistrarsgroup.org
- Collections Trust – guidance on lending and borrowing including loan agreements: <http://collectionstrust.org.uk/collections-management/collections-access/lending-and-borrowing-collections-access/>
- Arts Council England – Security resources: www.artscouncil.org.uk/protecting-cultural-property/security-resources
- Government Indemnity Scheme – advice on the conditions that museums need to meet in order to store and/or display work(s) covered by the Government Indemnity Scheme: www.artscouncil.org.uk/protecting-cultural-objects/government-indemnity-scheme
- Shape Arts – How to Put On an Accessible Exhibition is a free guide for curators, programmers and exhibition organisers that should be seen as an overview to support an approach that considers access and inclusion from the very beginning and at all stages of an organisation's work: www.shapearts.org.uk/news/accessible-curating

Information on previous grant awards

Please find details of the projects funded previously here:

www.artfund.org/news/2017/12/13/weston-loan-programme-2018-recipients, <https://www.artfund.org/news/2019/02/25/weston-loan-programme-2019> and <https://www.artfund.org/news/2019/11/15/weston-loan-programme-with-art-fund-extended-for-three-more-years>

We have also produced a short film that follows the journey of projects supported in the first round, these can be viewed via these pages. We hope that this will be a useful tool for you to advocate for your project to internal and external stakeholders, and would encourage you to show this to your senior managers so that they understand the benefits of working on this sort of project.

As a separate document we have also brought together the full list of previous awardees, the collections they have borrowed from, and their advice on planning and delivering a project of this type. This can be downloaded from Art Fund's website via www.artfund.org/supporting-museums/programmes/weston-loan-programme

Lending partners

We recommend that you start by speaking with someone in the programmes/ partnerships and registrarial teams at the museum you would like to borrow from, so that they can offer advice and support throughout the application process and beyond.

When borrowing from a National collection, the National Museum Director's Council has produced information about working in partnerships, which includes details of the Head of Partnerships (or equivalent) in each institution. This can be downloaded via: www.nationalmuseums.org.uk/what-we-do/sharing-skills-and-collections/

Individual collections also publish information about their loan programmes online, via their websites.

Do get in touch with Art Fund if you can't find the right information or person to speak to and we'll do what we can to help.

2. Training, resources and funding

Training and resources

Preparing to Borrow

Preparing to Borrow was a year-long training, mentoring and partnership programme funded by Arts Council England and delivered by the Touring Exhibitions Group (TEG). The programme was designed to support *Ready to Borrow* and delivered a range of resources, including the *Lending and Borrowing Experiences Report* which can be downloaded via <https://touringexhibitionsgroup.org.uk/research-resources/preparing-to-borrow/>

The programme also featured workshops to support participants to acquire the knowledge, confidence and resources to make an application to borrow an object or exhibition from a national or other museum or gallery.

Economics of Touring Exhibitions

TEG, supported by Arts Council England the TESS Demountable, has also developed the *Economics of Touring Exhibitions: Models of Practice* programme to support organisations to adopt an effectively economic model for touring exhibitions. There are three core programmes resources that are available to download and provide analysed data, case studies and guidance to select and implement an economic model for touring.

Download via: <https://touringexhibitionsgroup.org.uk/research-resources/ete/the-economics-of-touring-exhibitions/>

Museum and Gallery exhibitions tax relief

Arts Council England has created guidance on Museum and Gallery tax relief. Resources include: short films, FAQs, fact sheets and a calculator to work out what relief might be worth to individual museums and galleries.

Download via: www.artscouncil.org.uk/supporting-arts-museums-and-libraries/museum-gallery-exhibitions-tax-relief

Funding

[Arts Council England](#)

Arts Council National Lottery Project Grants are now open for applications. This is an open-access programme for arts, museums and libraries projects in England and Wales.

www.artscouncil.org.uk/projectgrants

[Museums Galleries Scotland](#)

Museums Galleries Scotland can provide funding to Accredited museums in Scotland. Through their Museum Development Fund they support museums to take strategic steps towards becoming more resilient organisations in line with the aims of the National Strategy. Small projects that support museums in continuous improvement steps can be funded through their Small Project Fund.

www.museumsgalleriesscotland.org.uk

[Heritage Lottery Fund](#)

The Heritage Lottery Fund distributes money raised by National Lottery players to help people across the UK explore, enjoy and protect the heritage they care about. Since its foundation in 1994 the HLF has awarded £7.1billion to over 40,000 projects and is the largest dedicated funder of heritage in the UK.

www.hlf.org.uk

[Effective Collections](#)

The oldest museums association in the world, Museums Association is funded through membership, made up of around 8,500 members. They run the Esmee Fairbairn Collections Fund; awarding nearly £1.2m per year in grants for collections development projects with social impact.

www.museumsassociation.org

Opening up museums and galleries

We're keen to promote the importance of opening up museums and galleries for audiences with access needs. This can be achieved in different ways, and there are many organisations that offer training, audits and other opportunities for professional development to support work in this area.

Following is a list of just a few possible providers and projects. It is by no means exhaustive, but hopefully offers some potential avenues to explore.

Shape Arts

Shape Arts is a disability-led arts organisation which works to improve access to culture for disabled people by providing opportunities for disabled artists, training cultural institutions to be more open to disabled people, and through running participatory arts and development programmes. Options include:

- Disability Confidence Training
- Walk & Talk Access Reviews
- Digital accessibility services

If you would like to find out more about how their offer might help you and your audiences please contact Nick Goss

Email: training@shapearts.org.uk / nick.goss@gossconsultancy.com

Phone: 020 7424 7330 / 01442 877117

More information: www.shapearts.org.uk

Alzheimer's Society

Alzheimer's Society is the largest national charity specialising in dementia. They provide high-quality training and consultancy services, and their trainers have a wealth of personal and professional experience in supporting people living with dementia. Options include:

- Step inside dementia
- Understanding your customers with dementia
- Dementia friendly environment audit

If you would like to find out more about how their offer might help you and your audiences please contact the team on:

Email: dementiatraining@alzheimers.org.uk Phone: 01904 567 909

More information: www.Alzheimers.org.uk/training

Stagetext

Stagetext is a UK charity promoting and advocating d/Deaf access to the arts. Stagetext supports, delivers, and advocates for captioned theatre performances, live subtitled talks and tours in museums and galleries, as well as subtitling of digital and video productions. Stagetext works with experienced captioners, speech-to-text-reporters, subtitlers, and a dedicated user panel to develop their best practice guidelines. Their staff ensure captions and subtitles include all d/Deaf access elements that provide the 11 million d/Deaf, deafened, and hard of hearing people in the UK with equal access to the arts. Options include:

- Front of House d/Deaf Awareness Training
- Subtitle Training Session
- d/Deaf, Deafened, and Hard of Hearing Access Audit of Venue
- Top-Level Web and Social Media Marketing Audit for d/Deaf Access

If you would like to find out more about how their offer might help you and your audiences please contact Oliver Webster, Digital Manager:

Email: Oliver@stagetext.org More information: www.stagetext.org

VocalEyes

VocalEyes is a charity that works with arts organisations across the UK to identify and remove barriers to access and inclusion for blind and partially sighted people. Options include:

- Visual awareness training
- Audio describer professional development
- Visitor Experience audit – online and on-site

If you would like to find out more about how their offer might help you and your audiences please contact Anna Fineman, Museums, Galleries and Heritage Programme Manager:

Email: anna@vocaleyeyes.co.uk Phone: 0207 375 1043

Further information: www.vocaleyeyes.co.uk/services/museums-galleries-and-heritage/

[Kids in Museums](#)

Kids in Museums is an independent charity dedicated to making museums open and welcoming to all families. Options include:

- Training in welcoming children with autism

If you would like to find out more about how their offer might help you and your audiences please contact Alison Bowyer, Executive Director:

Email: alison@kidsinmuseums.org.uk

Further information: www.kidsinmuseums.org.uk

Advocating for your museum

[Arts Council England handbook for councillors](#)

In 2019 Arts Council England produced a handbook that aimed to empower local museums to thrive by sharing innovative case studies and advice for council-run museums. It includes information on operating models, partnership working and how museums can contribute to wider priorities.

Download here: www.local.gov.uk/making-most-your-museums-handbook-councillors

