Readiness to return: supplementary note for applicants
April 2021 to April 2022

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This note supplements our main Accreditation guidance
https://www.artscouncil.org.uk/accreditation-scheme/about-accreditation#section-1

It sets out some prompts for all applicants, whether new or returning, to help you plan and respond to the Covid-19 crisis. **All potential applicants should read both this note and the Accreditation guidance before applying or submitting a return**.

We understand that the context that applicants will be working in is very different in the post Covid-19 world. We will be taking the current context into consideration when we make our decisions, and we expect that applications and supporting information will reflect the position of your museum as it is at the point of submission.

These are not additional questions on the online form, they are intended as prompts you may find it helpful to consider when you complete the relevant section on your application or return.

Organisational Health		
1 Have appropriate governance and management	*1.2 An appropriate constitution*	Has your governing document changed? Are you under the same governance and management arrangements as before?
1 Have appropriate governance and management	*1.3 A satisfactory structure for your governance and management*	Has your workforce *(your board/trustees and staff/volunteers)* changed and if so, does this impact on your priorities/plans? Are you still accessing advice from museum professionals for policy development and decision making?
2 Plan ahead and have the resources to deliver your plan	*2.1 An approved forward or business plan which covers the current and subsequent planning year*	Have you needed to adapt and review your museum's forward/business plan in response to the impact of the pandemic? As a minimum your plan needs to cover your current (YR1) and subsequent planning year (YR2) including resource planning. Your own governing body or funding bodies may require more detail. Your planning for YR2 can be indicative as we understand that your plans may be more outline at this stage.

2 Plan ahead and have the resources to deliver your plan	**2.2 Financial sustainability**	Have you needed to review your financial position and does this impact your priorities/plans?
3 Assess and manage risks to your organisation	**3.2 A risk assessment of security arrangements**	Have you needed to adapt and review your security arrangements if the public route and spaces have changed?
3 Assess and manage risks to your organisation	**3.3 A clear, workable emergency plan**	Have you needed to adapt and review your plan to cover any changes brought about by Covid-19?
Managing Collections		
5 Hold useful and usable information on collections	**5.1 An approved documentation policy**	Has your approach to collections management changed after periods of closure at the museum?
	5.2 To follow the Spectrum primary documentation procedures	Have you needed to adapt and review your documentation policies and planning in this area? Has your progress with documentation been impacted at all? If so, have you updated your target timescales?
6 Care for and conserve collections	**6.1 An approved collections care and conservation policy**	Usual measures (i.e. checks for pests, environmental monitoring, cleaning etc.) may not have been possible during closure periods.
	6.2 A collections care and conservation plan	Has your approach to collections care changed after periods of closure at the museum?

		Have you needed to adapt and review your policies and planning in this area?
Users and their Experiences		
7 Be accessible to the public	***7.1 An approved access policy*** ***7.2 An access plan***	Have you introduced any alternative access arrangements which you'd like to tell us about? Have you needed to adapt and review your policies and planning to cover any changes to access arrangements due to Covid-19? How have you ensured your reopening plans are as accessible as possible?
8 Understand and develop your audiences	***8.1 To understand who uses your museum, and who doesn't*** ***8.2 To use information to assess your users' needs*** ***8.3 To have a plan for developing your range of users***	Has your approach to user access/ development/ engagement/ communications changed? Are your priority audiences different? For example, have you switched to trying to reach more hyper-local audiences rather than overseas tourists? What does this mean for your museum? Has Covid-19 affected your planning in this area?

9 Engage with your users and improve their experience	**9.1 To provide stimulating learning and discovery activities, including exhibitions and programmes based on your collections**	What activities are you currently able to offer? Has your approach changed, or have you introduced any alternatives you'd like to tell us about?
9 Engage with your users and improve their experience	**9.2 To communicate effectively with users and potential users through a range of access, marketing and promotional activities**	Is your museum open to the public regularly through a physical site/space/building? If not, is planning in place with a set date for re-opening in line with government restrictions?