

## Guidance notes for completing an application (2025)

### Introduction

The South West Federation of Museums & Art Galleries is the proud custodian of the Kathy Callow Legacy Fund. Our role is to administer the Legacy Fund to the sector in line with the wishes of Kathy Callow.

The following guidance notes will assist you in making an application to the Fund. Please read them carefully and refer to the accompanying application form.

### Contacts

If you have any questions about the Fund, the application form or the grant making process, you can contact [info@swfed.org.uk](mailto:info@swfed.org.uk) FAO: Charlie or Verity.

### About Kathy Callow

Kathy Callow (née Beeham, 1949-1989) was an active and long-standing member (latterly a Fellow) of the Museums Association. After qualifying in conservation at the University of Leicester, she devoted her working life to the many causes of small, local museums, starting in Enfield then Godalming, and finishing as Curator of the Priests' House Museum in Wimborne (now the East Dorset Museum). In between, in 1975 she set up Gosport Museum and in 1989 the Museum of the History of Water Supply in the Pumping Station at Sutton Poyntz above Weymouth. Unusually practically resourceful, able to restore the early fibre-glass yacht Nohoh, and to install central heating virtually single-handedly, she was blessed with an insatiable curiosity. She also lived bravely with cancer for 6 years without this being known to most of those around her.

### Purpose of the Kathy Callow Legacy Fund

The Kathy Callow Legacy Fund supports small, Accredited museums in the Southwest of England with the costs of care and display of social history collections. This may include conservation, exhibitions, improving stored collections or public engagement.

As custodian of the Kathy Callow Legacy Fund, the South West Federation of Museums & Galleries administers an annual small grants programme.

The maximum you can apply for is £1,000. Successful applicants will have demonstrated the long-term value of the project and the degree to which the fund supports the purpose of the Kathy Callow Legacy Fund.

The sum awarded will be influenced by the long-term value of the project and the degree of preparatory thought that has been put into determining the content of the work and its costs.

Grants awarded from the Kathy Callow Legacy Fund shall be used solely for the purpose of funding Accredited Museums in the Southwest of England for:

- the conservation of social history objects;
- the display of social history objects which may require specific conditions;
- collections care generally for social history objects;

and 'social history' may without limitation include occupational dress, campaigning banners, technology in use in everyday life, and the history of waterways and seafaring.

## Eligibility

To be eligible for a grant, organisations must meet the following criteria:

- Be a charity registered in the UK.
- Be an accredited museum / gallery.
- Be based in the Southwest of England, including the counties of Cornwall, Devon, Dorset, Gloucestershire, Hampshire / Solent / Isle of Wight, Somerset, and Wiltshire.
- Have an annual income of under £600,000 in the last set of published accounts.

The project applied for should:

- Focus on objects that are of importance/relevance to the social history collections
- Result in a long-term asset for the institution
- Be for public benefit and arrangements for access should be in place. This can include by appointment if the object is not able to be on permanent display.

## Application Timeline and Deadlines 2025

Applications open:	<b>Monday 30 June 2025</b>
Deadline for applications:	<b>Friday 31 October 2025, 9am</b>
Applicants informed of grant awards:	<b>Monday 24 November 2025</b>
Grant awards announced:	<b>Monday 1 December 2025</b>

## Submitting your Application

Please send the completed application form to the SWFed at [info@swfed.org.uk](mailto:info@swfed.org.uk), including 'Kathy Callow Legacy Fund' in the subject line.

## Guidance on completing your application

In completing your application, you should respond to the following points:

### ***Short Project Description***

Please provide a brief description of your proposed project. Word limit is **500 words**.

### ***Intended Outcomes of Project***

You should respond using the following prompts in your response for this section. The total word limit for the whole of this section is **750 words**.

- ***How does your project meet the purpose of the Kathy Callow Legacy Fund?***

You should refer to the 'Purpose' section in this guidance in preparing your response.

- ***How does your project relate to the care, conservation and display of social history collections in your museum/gallery?***

Here, be specific about the outcomes for the project as they relate to collections care, conservation and/or display. For example, will the project result in the conservation of an object/s in the collection? Will objects be redisplayed or displayed for the first time? Will the project result in improved knowledge and understanding about how to care for and display social history collections?

- ***How will your project deliver public benefit in relation to this project?***

Consider what the benefits to audiences will be at the end of the project. For example, will an object be brought out of storage for display? Will there be engagement opportunities as part of the project?

- ***How will this grant benefit the long-term ambitions of your museum/gallery social history collections?***

Consider how the project supports your museum/gallery wider collections policies and ambitions, and specifically in relation to social history collections.

Photographs of objects that form part of the grant application would assist the application review committee and can be embedded in the application form or submitted as separate jpeg/png files with the application form.

### ***Project Costs***

In this section, please detail:

- The total project cost (please use the table to detail the breakdown of costs), including funding from other sources and in-kind contributions.

# The Kathy Callow Legacy Fund

- The amount of grant being sought from the Kathy Callow Legacy Fund. Applicants are asked to make clear whether the grant will cover the full cost or part of the project (see next sections).
- The amount of project funding you have already secured and from where.
- The amount of other funding you still need to secure to make the project a reality.
- Detail any in-kind contributions to the project, for example staff / volunteer time, venue hire, transport costs, etc.

If there is still funding to be secured from other sources, please outline how you intend to secure this funding in the space provided. Applicants should provide information of other funding bodies they have or intend to approach.

## ***Project Timescale***

Please specify anticipated project start and end dates, as well as broad time headings for key activities.

**It is expected that the project would be completed within a calendar year of the grant award.**

## ***Who will carry out the work?***

Please specify who will undertake the work, whether internal or external, and their relevant qualification/experience to do so. If relevant please also provide details of any external specialists you intend to engage in the delivery of the project, their qualifications and/or professional affiliations.

## **Conditions of Grant**

- Applications must be made using the form available on the website or obtained from the SWFed on [info@swfed.org.uk](mailto:info@swfed.org.uk), and submitted by the stated application deadline.
- Grants will not be given to assist with living costs or course fees.
- A project report on the work must be made to the South West Federation of Museums & Galleries within one year of the grant being made or on completion of the project, whichever is sooner. The report should be no longer than 2-sides of A4 and include photographs. Reports should be submitted to: [info@swfed.org.uk](mailto:info@swfed.org.uk) with the subject line: **'Kathy Callow Legacy Fund Report'**. Grantees will be invited to present their reports at the South West Fed's AGM.
- Acknowledgement of the financial assistance of the Kathy Callow Legacy Fund administered by the South West Federation of Museums & Galleries is required on the display labelling, all documentation including online and marketing materials.