

## **Resilient Heritage application to Heritage Lottery Fund**

### **Draft of Project Enquiry form**

#### **What is the title of your project?**

In no more than 15 words, please choose a title which you think best describes your project.

#### **Saffron Walden Museum: Preparing for Transformation**

#### **1a. Name and address of your organisation**

Saffron Walden Museum, Museum Street, Saffron Walden, Essex CB10 1JL

#### **1b. Details of main contact person**

Carolyn Wingfield, Curator [cwingfield@uttlesford.gov.uk](mailto:cwingfield@uttlesford.gov.uk) 01799 510333

#### **1c. Are you a not-for-profit organisation?**

Yes (Fully accredited local authority-run museum)

#### **1d. Where did you hear about the Heritage Lottery Fund?**

Previous experience of applications, website, professional literature and meetings

#### **2a. What is the heritage that your project will focus on?**

Saffron Walden Museum's collections, especially the human and natural history of north-west Essex (Uttlesford district; the museum building (grade II listed and purpose-built museum, opened 1835) and the site (scheduled ancient monument, the bailey of Walden Castle)

#### **3a. Is the address of your project the same as the address of your organisation?**

Yes

#### **3b. Describe what your project will do.**

Saffron Walden Museum faces challenges but also has opportunities to develop into a more ambitious, engaging, creative and sustainable cultural asset and 'heritage hub' for the Uttlesford district and surrounding region. The purpose-built museum building (opened 1835) is cramped and has no area or facilities dedicated to learning, meetings and activities. The gallery displays are ageing (last major re-display was around 25 years ago) and need to be re-imagined, with the potential to display more of the wide-ranging collections (over 150,000 objects and specimens) and recently-acquired material. We need to extend and refurbish the museum building, providing better facilities for visitors and the workforce, and reconfigure back-room areas for more effective working and collections management. In pursuit of long-term sustainability, the museum needs to broaden and increase its audiences, generate more income and commercial enterprise, and diversify its funding streams in collaboration with Saffron Walden Museum Society Ltd (charity 1123209) which owns the building and collections, and with Uttlesford District Council, which operates the museum service.

Our Resilient Heritage project is to lay the foundations for achieving this transformation, by commissioning feasibility and options appraisals, and an audience development study with public consultation. An in-depth consultation by independent consultants will align our vision with the needs and expectations of actual and potential users, and explore options for building community engagement. The feasibility study will help to determine the most appropriate and effective way of developing the museum building, site and services, and improve our heritage interpretation. As we are a listed building on a scheduled ancient monument, our project will include seeking advice from archaeological and historic building consultants and will also commission an architect to provide

RIBA Stage 1 plans for the extended museum. This will enable us to open dialogs with other key stakeholders such as Historic England, the local community and planning authorities. An important outcome will be the formation of an informed and comprehensive draft budget for proposed capital works and activity programmes, to take forward as a basis for fund-raising and grant applications.

In preparation for our developments, we also need to develop a fund-raising programme through Saffron Walden Museum Society Ltd, utilising its charitable status to best effect. Part of our project is therefore to improve the fund-raising capacity and effectiveness of the Society for identifying and raising matching funding, through the employment of professional time and support from a fund-raiser with experience on the heritage sector.

**4a. When do you expect your project to start and finish?**

Starting as soon as possible in 2018 and expected to finish in spring of 2019

**5a. How much is your project likely to cost? If you know, tell us what the major costs are likely to be.**

<b>Activity</b>	<b>£</b>
Feasibility & Options Appraisal, including museum and heritage interpretation	15,000
Public consultation and audience development study	20,000
Architect to produce RIBA Stage 1 drawings	10,000
Archaeological and historic building consultants	5,000
Improving the fund-raising capacity of Saffron Walden Museum Society Ltd	10,000
Mentoring for Museum team (Curator and 5 staff, total 5.25 FTEs)	2,000
Sub-total	£ 62,000
10% contingency	6,200
<b>Total project cost</b>	<b>£ 68,200</b>
Cash contribution (matching funding not essential but would help our application)	
Contribution in kind (e.g. volunteer time – relevant to Museum Society)	