



GRANT APPLICATION FORM

About your Group or Organisation

Name of group/organisation/charity: The Museum of Dartmoor Life

Registered Charity Number (if applicable): 1173111

Registered address: 3 West Street Okehampton EX20 1HQ.....

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Contact name and address (if different):

.....

Email: ~~not in use~~ Phone/mobile: ~~not in use~~

Contact's role within organisation: Treasurer

Please give brief details of the principal role of the organisation: The museum exists to provide opportunities for visitors, volunteers and members of the local community to learn about and enjoy the cultural and natural heritage of Dartmoor and Okehampton.

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Are you, or your organisation, the organiser of the event/activity? Yes

Third-party applications through any 'parent' organisations will not be accepted.

Do you as the applicant, or any of the organisers of the event/activity, have a close connection with anyone who would directly benefit financially from award of the grant? No

If yes, please provide details of the connection and how they would benefit:

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Local Involvement

How does the organisation benefit the community of Okehampton? The museum is a community hub providing an unique facility for the local community to learn about its local history. It maintains and seeks new aspects of regional heritage for future generations. It is also a visitor attraction which encourages visitors to Okehampton which in turn helps boosts the local economy. It provides a meaningful experience for local volunteers and also provides the local tourist information point.

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How many people in total use your organisation? Approximately 10,000 visitors a years use the facility as visitors to the museum or seeking information.

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Of the total number of beneficiaries, approximately how many reside in:

- a) Okehampton? Approximately 40% of users come from the EX20/21 post code area.
- b) Okehampton Hamlets?

Average number of Okehampton beneficiaries attending each meeting/activity? As above.....

Number of meetings/activities per year? The facility is open March to November each year.

About the Grant

Please state what the grant will be used for and how it will directly benefit Okehampton town residents, details of event/activity location and dates should be included.

The museum and its facilities are open to all and beneficial arrangements are made for local and repeat visitors. The museum runs annual exhibitions, works with community groups and provides outreach and inreach to organisations and local schools especially those with SEND. Continuous improvements are sought to the collection and short term grant related activities are sought to make improvements to the collection and infrastructure to maintain the facility for the town and its longer term future. This grant is our annual request to assist with the maintenance of the facility

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The wider Okehampton area and newer housing developments mainly fall within the area of Okehampton Hamlets Parish Council (OHPC) and not that of the Town Council. Where the event/activity is expected to benefit residents of OHPC as well as the town, please indicate the approximate proportion for each parish area (%) provide details of how you came to this conclusion.

We have carried out audience development surveys which provide details of a breakdown of postcodes but not for OHPC in isolation.

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Please supply full costings of the project, equipment or activity: Please attached letter.....

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What is the amount of grant requested? £ 5000.00

Are you contributing matched funding? Yes, as part of normal turnover.

Please give details of any other grant applications, made elsewhere, for the event/activity:

Organisation	Amount	Outcome if known
Royal Society	£3475	Restricted grant awarded for 2025 exhibition.

Is your organisation running fundraising activities for this project? Yes for NLHF.....

When do you anticipate the money will be spent (date)? N/A.....

Check List:

You are applying on behalf of a voluntary group, not-for-profit organisation or charity? YES

Your project/activity will directly benefit the residents of Okehampton? YES

Copies most recent accounts/budget/governing document enclosed YES

Is your application retrospective? NO

Have you received or been awarded a Town Council grant within this financial year? YES

Have you completed and submitted a feedback form or report for any previously awarded grant? YES

All applications must include:

a statement of accounts for the most recent accounting year

a copy of the governing document

a copy of the current year's budget

costings if applying for a specific project

confirmation that other funding has been/will be applied for

Additionally, grant applications of over £500 must be accompanied by a letter, describing:

the reason for the application

the amount requested

the benefit to Okehampton Town residents

where there is a wider area of benefit, details of how many Okehampton Town residents will benefit.

Payment details, if successful

Please indicate how you would prefer to be paid if successful:

- By Cheque payable to: The Museum of Dartmoor Life.....

- By BACS: Bank Name: Lloyds.....

Account Name: The Museum of Dartmoor Life.....

Account Number: .....Sort Code: .....

If your application is successful, the Town Mayor would like to hold a Grant Presentation Ceremony at a date to be agreed. Please indicate below any relevant contact details if different to those above:

Manager  Kristy Turner 01837 52295

I have read the guidance for grant applications. I understand that grants are only available to organisations operating locally for the benefit of Okehampton and that I have answered all questions to the best of my knowledge and on behalf of the organisation.

Signature of applicant  (forwarded electronically).....Dated ...1 March 2025

The information that you provide will be held by Okehampton Town Council and used for the purpose of the administration of this request. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.okehampton.gov.uk/documents or by contacting the Council on 01837 53179.



THE MUSEUM OF DARTMOOR LIFE

3 West Street
Okehampton
Devon
EX20 1HQ

☎ 01837 52295

Emma James
The Town Clerk
Okehampton Town Council
Fore Street
Okehampton
EX20 1AA

1 March 2025

Dear Emma

APPLICATION FOR FINANCIAL ASSISTANCE - MUSEUM OF DARTMOOR LIFE

Traditionally, the Town Council has made available a grant to assist with the running of the Museum of Dartmoor Life which provides a resource for the Okehampton community and maintains a visitor attraction for the Town. Additionally, the museum provides the only tourist information facility in the North Dartmoor area. I would ask that the Town Council again considers providing financial assistance in this financial year.

In addition to the reports received by the Town Council from their nominated trustee, I can advise that the museum continues to thrive and a tremendous amount of time and in particular, volunteer effort, has been put in place for the museum to continue as a meaningful visitor attraction and community resource. The inclusion of the Tourist Information Point in the museum has maintained the focal point within the town and our volunteers continue to relished the challenge of information provision. In the 2024 season there were >10000 visitors to the information point.

Financially, the museum was able to generated a small surplus in the last FY, however, the forecast for this FY indicates a small deficit, mainly due to the urgent repairs needed to the roofs where there is ingress of water. A recent Condition Survey of the building and it's infrastructure is costed at £362k and a further Access Report indicates work in the region of £40k to improve accessibility needs. The trustees are mindful of these maintenance needs and are actively pursuing a National Lottery Heritage Fund grant to further update the infrastructure of the building and improve the interpretation and collection. In the shorter term we continue to provide an annual exhibition and we have again been awarded a grant from the Royal Society which will provide funding towards an exhibition that will run through the 2026 season.

We would ask the Town Council to consider maintaining their continued support of the museum in the next financial year and award a grant compatible with last year's funding of £3500. We also request that the £1500 previously made available to WDBC to assist with the tourist information facility is allocated to the museum to allow the trustees to maintain the facility. The Application Form and our Annual Report and Accounts are attached.

We would be grateful if you would ask the Town Council to consider our request for financial assistance.

Yours sincerely
forwarded electronically

 for Trustees

Charity Number 1173111
www.museumofdartmoorlife.org.uk
enquiries@museumofdartmoorlife.co.uk

The Museum of Dartmoor Life



Trustees' Annual Report 2024

Aim and Purpose

The aim of the charity is to provide and maintain the Museum of Dartmoor Life. The museum exists to provide opportunities for visitors, volunteers and members of the local community to learn about and enjoy the cultural and natural heritage of Dartmoor and Okehampton.

Objectives and Activities

The trustees' objectives are to collect, conserve and interpret artefacts and stories relating to Dartmoor, its history and people, and to engage with visitors and the local community to inspire diverse audiences and future generations to appreciate and protect the Dartmoor and its heritage. The museum maintains the existing collection and conserves artefacts and records, presenting them to the public in an absorbing and informative way. The museum co-curates an annual exhibition and aspires to be a vibrant centre of lifelong learning with an exciting and diverse programme of workshops and events for the local community and visitors alike. It is a specific objective that the museum is for the public benefit, whether this is part of life long learning or maintaining and developing the collection for visitors and the local community.

Achievements, Performance and Outlook

The museum normally opens from March to October and the season proved productive with the continued return of visitors after the pandemic. The Royal Society awarded a grant for a 'Dyeing on Dartmoor' project which included outreach activities and a most successful exhibition throughout the 2023 season.

We welcomed more than 7,500 visitors, which included a welcome return of our overseas visitors and groups. The museum continues to undertake the role of providing tourist information for the North Dartmoor area. This remarkable exhibition was co-curated and encouraged many visitors who had not previously visited the museum. The museum has a growing reputation for the quality of its annual exhibition.

The excellent work of the volunteers and the manager and the quality of the provision made was marked by the museum winning the silver award for a small tourist attraction for Devon Tourist Awards and also the bronze award for the south west. No other winner was a charity and a largely volunteer run business.

Routine maintenance and some improvements to the fabric of the building have been achieved, mainly on a self help basis, although there is continued deterioration to the fabric of the building's infrastructure which was not addressed in the 2004 refurbishment. A costed condition survey has been undertaken and listed works required at £524,000. These works will form part of the museum's bid to the Museum Estate and Development Fund; a DCMS funded opportunity administered through the Arts Council in 2024. Without substantial investment and improvement in the museum's infrastructure, this community hub and visitor attraction may be lost to future generations. The museum has a policy of sustainability and a longer term environmental control programme, if externally funded, will be put in place over the next two years to maintain the integrity of the museum and collection.

The trustees have set out their five year plan and continue to monitor and develop the strategic vision that will require, potentially; audience development, new digital interpretation and development of the premises. The project will need engagement with grant giving bodies, as well as a bid to the National Lottery Heritage Fund. New trustees with specific skills have been recruited specifically to help develop the museum's future. Trustees have continued to ensure good governance is in place and trustees, staff and volunteers have received external training (electronically) to assist with our objectives.

The museum was reaccredited with the Arts Council in 2017 and will continue with accreditation when the scheme is reintroduced by the Arts Council in 2024.

Financial Review

In this accounting period the trustees continued their policy of financial caution, especially with the uncertainty of income streams and continually increasing utility and maintenance costs. However, the charity continued its trend of producing a small surplus over operating income and expenditure. Capital assets at the end of the accounting period are £315,000 although these assets cannot be used without undermining the work of the charity. Surplus funds have been set aside to invest in development and infrastructure funding, together with any matched funding requirements.

There remain a number of financial risks to the charity, not least any loss of rental or grant income. Therefore, the priority is to increase visitor numbers and shop revenue to offset any potential loss of revenue in other areas. The trustees will continue to exercise prudence in the next financial period and seek grants where possible.

The trustees are particularly grateful for the continued support of Okehampton Town Council without whose financial assistance the museum and charity would have ceased to be a going concern.

Reserves

It is the charity's policy to maintain a balance on unrestricted funds, which equates to at least three months expenses and an amount to cover emergency situations that may arise from time to time, equivalent to £25,000. The balance of £69,350 held in unrestricted funds, meets this target. The trustees will continue with measures to ensure that cash reserves are maintained and available to meet unforeseen eventualities.

Volunteers

Our volunteers continue to be the life blood of the organisation and the museum would not survive without the dedicated service provided by our volunteers. The trustees would like to take this opportunity to formally thank all volunteers who work tremendously hard in ensuring that the museum continues to fulfil its purpose. Without our volunteers' valuable contribution, the museum would be unable to meet its objectives. Volunteers undertake a variety of vital roles. These ensure that the maintenance, collection care and documentation of the museum's core activities are maintained.

In addition, in 2023 the front of house volunteers continued to provide the valued tourist information service that has received many plaudits. The museum continues to seek volunteers, especially front of house information advisers, who have an interest in supporting the community through the museum and its activities.

It is the aspiration of the trustees that all volunteers should enjoy a meaningful experience when associated with the museum and every effort is made to ensure their experience is as fulfilling and structured as possible.



The Museum of Dartmoor Life Receipt and Payment Accounts

Charity No
1173111

For the period
from

1 Apr 2023

To

31 Mar 2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Front of House Sales	24,632			24,632	20,554
Rents	13,518			13,518	13,120
Donations	720			720	768
Grants	5,000	126		5,126	11,880
Tourist Information Grant					1,500
Refunds/Other	217			217	872
Bank Interest	681			681	-
Sub total (Gross income for AR)	44,768	126	-	44,894	48,694
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	- 0
Sub total	- 0	- 0	- 0	-	- 0
Total receipts	44,768	126	- 0	44,894	48,694
A3 Payments					
Staff Costs	15,494			15,494	15,209
Stock	3,397			3,397	3,464
Event Costs	564	727		1,291	4,372
Utilities	4,995			4,995	7,639
Insurance	3,091			3,091	3,883
Routine Maintenance	2,342			2,342	1,418
Repairs and other Property Costs	4,219			4,219	517
Communications	999			999	1,605
Administration	1,051			1,051	863
Capital Expenditure	626			626	1,198
Volunteer Travel and Subsistence	1,332			1,332	1,019
Professional and Management Fees	1,018			1,018	4,695
Marketing	1,056			1,056	780
Development	2,100			2,100	250
Collection and Other Costs	162			162	12
Sub total	42,446	727	-	43,173	46,924
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-	
	- 0	- 0	- 0	-	
Sub total	- 0	- 0	- 0	-	- 0
Total payments	42,446	727	- 0	43,173	46,924
Net of receipts/(payments)	2,322	- 601	-	1,721	1,770
A5 Transfers between funds					
A6 Cash funds last year end	67,028	601	-		
Cash funds this year end	69,350	-	-		67,629

Section B Statement of assets and liabilities at the end of the period

CCXX R1 accounts (SS)

