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**University Museums Group Survey in Response to COVID-19 Crisis**

To all University Museums Group Members

The DCMS Committee has launched an inquiry into the 'Impact of Covid-19 on DCMS sectors'. It will consider both the immediate and long-term impact that Covid-19 and the related social and financial measures are having on the wide range of industries and organisations under the Committee’s remit.

To inform our collective response to this inquiry, UMG is gathering evidence from members

Why it matters:

* Findings will inform UMG response to the DCMS call-out for evidence (<https://committees.parliament.uk/work/250/impact-of-covid19-on-dcms-sectors/>)
* They will shape a strong advocacy position and discussions with Research England.
* They will provide a UK-wide summary of the challenge facing university museums, that you can use with your host institutions and funders.

In line with the DCMS call out, the consultation aims to:

* Assess the **immediate impacts** of COVID-19 on university museum
* Assess the **efficacy of support** provided to university museums to date
* Consider the **likely long-term impacts** of COVID-19 on university museums
* Ask how might the university museums sector **evolve** after COVID-19, and **how can DCMS support** such innovation to deal with future challenges?

**Data Protection**

The survey is being conducted by Manchester Museum, the University of Manchester on behalf of the University Museums Group. Findings from this survey will be analysed by the University of Manchester and anonymised, aggregated results will be shared with UMG Committee and membership.

The personal information we collect and use to conduct this research will be processed in accordance with data protection law as explained in the Participant Information Sheet and the [Privacy Notice for Research Participants](http://documents.manchester.ac.uk/display.aspx?DocID=37095).

**Completed surveys should be returned to helen.mark@manchester.ac.uk**

|  |  |
| --- | --- |
| I confirm that I have read the above information and I agree to take part in this study.  |   |

**YOUR INSTITUTION**

**Name of Museum/Institution:**

**Annual visitor numbers (Academic Year 2018-19):**

**Staff numbers (FTE):**

**Annual budget** (and if possible, please break your response down into sources of funding under each heading):

|  |  |
| --- | --- |
|  | **2018/19** |
| University and HE investment and grants |  |
| Public sector grants (includes Arts Council, Heritage Lottery, Big Lottery)  |  |
| Private sector income (includes sponsorship, donations, private trusts and foundations) |  |
| Commercial income  |  |
| Endowment**TOTAL**  |  |

**SECTION ONE: IMMEDIATE IMPACT AND RESPONSE**

*This section addresses the impact of COVID-19 on university museum workforces, buildings and collections, programme and finances. In this section we are also interested to learn what support you have been able to access so far and any barriers to accessing support.*

**WORKFORCE**

Q1: Have you used the job retention scheme? (Yes/No):

Q2: If yes, how many staff are now on furlough?

|  |  |  |
| --- | --- | --- |
| **Department**  | **Total number of staff**  | **Number of staff now furloughed**  |
| Curatorial  |  |  |
| Collections care and technicians  |  |  |
| Learning and engagement |  |  |
| Marketing and communications  |  |  |
| Finance, HR and development  |  |  |
| Visitor services  |  |  |
| Buildings and operations  |  |  |
| Other staff |  |  |
| **TOTAL**  |  |  |

**Q3. If you have not used the job retention scheme, please explain the reasons for this decision below.**

**Q4. Please quantify the scale of the immediate impact of COVID-19 on your wider workforce e.g. freelancers, recruitment, volunteers.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Severe impact** | **Moderate impact** | **Mild impact**  | **No impact** |
| **Freelancers**  |  |  |  |  |
| **Volunteers**  |  |  |  |  |
| **Recruitment**  |  |  |  |  |

**Q5 Please add any further comments you would like to make on the impact of COVID-19 on the workforce below:**

**COLLECTIONS AND BUILDINGS**

**Q6 Please quantify the scale of the immediate impact of COVID-19 lockdown on:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Severe impact** | **Moderate impact** | **Mild impact**  | **No impact** |
| **Museum collections access and security** |  |  |  |  |

Please give details on the **NATURE OF THE IMPACT** on museum collections access and security and any **SUPPORT YOU HAVE RECEIVED** in the box below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Severe impact** | **Moderate impact** | **Mild impact**  | **No impact** |
| **Scheduled programmes of conservation/documentation** |  |  |  |  |

Please give details on the **NATURE OF THE IMPACT** on scheduled programmes of conservation/documentation and any **SUPPORT YOU HAVE RECEIVED** in the box below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Severe impact** | **Moderate impact** | **Mild impact**  | **No impact** |
| **Planned capital programme/building works**  |  |  |  |  |

Please give details on the **NATURE OF THE IMPACT** on capital programme/building works and any **SUPPORT YOU HAVE RECEIVED** in the box below:

**PROGRAMME AND ACTIVITIES**

**Q7 What, if any, types/level of activity has your institution been able to continue since lockdown began?**

**Q8 Has your institution developed and used new (digital) programming/resource in response to the situation?**

**FINANCIAL IMPACT**

**Q9. Estimated financial impact for 2019-2020 (revenue/income streams and expenditure)**

**Q10. Estimated financial impact in 2020-21 (revenue/income streams and expenditure)**

**Q11. What are the projected financial impacts of COVID-19 on your host university?**

**SECTION TWO: SUPPORTING UNIVERSITY MUSEUMS**

**Q12. Has or will your museum apply for emergency/new funding from the various sector bodies offering support? If yes, please list below**.

**Q13. If you are not accessing emergency funding, what have been the barriers or reasons for this (eg: eligibility criteria)**

**Q14. What other support do you need right now?**

**SECTION THREE: LONG TERM IMPACT AND FUTURE PLANS**

**Q15. Are you scenario planning for reopening and if so, for when?**

**Q16. What are your greatest challenges and concerns? What opportunities can you see?**

**Q17. What will the long-term impacts be for your museum? (Financial, teaching, research, staffing, international collaborations, etc)**

**Q18. How might the university museum sector evolve? What support is required to make this happen?**