

## Guidance for writing Opening up Access Milestone Plans

Through the Culture Recovery Fund for Heritage, we want to support organisations who are committed to opening up access by developing diversity within their audiences, participants, workforce, and governance, and for those organisations which are important to their local places and audiences and which promote understanding of diverse communities across the country.

DCMS require Culture Recovery Fund for Heritage grantees to adhere to a number of grant conditions, including that 'organisations will demonstrate a commitment to open up access and increase the diversity of its audiences, visitors and/or participants, as well as its organisational diversity.'

In addition to our *Standard Terms of Grant* your grant notification letter states that you must observe the following funding condition, which is required by the Department for Digital, Culture, Media and Sport (DCMS): (*extract*)

- You must provide us, by the end of your grant, with an Opening Up Access Milestone Plan which demonstrates how your organisation will open up access by improving the diversity of your audiences, visitors, participants, workforce and governance.

Below are some points to consider when developing your plans.

**Depending on the size of your organisation and the amount of funding received through the Culture Recovery Fund for Heritage, your inclusion actions will be proportional.**

For example:

- Grantees can achieve strong outcomes by ensuring youth led, disability led or equality focused organisations are contacted on reopening to share site and access information including any digital resources developed during the pandemic.
- You could consider inviting your local equality focused organisations to inform pilot reopening activities.
- Grantees in receipt of larger awards could consider planning more active co production and engagement methods with local Voluntary and Community sector partners, based on their interest and needs, eg tackling loneliness, promoting creative intergenerational opportunities, supporting community cohesion via drop in family friendly activities in the place of worship, park, museum or other heritage site.
- Grantees should also think about any opportunities to integrate strategic plans for a more diverse workforce and governance, including [opportunities for apprenticeships](#).

Given the impact of the pandemic, we also recommend that you consider the following:

**Social and economic outcomes are integral within broader UK recovery.** For the heritage sector to be sustainable ahead, strategic forward planning on inclusion is essential. This includes building audiences, wider public engagement, improved diversity in governance and workforce.

**Recognise the disproportionate pandemic impact for people and communities with protected characteristics:** UK research demonstrates people and communities with protected characteristics, including young people, disabled people, minority ethnic communities including Bangladeshi, African and Caribbean communities, LGBTQ people have all been disproportionately affected by the pandemic. Demonstrate how you will

actively involve some of these communities in your recovery plans, eg through co-produced activity and resource planning, volunteering and work opportunities.

### **Further resources**

A range of helpful resources can be found on The Heritage Fund website in our [guidance on inclusion](#)

The recent report [Heritage for Inclusive Growth](#) published by the RSA may also be helpful when thinking through your plans.

### **What to do when you have drafted your plan**

When you have drafted your plan, you should send it to your Investment Manager who is named in your Grant Notification Email. Your Investment Manager will agree the plan with you. You will be required to provide written evidence of actions and outcomes achieved at project end as part of your evaluation.

If you do not provide us with a satisfactory plan by the end of your grant you will be at risk of not receiving full payment of grant.