

# Museum-University Partnerships

## Guide to In-Kind Contributions



National  
Co-ordinating  
Centre for  
Public Engagement

# In-kind Contributions

It is important that organisations understand the value of each other's contributions to a partnership, collaboration or project. Whilst some costs are easily quantifiable (e.g. travel expenses, buying of equipment, or services) it is important that equal value is given to in-kind contributions made by each organisation. For example, if there is an event at a museum as part of the partnership, the university may pay for the catering, and the co-ordination and venue hire may be in-kind contributions offered by the museum. These need to be valued appropriately and not taken for granted.

Any form of partnership activity between organisations will have associated costs. These will typically include staff time and travel. As a partnership develops into collaborative activity or a specific project, costs such as resources, facilities, research, may be required. Even when the costs are not going to be covered from project-specific funding, they should be included in the project costing. Sustainable collaborations and partnerships are formed when each organisation understands the contributions that are being made.

## Costs to consider

- Specific staff playing an active role in the development and management of any museum-university project/collaboration or partnership
- The impact that any activity may have on an organisations 'core' activity e.g. a museum closing early to accommodate a new activity
- Use of facilities of the organisations involved including rooms; printers; research equipment
- Overtime, or any other additional staff costs
- Maintenance, alterations required to any exhibits/artefacts/installations used as part of a collaboration/project
- Students travel and/ or fees
- Additional insurance costs
- DBS checks, or other requirements needed to do the planned activities responsibly
- Equipment hire
- Print costs

## Actions to take

- Discuss and recognise each organisation's contribution to making the partnership a success
- Discuss and agree how the value of these contributions should be measured and monitored
- Review the contributions made by each organisation as part of the partnership monitoring process and consider risks and mitigations if for some reason a partner can no longer contribute as originally agreed
- Be clear about the benefits being realised from the partnership, and don't be afraid to consider whether the costs are proportionate to the benefits of working together



**National  
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The National Co-ordinating Centre for Public Engagement (NCCPE) is internationally recognised for its work supporting and inspiring universities to engage with the public. We work to change perspectives, promote innovation, and nurture and celebrate excellence. We also champion meaningful engagement that makes a real and valued difference to people's lives.

The NCCPE is supported by the UK Higher Education Councils, Research Councils UK and Wellcome, and has been hosted by the University of Bristol and the University of the West of England since it was established in 2008.

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The Museum-University Partnership Initiative (MUPI) was supported by public funding from Arts Council England. It sought to enable museums and universities to meet together and develop mutually beneficial partnerships. A range of resources have been created, drawing on the learning from the MUPI project. You can find all these resources on the NCCPE website.



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