

# Museum-University Partnerships

## Reporting Process Guidelines



National  
Co-ordinating  
Centre for  
Public Engagement

# MUPI Match Event: Reporting Guidelines

As part of the match process, you may wish to ask funded projects to submit a short final report.

## The report may include:

- Title of the project
- A one sentence summary of the project
- Regions covered by the project
- A list of project participants, e.g. Project Lead, Project Partners
- A list of other participants, e.g. any other organisations that were involved with, or reached through, the project, for example through events or communications.
- Who did the project engage? E.g. members of the public, school groups, or other communities including numbers.
- What the current status of their partnership is, asking them to consider:
  - What have they been able to achieve so far as part of the partnership?
  - To what extent they have met the objectives they wrote in their funding application form
  - If their objectives have changed since they started working together – How, why, and what kind of impact has this had on the partnership?
  - Are all the original partners still involved? If not, why not?
- Have they secured any additional resources or funding to enable you to continue with their project? If they have, ask for details of these, e.g. funder, funding programme, and amounts of funding; internal support; merging or participation in other projects; and so forth.
- What are their plans for the partnership over the next 6 months? How do they plan to fund them?
- What do they feel have been the highlights so far?
- What do they feel have been or are the biggest challenges (if any) to them successfully developing their partnership?
- How did they deal with these challenges?
- What benefits have working on their project brought to the people and organisations involved?

## Case Study

In addition to the Final Report you might like to ask projects to provide a short case study and at least one image. The case study could be about the whole project or focus on one or two aspects that they think would be relevant to share.



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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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