

**Important update for Museums making Accreditation returns or new applications in the coming months**

Museums making Accreditation returns/applications between now (mid October 2015) and the end of March 2015 should be aware that the Arts Council will be making changes to the online Accreditation forms on **23rd October 2014**, which will result **in any information currently stored via the online form being lost.**

It is essential that museums in making submissions imminently download the Word version of the form and use this to prepare answers. These can then be copied and pasted into the new online form when it is available after October 25<sup>th</sup> 2015. If you have information already saved in the online form, please copy and paste it into the Word version of the form and save it.

**On the 23rd October anything saved on the online form will be deleted so please make sure you have saved your data offline. This includes information in the free text boxes and all documents you may have attached.**

All museums affected should have received this information from the Accreditation team already, but please make sure that you have taken this into account when preparing to submit your return.