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**COLLECTIONS CARE GRANT SCHEME 2017/2018**

**GUIDANCE NOTES FOR APPLICANTS**

AIM is grateful to the Pilgrim Trust for funding the **AIM Collections Care Grant Scheme** (formally known as the Preventive Conservation Scheme) that is being run in association with the AIM **Remedial Conservation Grant Scheme** and the new for 2017, AIM ICON Pilgrim Trust **Collections Care Audit Scheme.**

This is a programme that has been set up to help small museums develop a more sustainable approach to the conservation and management of collections through improvements to collections care within their museum. The grants may enable museums to receive tailored, specialist advice about care of collections, or equipment to implement that advice. Funds may also support the training staff or volunteers to use new equipment, as well as its purchase, emphasising low cost solutions that can be easily understood. Better collections care supports museums' long-term sustainability. We are looking for projects that enable a step-change in the quality of collections care that a museum is able to provide.

Applicants may also wish to refer to the Success Guide to Collections Care in considering the needs of the collection and how they could be addressed.

<http://www.aim-museums.co.uk/content/success_guides/>

Examples of things we can consider support for include:

* Environmental surveys
* Obtaining professional advice to compile conservation and implementation strategies
* Environmental monitoring and control equipment
* Ultraviolet filters
* Integrated pest management
* Display cases and picture framing (where this is required for conservation reasons)
* Storage containers and packing materials
* Development of emergency plans
* Improvements to museum stores, especially to increase their capacity
* Equipment or other support for digitalisation projects where this aids conservation
* Training for volunteers or staff
* Collections audits and collection management plans

Applications should show how the proposed project fits with the Collections Care priorities of the museum as assessed through a collection care audit, collections management plan or other similar document. If the museum does not already have such an assessment, you are advised to consider applying for an AIM Collections Care Audit as a first stage.

<http://www.aim-museums.co.uk/content/collection_care_audits/>

The collections care audits provide a basic audit of collections care needs. If you know your museum requires a more indepth approach, you can apply directly for the necessary work through this grant scheme, but you should explain why you have chosen this route rather than applying for an AIM Collections Care Audit.

Professional conservation advice or advice from a professionally qualified adviser should be taken on the project you are submitting. Training or surveys should be undertaken by a conservator with experience in these areas. The conservator should be chosen from the ICON register [www.conservationregister.com](http://www.conservationregister.com) unless there are exceptional circumstances where this is not possible.

**ELIGIBILITY**

To be eligible for an AIM Collection Care Grant organisations must:

1. Be an AIM member
2. Be a registered or accredited museum, or be confident of achieving accreditation within two years

(if you are in the latter category AIM reserves the right to discuss your accreditation application

with the relevant authority)

1. Be a registered Charity, an associated charity can receive the grant on the museum's behalf, if the

museum itself is not a charity

1. Have fewer than 50,000 visitors p.a. OR a turnover of less than £300,000 p.a. (Please note in the

case of branch museums, the total turnover of the parent organisation must be less than

£300,000 p.a.)

1. Application to this scheme does not prevent museums applying to the Pilgrim Trust for other,

 unrelated projects

1. Applicants may apply to the scheme more than once for different projects

**SIZE OF AWARDS**

The maximum grant awarded will be £10,000. It is expected that the average grant awarded will be around £5,000. Grants of less than £1,500 will be paid in full on award; others will be paid 50% on award and 50% on completion and receipt of the conservator’s report. Applicants do not need to offer partnership funding although it will be welcome if they do. Bids may be made to part-fund larger schemes but not if that scheme is already being funded by the Pilgrim Trust.

**ELIGIBLE COSTS**

Project costs may include the conservator’s time and travel and/or purchase and installation of equipment and related supplies. Digitisation is only eligible where it is to fund digitising items that have been conserved.

If you are VAT Registered, recoverable VAT should be deducted from any invoices before claiming.

**CONDITIONS OF GRANT**

1. The museum is responsible for maintaining any equipment purchased through an AIM Collections

Care Grant. The Pilgrim Trust has the right to reclaim the grant if equipment is disposed of within 5 years of purchase.

1. The grant should be acknowledged in an appropriate manner stating, *“Supported by*

*a grant from the AIM Pilgrim Trust Collections Care Scheme*” and feature the AIM and Pilgrim Trust logo

1. The museum must supply a brief report (max 400 words) which may be published online or in the

AIM Bulletin, with any relevant photographs within 1 month of completion of the project.

1. If requested, applicants should provide information to the scheme’s external evaluator.

**APPLICATIONS**

Applications close on 31 March and 30 September 2017. They should be sent by email to the AIM Grants and Finance Officer aimadmin@aim-museums.co.uk Contact details can be found on the AIM website [www.aim-museums.co.uk](http://www.aim-museums.co.uk).

**Projects should, ideally, be discussed with the AIM Grants and Finance Officer prior to application. Please contact the Office by phone, 01584 878151 or by email** justeen@aim-museums.co.uk**.**

**MANDATORY ENCLOSURES (1 electronic version.)**

* **Quotations and Proposals (If Relevant): where relevant we expect a conservator to have assessed the subject of the application and provided a quotation and details of how it will be addressed?**
* **Conservators CV (If Relevant)**
* **Photos of the proposed project area: e.g. existing stores area or problem areas or cases, so that it is made clear the scale and particular areas of conservation concern.**
* **Organisation diagram: please indicate which posts, if any, are paid and the position of the project supervisor.**
* **Most recent annual report and accounts**

**ASSESSMENT CRITERIA**

* **The heritage importance of the collections**
* **Percentage of collections impacted**
* **Proposed project will address priority conservation needs and risk in the appropriate manner – refers to a Conservation Plan, Collections Management Plan, Collections Care Audit or similar**
* **That the project described represents good value for money and shows a clear business case**
* **That the conservator/professional is appropriate**
* **Value of grant in making a step change to collections care in museum**
* **Staff and volunteers have/will acquire the skills needed to develop more sustainable approaches to preventive conservation**

The AIM Grants & Finance Officer will acknowledge receipt of all applications, and will check that the project is eligible and may contact you to discuss any additional data needed.

Applications will be considered by a committee of AIM Councillors and independent experts. In the case of two applications assessed to be of similar strength, priority will be given to museums that have not previously had a grant from the AIM Pilgrim Trust schemes.

Applicants will be informed of the outcome within eight weeks of each closing date.

Successful applicants will receive a payment for 50% of the grant at the start of the project and 50% upon completion of the grant.

Unsuccessful applicants will be given reasons for their failure and an indication as to whether they can resubmit the same bid for any subsequent round.

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**COLLECTIONS CARE GRANT SCHEME 2 - 2017/2018**

**APPLICATION FORM**

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| Legal name of museum  |  |
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| Name of Museum if different from above |  |
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| Address |  |
|  |  |
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|  |  |
|  |  |
| Project leader |  |
|  |  |
|  |  |
| Role/Title within museum |  |
|  |  |
|  |  |
| Email |  |
|  |  |
|  |  |
| Phone |  |
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|  |  |
| Address if different from above  |   |
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| Grant payee /sort code/ account number | Payee  |
|  | Sort code Account number |
|  |   |
| Registered Charity number (if you are not a Registered Charity please enclose a copy of your constitution) |  |
|  |  |
| AIM membership number |  |
|  |   |
| Number of days open to the public in the last calendar year |   |
|  |   |
| Annual visitor numbers  |  |
|  |  |
| Annual Turnover |  |
|  |  |
| Registration/Accreditation Status/Number |  |
|  |  |
| If not Registered/Accredited target date for achieving this |   |
| Have you discussed the bid with the AIM Grants & Finance Officer?  | Yes/No (please cross out accordingly) |
|  |
| Is your organisation registered for VAT (if yes you should exclude the VAT that you can recover from your costings’) | Yes/No (please cross out accordingly) |
|  |  |
| What is the total project cost? How much money are you requesting from AIM?If this is not the total project cost, where will the balance come from? Indicate if these sums are secured or when they will be in place? | Total Cost of Project £ |
| Grant Sum Request £ |
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|  |  |
| Are the collections that will be affected by the project owned by the Museum/Trust | Yes/No (please cross out accordingly) |
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| What is the proposed start and end date for the work?  | Start date (*MM/YY)*:End date (*MM/YY)*: |
| The Chairman of Trustees or Company Secretary should sign below.I confirm that to the best of my knowledge all the information in this application is true. I declare that I am authorised to make this application and I accept the terms and conditions listed in the guidelines. |
| Signed |  |
|  |  |
|  |  |
| Full Name |  |
|  |  |
|  |  |
| Title |  |
|  |  |
|  |  |
| Date |  |
|  |  |

**GRANT PROPOSAL - ABOUT YOUR PROJECT**

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| 1. **Project Title.**
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| 1. **Description of the project:** Please give a brief description of your project – up to 300 words. This should include the reasons you wish to carry out the project, its place within your conservation plan (if you have one), supported by your assessment of the risk to your collections.
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| 1. **Description of Museum:** In up to 50 words please give a brief description of your museum, including what you are a museum of, when you were founded, whether you are volunteer or staff run etc.
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| 1. **Heritage importance and significance of the collections:** In no more than 200 words please describe the heritage importance and significance of the collection to be impacted.
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| 1. **What percentage of the collection impacted by the proposed project?**
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| 1. **What priority conservation needs and risk will the project address? - please refer to the conservation plan. (if you do not have a conservation plan – please advise)** Details of the planned work with quote for cost: please include/attach the proposed project plan and quotation.
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| 1. **Project Expenditure**

In order to show that the project represents good value for money and shows a clear business case, please provide a detailed breakdown of advice or support and/or equipment being purchased together with costs. itemising VAT where applicable and a quotation for proposed works if applicable. |
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| 1. **How will the project make a step change to collections care in the museum?**
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| 1. **That the conservator is appropriate**

Please give details of the Icon registered conservator and CV of the proposed conservator: if your quote is not from a conservator on the ICON register you will need to give reasons for this, as well as details of the skills and experience of the proposed conservator. |
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| 1. **Do staff and volunteers have or will they acquire the skills needed to develop more sustainable approaches to collections care? Please explain your answer.**
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| 1. **Public access: Please provide details of how the collections and areas involved will be accessed or used by the public**
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