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**AIM TRAINING GRANTS 2019**

**APPLICATION FORM & GUIDANCE NOTES**

AIM Training Grants are available to support member museums in developing the skills and expertise of their workforce (paid or voluntary). The purposes of AIM Training Grants are to promote best practice by supporting attendance at conferences and training courses. (Priority will be given to support conference attendance for the first time) Applicant museums must be AIM members and priority will be given to smaller museums receiving less than 20,000 visitors’ p.a.

**WHAT WE CAN SUPPORT**

We can grant aid fees, accommodation (only where distance travel is involved) and travel costs towards:

• Courses, seminars and workshops

• Museum conferences

• Museum study visits

• Mentoring placements

**The maximum grant is £300** and preference will be given to museums that have not previously received a training grant. We cannot support retrospective applications, nor applications for grants for an individual’s personal development, **that does not have a direct organisational benefit**.

**HOW TO APPLY**

Please complete the application attached and email it to the AIM Grants & Finance officer, Justeen Stone at: [justeen@aim-museums.co.uk](mailto:justeen@aim-museums.co.uk). Applications must be authorised by the Museum Manager or Chair

* Applications for 2019 will be considered on a monthly basis throughout the year with the exception of applications for funding to support attendance at the AIM National Conference 2019.
* **Applications must be submitted by the end of any calendar month. AIM will respond to applications within two weeks of the end of each month. (For example, we will respond to an application received by the end of March by the end of the second week of April).**
* **If, in exceptional circumstances, you need a quicker response (for example, because the event or opportunity was publicised at short notice), you must mark your application as URGENT when you email us.**
* **To apply for AIM Conference support, applications for the early bird rate only, need to be made by 30th April 2019.**
* Payment of grant, if awarded, will be made on receipt of a statement of expenses incurred, proof of expenditure, an image and a brief report of its value for possible inclusion in AIM Bulletin (max. 200 words).
* Payments cannot be made to individuals but must be made to the application organisation

Please note that a number of other museum organisations, including the Welsh Federation <http://www.welshmuseumsfederation.org/en/grants-landing/training-and-conference-grants.html> also provide grants towards training. AIM also provides support for conservation training through its Collections Care Grants Scheme funded by the Pilgrim Trust. For further details please visit our website: [www.aim-museums.co.uk](http://www.aim-museums.co.uk).

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| Name of Museum |  |
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| Address |  |
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| AIM Membership Number |  |
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| Email |  |
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| Phone |  |
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| Address if different from above |  |
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| Grant Payee Name (this can only be paid to the museum/organisation) |  |
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| Bank Sort Code and Account Number  (BACS payment required) |  |
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| Purpose of Grant |  |
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| How does the grant application relate to your organisation’s forward plan? |  |
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| Please identify at least one outcome from the training that will make a difference in your museum |  |
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| Name of person/s Attending |  |
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| Total cost of training including travel and accommodation.  **Please provide a brief breakdown of the expected costs**. |  |
| Sum requested from AIM | £ |

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| --- | --- |
| What is the proposed start date? | Start date (*MM/YY)*:  End date (*MM/YY)*: |
| 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 (Museum Manager/Chairman) |  |
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| Full Name |  |
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|  |  |
| Date |  |
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