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**AIM CONFERENCE ATTENDANCE SUPPORT GRANT 2020**

**APPLICATION FORM & GUIDANCE NOTES**

The AIM Conference Attendance Support Grant 2020 is available to support small member museums (less than 20,000 visitors’ p.a.) attending the AIM Annual National for the first time.

**WHAT WE CAN SUPPORT**

We can grant aid delegate fees, accommodation (only where daily  travel is not feasible) and travel costs towards the AIM National Conference

**The maximum grant is £300,** and preference will be given to staff members and volunteers of museums that have not previously attended the AIM Conference. We cannot support retrospective applications; we can only support multiple applications from one museum up to a total value of £300 per museum during the grant year.

**HOW TO APPLY**

Please complete the application attached and email it to the AIM Programmes & 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

* The closing date for applications for Conference Support Grants for the AIM National Conference 2020 at Port Sunlight is 30/04/20- grants will be awarded at the early bird rates.
* **Applications will be awarded based on 1) first time attendance 2) impact of attendance at conference on the member museum**
* Payment of grants, 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, such as the Welsh Federation <http://www.welshmuseumsfederation.org/en/grants-landing/training-and-conference-grants.html> and Museum Development also provide grants towards AIM conference attendance

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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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| Please identify at least one outcome from attending the AIM Conference that will make a difference in your museum |  |
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| Name of person/s Attending |  |
| Position within Museum |  |
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| Total expected cost including early bird conference fee, travel and accommodation.  **Please provide a brief breakdown of the expected costs**. |  |
| Sum requested from AIM | £ |

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| Have you booked your place at Conference? | 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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