



Association of
Independent
Museums

Helping Heritage
Organisations Prosper

COVID-19 ACTION CHECKLIST

ONE

Understand your cashflow. Check your overdraft facilities, reserves and insurance policies. Discuss your plans with your Board.

TWO

Use the Government's Job Retention Scheme (UK wide) - furlough staff if/where possible. [AIM members – use our free HR consultancy to help.](#)

THREE

If your rateable value is under £51k you're eligible for a grant of £10k or £25k from your Local Authority through the Retail, Hospitality and Leisure Grants.

FOUR

Plan for the yearlong Business Rates 'Holiday' - and assess its impact on your cashflow.

FIVE

Check your eligibility / apply for funding from ACE and/or NLHF (only 1 can be awarded) [AIM members – use our free 1-1 consultancies to help apply.](#)

FIVE A

In Wales? Talk to the Welsh Museums Federation about their Covid-19 Resilience Grant Scheme.

FIVE B

In Scotland? Talk to Museums Galleries Scotland about their Urgent Response Fund & Digital Resilience Fund.

SIX

Understand VAT deferral options and its impact on your cashflow.

SEVEN

Contact the HMRC 'Time to Pay' service 0800 024 1222 to explore options around paying other taxes.

EIGHT

Consider available Business Interruption loans from UK government and/or high street banks.

NINE

Research support for charities that may be available on a local or regional basis.

TEN

Protect your collections during closure.

ELEVEN

Scenario plan for future recovery. [AIM members – use our free 1-1 consultancies to help.](#)

TWELVE

Check your wellbeing and that of your team.

Above all, stay safe.

[#surviveandthrive](#)

Info, advice, free 1-1 consultancies and more available now at

www.aim-museums.co.uk/coronavirus-resources