



Association of
Independent
Museums

AIM TRAINING GRANTS 2021 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).

Applicant museums must be AIM members and smaller museums receiving less than 20,000 visitors' p.a.

WHAT WE CAN SUPPORT

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

- Courses, seminars and workshops, including online remote courses and training.
- Museum conferences (when conditions allow)
- Museum study visits (when conditions allow)
- 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**. 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. Applications must be authorised by the Museum Manager or Chair

- Applications for 2021 will be considered on a monthly basis throughout the year.
- **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.**
- 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> and Museum Development 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.

Name of Museum

Address

AIM Membership Number

Email

Phone

Address if different from above

Grant Payee Name (this can only be paid to the museum/organisation)

Bank Sort Code and Account Number (BACS payment required)

Purpose of Grant

How does the grant application relate to your organisation's forward plan?

Please identify at least one outcome from the training that will make a difference in your museum

Name of person/s Attending

Total cost of training including travel and accommodation.

Please provide a brief breakdown of the expected costs.

Sum requested from AIM

£

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)

Full Name

Date