****

**AIM TRAINING GRANTS 2022**

**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 priority is given to 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 Grants Administrator, Fiona Woolley, via [programmes@aim-museums.co.uk](mailto:programmes@aim-museums.co.uk). Applications must be authorised by the Museum Manager or Chair.

* Applications for 2022 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](http://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 |  |
|  |