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**COLLECTIONS CARE GRANT SCHEME**

**GUIDANCE NOTES FOR APPLICANTS**

AIM is grateful to the Pilgrim Trust for funding the **AIM Collections Care Grant Scheme** (formally known as the Preventive Conservation Scheme) that is being run in association with the AIM **Remedial Conservation Grant Scheme** and the AIM ICON Pilgrim Trust **Collections Care Audit Scheme.**

This is a programme that has been set up to help small to medium museums develop a more sustainable approach to the conservation and management of collections through improvements to collections care within their museum.

The grants will enable museums to receive tailored, specialist advice about care of collections, or equipment to implement that advice.

Funds can also support the training staff or volunteers to use new equipment, as well as its purchase, emphasising low-cost solutions that can be easily understood. In this way, many museums are now much better able to monitor the environment in which collections are stored and displayed and have improved the environmental conditions. All this also supports museums' long-term sustainability. We are looking for projects that enable a step-change in the quality of collections care that a museum is able to provide.

Applicants may also wish to refer to the Success Guide to Collections Care in considering the needs of the collection and how they could be addressed?

Examples of things we can consider support for include:

* Environmental surveys.
* Obtaining professional advice to compile conservation and implementation strategies.
* Environmental monitoring and control equipment.
* Ultraviolet filters.
* Integrated pest management.
* Picture framing (Where this is required for conservation reasons).
* Storage containers, chests and packing materials.
* Development of emergency plans.
* Improvements to museum stores, especially to increase their capacity.
* Equipment or other support for digitalisation projects where this aids conservation.
* Training for volunteers or staff.
* Collections audits and collection management plans for medium size museums.

Our priority for support is obtaining professional advice in compiling conservation and implementation strategies and training for volunteers.

Professional conservation advice or advice from a professionally qualified adviser should be taken on the project you are submitting. Training or surveys should be undertaken by a conservator with experience in these areas. The conservator should be chosen from the ICON register [www.conservationregister.com](http://www.conservationregister.com) unless there are exceptional circumstances where this is not possible.

**ELIGIBILITY**

To be eligible for an AIM Collection Care Grant, organisations must:

1. Be an AIM member
2. Be an accredited Museum or have been awarded ‘Working Towards’ status accredited museum (if you are in the latter category AIM reserves the right to discuss your accreditation application with the relevant body)
3. Have fewer than 50,000 visitors p.a. OR a turnover of less than £300,000 p.a. (Please

note in the case of branch museums, the total turnover of the parent organisation

must be less than £300,000 p.a.) Please base your visitor figures and turnover on

an average year pre-2020.

1. Application to this scheme does not prevent museums applying to the Pilgrim Trust

for other, unrelated projects.

1. Applicants may apply to the scheme more than once for different projects.

**SIZE OF AWARDS**

The maximum grant awarded will be £10,000. It is expected that the average grant awarded will be around £5,000. Grants will be paid 50% on award and 50% on completion and receipt of the conservator’s report. Applicants do not need to offer partnership funding although it will be welcome if they do so. Bids may be made to part-fund larger schemes but not if that scheme is already being funded by the Pilgrim Trust, a clear indication of who the additional funders are and when the funding will be in place will be required.

**ELIGIBLE COSTS**

1. Project costs may include the conservator’s time and travel and/or purchase and installation of equipment and related supplies.
2. Digitisation is only eligible where it is to fund the digitisation of items that are being conserved.
3. If you are VAT Registered, recoverable VAT should be deducted from any invoices before claiming.
4. We cannot support applications for in situ building conservation or routine maintenance.
5. The grant will NOT cover any costs for your own labour.
6. We cannot support the sole cost of specific collections appraisals or individual treatment proposals.

**GRANT PROCESS**

* The AIM Programmes & Finance Officer will acknowledge receipt of applications, check that the project is eligible and may contact you to discuss if any additional data needed.
* Applications will be considered by a committee of AIM Trustees and independent experts.
* Applicants will be informed of the outcome within eight weeks of each closing date.
* Unsuccessful applicants will be given reasons for the bid failure and an indication as to whether they can resubmit the same bid for any subsequent round.
* Successful applicants will receive a payment for 50% of the grant at the start of the project and 50% upon completion of the grant.

In the case of two applications assessed to be of similar strength, priority will be given to museums that have not previously had a grant from the AIM Pilgrim Trust schemes.

You may find it helpful to talk to your local Museums Development Officer (MDO) before making an application. They have considerable experience with grant applications and may be able to help with finding a suitable conservator or suggest how you might strengthen your application. We would be happy to advise you who best to contact for your area or visit: <https://mduk.org.uk/>

Do not send us supplementary documents unless they directly relate to your application. For example, if you are Accredited, we do not need policy documents relating to Accreditation. Unduly long applications are not necessarily helpful.

**CONDITIONS OF GRANT**

1. The museum is responsible for maintaining any equipment purchased through an AIM Collections Care Grant. The Pilgrim Trust has the right to reclaim the grant if equipment is disposed of within 5 years of purchase.
2. The grant should be acknowledged in an appropriate manner stating,

*“Supported by a grant from the AIM Pilgrim Trust Collections Care Scheme*” and

feature the AIM and Pilgrim Trust logo

1. The museum must supply a brief report (max 400 words) which may be published online or in the AIM Bulletin, with any relevant photographs within 1 month of completion of the project.
2. If requested, applicants should provide information to the scheme’s external evaluator.

APPLICATIONS

Applications should be sent by email to the AIM Programmes and Finance Officer [justeen@aim-museums.co.uk](mailto:justeen@aim-museums.co.uk) in PDF format.

Contact details can be found on the AIM website [www.aim-museums.co.uk](http://www.aim-museums.co.uk).

***Projects should, ideally, be discussed with the AIM Programmes and Finance Officer or the Programmes Manager prior to application.***

***Please contact the office by phone,*** ***0333 305 8060 or by email.***

**MANDATORY ENCLOSURES (PDF versions.)**

* Quotations and Proposals (If Relevant): where relevant we expect a conservator to have assessed the subject of the application and provided a quotation and details of how it will be addressed?
* Conservators CV (If Relevant)
* Photos of the proposed project area: e.g. existing stores area or problem areas or cases, so that it is made clear the scale and particular areas of conservation concern.
* Organisation diagram: please indicate which posts, if any, are paid and the position of the project supervisor.
* Most recent annual report and accounts

**ASSESSMENT CRITERIA**

* **The heritage importance of the collections.**
* **% of collections impacted.**
* **Proposed project will address priority conservation needs and risk in the appropriate manner – refers to the Conservation Plan.**
* **That the project described represents good value for money and shows a clear business case.**
* **That the conservator/professional is appropriate**
* **Value of grant in making a step change to environmental sustainability in museum.**
* **Staff and volunteers have/will acquire the skills needed to develop more sustainable approaches to preventive conservation.**

**APPLICATION FORM**

|  |  |
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| Legal name of museum |  |
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| Name of Museum if different from above |  |
|  |  |
| Address |  |
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|  |  |
|  |  |
|  |  |
| Project leader |  |
|  |  |
|  |  |
| Role/Title within museum |  |
|  |  |
|  |  |
| Email |  |
|  |  |
|  |  |
| Phone |  |
|  |  |
|  |  |
| Address if different from above |  |
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| Grant payee /sort code/ account number | Payee |
|  | Sort code Account number |
|  |  |
| Registered Charity number (if you are not a Registered Charity please enclose a copy of your constitution) |  |
|  |  |
| AIM membership number |  |
|  |  |
| Number of days open to the public in a normal (pre-2020) calendar year |  |
|  |  |
| Annual visitor numbers in an average year pre-2020 |  |
|  |  |
| Annual Turnover in an average year pre-2020 |  |
|  |  |
| Accreditation Status/Number |  |
|  |  |
| If not Accredited target date for achieving this? |  |
| Have you discussed the bid with the AIM Grants & Finance Officer? | Yes/No (please cross out accordingly) |
|  | |
| Is your organisation registered for VAT (if yes you should exclude the VAT that you can recover from your costings’) | Yes/No (please cross out accordingly) |
|  |  |
| What is the total project cost?  How much money are you requesting from AIM?  If this is not the total project cost, where will the balance come from? Indicate if these sums are secured or when they will be in place? | Total Cost of Project £ |
| Grant Sum Request £ |
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|  |  |
| Are the collections that will be affected by the project owned by the Museum/Trust? | Yes/No (please cross out accordingly) |
|  |  |
| What is the proposed start and end date for the work? | Start date (*MM/YY)*:  End date (*MM/YY)*: |
| The Chairman of Trustees or Company Secretary should sign below.  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 |  |
|  |  |
|  |  |
| Full Name |  |
|  |  |
|  |  |
| Title |  |
|  |  |
|  |  |
| Date |  |
|  |  |

GRANT PROPOSAL - ABOUT YOUR PROJECT

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| --- |
| 1. **Project Title.** |
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| 1. **Description of the project:** Please give a brief description of your project – up to 300 words. This should include the reasons you wish to carry out the project, its place within your conservation plan (if you have one), supported by your assessment of the risk to your collections. |
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| 1. **Heritage importance and significance of the collections:** In no more than 200 words Please describe the heritage importance and significance of the collection to be impacted. |
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| 1. **The percentage of the collection impacted by the proposed project?** |
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| 1. **What priority conservation needs, and risk will the project address? - please refer to the conservation plan. (if you do not have a conservation plan – please advise)** Details of the planned work with quote for cost: please include/attach the proposed project plan and quotation. |
|  |
| 1. **Project Expenditure**   In order to show that the project represents good value for money and shows a clear business case, please provide a detailed breakdown of advice or support and/or equipment being purchased together with costs. itemising VAT where applicable and a quotation for proposed works if applicable. |
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| 1. **Value of grant in making a step change to environmental sustainability** |
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| 1. **That the conservation advice is appropriate**   Please give details of the Icon registered conservator/advisor and CV of the proposed conservator: if your advice is not from a conservator on the ICON register you will need to give reasons for this, as well as details of their experience |
|  |
| 1. **That staff and volunteers have/will acquire the skills needed to develop more sustainable approaches to collections care.** |
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| 1. **Public access: Please provide details of how the collections and areas involved will be accessed or used by the public.** |
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