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**AIM COLLECTION CARE AUDIT SCHEME 2021**

AIM is thankful to the **Pilgrim Trust** for the continued, vital funding of the **AIM Collections Care Audit Scheme.** We work in partnership with Icon to maintain the list of Accredited Conservators (ACRs) who carry out the audits.

The purpose of this scheme is to enable small museums to have a basic, professional collections care audit, to identify key issues and priorities for the museum, overcoming the financial, geographic, and further barriers to accessing professional advice. This scheme is open to smaller AIM Members and is linked tothe **AIM Collections Care Grant Scheme.**

The Audits will:

* **Support the museum to care for its collection more effectively and efficiently in the long-term.**
* **Support the museum to meet the standards required for the Arts Council England Museum Accreditation scheme.**
* **Ensure that AIM Pilgrim Trust Collections Care grants are effectively used to fund the most important and urgent needs of applicant museums by giving museums the option to undertake an audit before making a full application to the AIM Collections Care Grant Scheme.**

ELIGIBILITY

To be eligible for an AIM Collections Care Audit your museum should:

1. Be an AIM member
2. Be an Accredited Museum or awarded ‘Working Towards’ status (if you are in the latter category AIM reserves the right to discuss your accreditation application with relevant body).
3. Be a registered charity. An associated charity can receive the grant on the museum's behalf if the museum itself is not a charity.
4. Have fewer than 20,000 visitors p.a. Please base your visitor figures on the visitors you have in an average year pre-2020 not those affected by Coronavirus and restrictions.
5. Application to this scheme does not prevent museums applying to the Pilgrim Trust for other, unrelated projects.

SIZE OF AUDIT

The funded support will be £1,100 (£366.67 per day) plus travel and VAT if necessary, to cover the costs of the accredited conservator undertaking the audit. Grants will be paid in full to the museum on agreement of the Audit and receipt of the conservator’s report. The grant pays for three days work, not all of which will be onsite at the museum.

**AUDIT PROCESS**

Museums will use the granted sum to appoint an Icon accredited conservator from the Icon shortlist, to undertake the audit. As part of this audit the conservator will produce a report making recommendations on future collections care and identifying elements where an application to AIM Collections Care Grant Scheme might be helpful. The audit is unlikely to include condition surveys on specific items but will look at the overall condition of the collections and make recommendations for more detailed follow up work as necessary. The grant pays for three days of an accredited conservator’s time:

* Day 1: Review of documentation and interviews with staff.
* Day 2: Visit the museum to undertake an audit.
* Day 3: Produce a short, written report, which highlights and prioritises the key actions which the museum should work towards, to improve the care of its collections.

The report will prioritise the actions both in relation to how urgent they are, how effective they are in moving the collections towards a stable condition or towards being able to be accessed and used, and how easy they are to achieve.

**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.
* The conservator most suited to carry out the audit will be contacted and advised of the project.
* The AIM Member will be allocated a conservator to undertake the work and will directly engage with the conservator; initially with a discussion by telephone to agree the scope of works, discuss any requirements or timings for the interviews and the museum visit.
* The AIM Member will agree the final brief, cost of travel, accommodation and VAT (if applicable) with the conservator and provide any documentation or previous reports to the chosen conservator for review.
* AIM Member to notify AIM of additional costs of travel, accommodation, and VAT (if required).
* After the conservator visit, the report will be provided to the museum with the appropriate findings and recommendations.
* Grants will be paid in full to the museum on receipt of the conservator’s report and claim form.

**CONDITIONS OF GRANT**

1. The museum must supply a claim form, a copy of the conservator’s report and invoice.
2. If requested, applicants should provide information to the scheme’s external evaluator.

GRANT CRITERIA

Applications will be scored against the following criteria:

* Heritage importance. Tell us why your collection is important - this could be national significance or for social and local history collections please tell us why it is important to your museum and your area.
* Urgency. Make a convincing case for why your project must be undertaken now.
* Current state of collections. Tell us about how you look after your collection now and what collections care issues you are already aware of.
* Percentage of the collection impacted.
* Have you used an accredited conservator before? If not please tell us of any barriers that have prevented this, for example financial or geographical.

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.

**APPLICATIONS**

Applications in PDF format should be emailed to the AIM Programmes & Finance Officer at both aimadmin@aim-museums.co.uk and justeen@aim-museums.co.uk

Please remember to email images of the stores and exhibition areas to be audited.

*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.*

**APPLICATION FORM**

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| --- | --- |
| Legal name of museum (beneficiary of Grant)  |  |
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| Legal name of applicant organisation (if not the beneficiary of grant) |  |
|  |  |
| Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Project leader |  |
|  |  |
|  |  |
| Role/Title within museum |  |
|  |  |
|  |  |
| Email |  |
|  |  |
|  |  |
| Phone |  |
|  |  |
|  |   |
| 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  |  |
|  |  |
| Accreditation Status /Number |  |
|  |  |
| If not Accredited target date for achieving this |  |
| 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.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 |  |
|  |  |
| 1. **Description of the need:** In 300 words include the reasons you wish to carry out the audit, how it fits into your conservation plan (if you have one), supported by your assessment of the risk to your collections
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| 1. Description of Museum:In 100 words please give a brief description of your museum, including what you are a museum of, when you were founded, whether you are volunteer, or staff run etc.
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| 1. The percentage of the collection impacted by the proposed audit
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| 1. Has there ever been a Collections Audit carried out previously, if so when? - What recommendations were made, were they carried out - if not, why were they not actioned? (300 words)You may include a copy of the previous audit report.
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| 1. Size of collection description of collection i.e. types of material/s /any problems aware of (300 words)
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| 1. Preferred Conservator (chosen from the AIM Collections Care Audit Shortlist)
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