**Brighter Day Grant Scheme**

**GUIDANCE NOTES FOR APPLICANTS**

AIM is grateful to the Arts Scholars Charitable Trust for funding the AIM Arts Scholars Brighter Day Grant Scheme (Collection Audit).

**Objectives of the Scheme**

The scheme has been developed to help museums recover from the ongoing effects of the Covid pandemic and enforced closures that have affected many in the sector, with a special focus on small museums and others that have found it difficult to access other support.

It is the aim of the scheme to enable museums to undertake work that has been put on hold due to a lack of resources, closure of buildings and lack of access to collections, the furloughing or loss of skilled staff or volunteers, or other consequences of the pandemic and its effects. These are all factors that have had an impact on museum collections throughout the country, worsening existing challenges.

The purpose of this scheme is to enable 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.

We are unable to fund collections audits where the museum does not hold artefacts falling into the areas of arts, social history, and antiquities, or the collection comes under Industrial Heritage or other collections not relevant to the Arts Scholars’ charitable purpose.

**ELIGIBILITY**

To be eligible for a Brighter Day Collections Audit Grant, organisations:

a) must be an AIM member.

b) do not need to be Accredited.

c) this grant scheme is open to local authority and independent museums that are registered charities.

d) there is no size restriction, but priority will be given to applications from small to medium sized museums.

e) application to this scheme does not prevent museums from applying to AIM for other, unrelated projects.

Priority will be given to organisations that have not received a Covid-related recovery grant from Arts Council England, National Lottery Heritage Fund, Culture Recovery Fund or other trusts’ Covid-related funds.

**SIZE OF AWARDS**

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 receipt of the conservator’s report and completed Grant Claim Form. The grant pays for three days’ work, not all of which will be onsite at the museum.

**GRANT PROCESS**

1. The AIM Grants Administrator will acknowledge receipt of the application, check eligibility and contact you if any additional supporting information or data is required.

2. Applications will be considered by a panel of AIM Board members and independent museum professionals.

3. Applicants will be notified of the outcome and given a permission to start date within 4 weeks of the panel meeting.

4. 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.

5. Successful applicants will receive a payment of 80% of the grant at the time of permission to start, and the final 20% upon completion.

6. When the project has completed, a Grant Claim Form will need to be submitted, with supporting documents, before final payment will be released.

7. Audit projects are expected to complete within 6 months of the grant award. Should a project overrun, applicants are expected to notify AIM immediately. AIM reserves the right to reclaim the grant for any project overrunning for more than 3 months without prior arrangement with the Head of Programmes.

Do not send supplementary documents if they do not directly relate to your application, unless requested by the Grants Administrator. For example, we do not need to see policy documents relating to Accreditation. You should keep to the word counts indicated as unduly long applications are not necessarily helpful.

**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 Arts Scholars Brighter Days 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.

**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 affected.
* **Have you used an accredited conservator before?** If not please tell us of any barriers that have prevented this, for example financial or geographical.

**APPLICATIONS**

Applications should be sent by email to Tonia Collett, tonia.collett@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 Grants Administrator or Head of Programmes prior to application. Please contact the office by email.***

**MANDATORY ENCLOSURES (PDF versions)**

* Photos of the museum/gallery/collections storage areas
* Organisation diagram: please indicate which, if any, positions are paid and the position of the project supervisor
* Most recent (previous year) annual reports and accounts

**ASSESSMENT CRITERIA**

* The current status of the museum following Covid-19 and any Covid-related funding accessed
* How the project will help the museum in Covid recovery and contribute to future sustainability
* That the project represents good value for money
* Where appropriate, that the project supports the care of eligible collections
* Where appropriate, that staff/volunteers will acquire relevant skills
* How the outcomes will be sustained in the future

**APPLICATION FORM**

|  |  |
| --- | --- |
| Legal Name of Museum |  |
|  |  |
| Name of Museum if different from above  |  |
|  |  |
| Address |  |
|  |  |
| Project Leader |  |
|  |  |
| Role/Title within Museum |  |
|  |  |
| Email |  |
|  |  |
| Phone |  |
|  |  |
| Registered Charity Number (if not a registered charity, please enclose a copy of the constitution) |  |
|  |  |
| Registered Company Number (if applicable) |  |
|  |  |
| Registered VAT Number (if applicable) |  |
|  |  |
| AIM Membership Number |  |
|  |  |
| Number of days open to the public (in a normal, pre-Covid calendar year) |  |
|  |  |
| Annual visitor numbers in an average, pre-2020, year |  |
|  |  |
| Annual turnover in an average, pre-2020, year |  |
|  |  |
| Have you discussed your project with a member of the AIM team? |  |
|  |  |
| Are the collections included in the audit process owned by the Museum/Trust? |  |

**The Chair of Trustees/Company Secretary/Museum Manager should sign the declaration below:**

I confirm that to the best of my knowledge, the information in this application is true and accurate. I declare that I am authorised to make this application and accept the terms and conditions listed in the guidelines.

|  |  |
| --- | --- |
| Signed |  |
|  |  |
| Name |  |
|  |  |
| Position/Role |  |
|  |  |
| Date |  |

**GRANT PROPOSAL – ABOUT YOUR PROJECT**

|  |
| --- |
| **1.** 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. |
|  |
| **2. Size of collection and description of collection i.e. types of material/s /any problems you are aware of.** **300 words** |
|  |
| **1. Description of the need:** in **300 words** include the reasons you wish to carry out the audit, the condition of the collections, how it fits into your conservation plan (if you have one), supported by your assessment of the risk to your collections |
|  |
| **3. Impact of Covid-19 on the museum’s future and delivery of its collections care strategy:** in no more than **400 words**. You can include staff furlough, loss of staff and skills. Please also include any Covid funding support received from sources including local authorities, Arts Council England, National Lottery Heritage Fund, Culture Recovery Fund or other trusts and foundations.  |
|  |
| **4. The percentage of the collection included in the audit.**  |
|  |
| **5. 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 should include a copy of the previous audit report. |
|  |

Supporting Documents:

[ ]  Governing constitution/mission statement

[ ]  Most recent Annual Report and Accounts

[ ]  Supporting images of the museum and/or collections (no more than 2 jpgs)

[ ]  Organisational diagram