**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.

**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 museums throughout the country, worsening existing challenges.

The fund can support the training of staff and/or volunteers (with a particular interest in upskilling individuals from communities currently under-represented in museum workforces), the purchase of new equipment or storage/display facilities, other care for objects such as conservation activity or the digitisation of collections.

Brighter Day is designed to enable museums’ long-term sustainability, in terms of collections, human resources, building and technology.

Examples of things we can consider for support include:

* Collections surveys and cataloguing to establish priority areas of collections care
* Conservation of artefacts within the collection. This can include paper archives, paintings, archaeology, textiles, jewellery, ceramics or other social history and arts and antiquities objects with a focus on decorative arts
* Digitisation of an archive or collection
* Improvement to gallery or storage areas that will enable collections to be displayed or stored in appropriate conditions
* Skills sharing and upskilling of existing staff and/or volunteer teams
* Creating training opportunities for people from backgrounds under-represented in museums, for example non-university or from culturally diverse backgrounds

We are unable to fund projects around industrial heritage or other collections without artefacts relevant to the Arts Scholars’ charitable purposes.

Grants can be applied for at a minimum of £1,500 and maximum of £8,000. Museums can only apply for 1 grant per round. Match funding is not required.

Our priority is ensuring museums at risk of closure, losing vital skills and knowledge, or suffering damage to the collections are supported to ensure future viability.

**ELIGIBILITY**

To be eligible for a Brighter Day grant:

a) applicants must be an AIM member.

b) applicants 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**

Grants will be awarded from a minimum of £1,500 up to a maximum of £8,000. Grants will be paid 80% on award and 20% on completion and receipt of the completed grant claim form and supporting documents. Applicants do not need to offer partnership funding although it may strengthen the application if they do so, especially where the request is for the maximum. Bids may be made to part-fund larger schemes but not if that scheme is already being funded by a Brighter Day grant. A clear indication of who the additional funders are and when funding will be in place will be required.

**ELIGIBLE COSTS**

Project costs may include:

* Conservator’s time and travel
* Purchase and installation of equipment and related supplies
* Digitisation software and equipment
* Specialist training providers
* New display cases or information boards
* If you are VAT Registered, recoverable VAT should be deducted from any invoices before claiming
* The grant can be used to cover staff, volunteer and project management costs

**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. Projects are expected to complete within 12 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 6 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.

**CONDITIONS OF GRANT**

Before applying, we advise that you consider whether you can meet the following conditions:

* The museum will be responsible for the long-term maintenance and update costs of any equipment purchased through an AIM Arts Scholars Brighter Day grant. AIM has the right to reclaim the grant if equipment is disposed of within 5 years of purchase.
* All projects will gratefully acknowledge that the supported project has been enabled by a grant from the Arts Scholars Charitable Trust. The grant must be acknowledged in an appropriate manner stating, “*Supported by a grant from the AIM and Arts Scholars Charitable Trust Brighter Day scheme”* and must feature the AIM and Arts Scholars logos. Acknowledgement guidance will be provided. AIM and Arts Scholars will have the right to publicise the grant and project and the recipient will support press and other communications by providing images or text as required.
* The museum must supply a completed Grant Claim Form, parts of which may be published by AIM in their communications. Any images supplied must be high-res jpegs. Supporting documents will also be required – a full checklist is on the Grant Claim Form.
* If requested, applicants will be expected to provide information to the scheme’s external evaluator.

**APPLICATIONS**

Applications should be sent by email to Tonia Collett, [tonia.collett@aim-museums.co.uk](mailto: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)**

* Quotations and proposals that relate to the proposed work
* Conservator’s CV, if relevant to project
* Photos of the proposed project/collections area, the museum and/or gallery
* 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? |  |
|  |  |
| What is the total project cost? (N.B. if VAT registered, please exclude recoverable VAT from your costings) |  |
|  |  |
| How much money are you requesting from AIM? |  |
|  |  |
| If not the total project cost, where is the balance coming from and has this been secured? |  |
|  |  |
| Are the collections affected by the project owned by the Museum/Trust? |  |
|  |  |
| What are the proposed start and end dates for the project? | Start:  End: |

**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.

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

**GRANT PROPOSAL – ABOUT YOUR PROJECT**

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| --- |
| **1. Project title (max 5 words)** |
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| **2. 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 Forward Plan (if you have one), supported by your assessment of the risk to the future sustainability of the museum. |
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| **3. Impact of Covid-19 on the museum’s future and delivery of its mission statement:** in no more than **400 words**. You can include staff furlough, loss of staff and skills, reduction in income and visitor engagement. 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. |
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| **4. How will the project help the museum in Covid recovery and contribute to future sustainability? 300 words.** Details of the planned work with quote for cost: please include/attach the proposed project plan and quotation. |
|  |
| **5. Project Expenditure**  In order to show that the project represents good value for money, 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. |
|  |
| **6. Where appropriate, how does the project support the care of eligible collections? 200 words**  Please give details of any 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. |
|  |
| **7. If the project is centred around training and skills sharing, please show how the training programme will be developed and delivered, the people involved in the delivery and the targets for engagement with the programme. 300 words** |
|  |
| **8. Public access: provide details of how the museum will be accessed via the public, both in person and online. 200 words** How many visitors do you anticipate in 2022 and will they engage with the project? |
|  |

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)

Quotations and proposals for work

Organisational diagram

Conservator’s CV (if applicable to application)