**AIM Pilgrim Trust Collection Care Application Form 2024**

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| Member Museum (Legal name of grant beneficiary) |  |
|  |  |
| Name of Museum (If different from above)  |  |
|  |  |
| Address |  |
|  |  |
| Project Leader |  |
|  |  |
| Role/Title within Museum |  |
|  |  |
| Email |  |
|  |  |
| Phone number |  |
|  |  |
| AIM membership number / Category |  |
|  |  |
| Charity number / Status |  |
|  |  |
| Company number (if applicable) |  |
|  |  |
| VAT number (if applicable) |  |
|  |  |
| Number of staff/ volunteers |  |
|  |  |
| Number of days open to the public  |  |
|  |  |
| Annual visitor numbers  |  |
|  |  |
| Annual turnover in an average year |  |
| Accreditation status/number |  |
|  |  |
| If not Accredited, do you have a target date for achieving this? |  |
|  |  |
| 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 or Company Secretary 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 I have read the grant guidance notes.

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

**AIM Pilgrim Trust Collection Care Project Proposal**

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| **1. Project Title** (maximum 10 words) |
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| **2. Description of the project.** Please give a brief description of your project, including the reasons you wish to carry it out. (up to 150 words) |
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| **3. Can you tell us how much of the collection will be impacted by the proposed project?** Please provide your answer in percentages and number. i.e., 80% of the stored collections, 600 pieces |
|  |
| **4. Project Expenditure.** In order to show that the project represents good value for money and shows a clear business case, please provide a breakdown of the project costs, itemising VAT where applicable. Where applicable detailed budgets, plans and quotes should be sent as supporting documents when submitting your application.  |
|  |
| **5. Conservator/ Specialist Advice.** Please give details of the Icon registered conservator/advisor. 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.  |
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| **6. Collection Significance.** Tell us about your collections and why they are important to your museum and your area. (up to 200 words) |
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| **7. Urgency.** What is the problem you are seeking to address? Why is it a priority to undertake the collections care project now? Remember to reference specialist advice received and include details of quotations and project plans with your supporting documents. (up to 200 words) |
|  |
| **8. Condition.** Tell us about the current state of your collections. How do you look after yourcollection and what collections care issues are you are already aware of. (up to 200 words) |
|  |
| **9. Improve.** How will the collection be preserved, maintained, and enhanced by the project? (up to 200 words) |
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| **10. Impact.** What will the long-term impact of the collection care project be on your organisation? (up to 200 words) |
|  |

**Supporting Documents:**

[ ]  Governing Constitution/Mission Statement

[ ]  Most recent Annual Report and Accounts

[ ]  High resolution supporting images of the museum and/or collections (minimum 2)

[ ]  Quotations and Proposals

[ ]  Organisation Diagram

[ ]  Project Plan (if applicable)

[ ]  Detailed Project Budget (if applicable)

Email applications in PDF format to Fiona Woolley the AIM Grants Administrator. Please remember to include the supporting documents and submit to programmes@aim-museums.co.uk.