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

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| Member Museum  (Legal name of grant beneficiary) |  |
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| 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) |
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| **8. Condition.** Tell us about the current state of your collections. How do you look after your  collection 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) |
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**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](mailto:programmes@aim-museums.co.uk).