

AIM Pilgrim Trust Remedial Conservation Grant (2023-2025) Applicant Guidance Notes

Who can apply for an AIM Pilgrim Trust Remedial Conservation Grant?

The grant is intended to support the conservation and preservation of accessioned objects, in any media, in small and medium museum collections. Please note that larger museums are encouraged to apply direct to the Pilgrim Trust for conservation funding. Conservation work should be carried out by a conservator chosen from the ICON register, unless there are exceptional circumstances where this is not possible.

Eligibility Criteria

- Be an AIM member.
- Be a UK registered charity or,
- An organisation with exempt charitable status or,
- A recognised public body i.e., Local Authority Museum
- Be a small or medium museum.
- Have fewer than 50,000 visitors p.a.

How much funding can eligible museums apply for?

The maximum grant available is £10,000.

Can the grant be used as match funding?

Yes, bids may be made to part-fund larger schemes, but not if that scheme is already being funded by the Pilgrim Trust. A clear indication of who the additional funders are and when the funding will be in place will be required.

When is the grant paid?

Grants will be paid 50% on award and 50% on completion. To claim the final payment, grant recipients will need to send in their completed claim form, evidence of expenditure on the project and the relevant supporting documents. If you are VAT Registered, recoverable VAT should be deducted from any invoices before claiming.

What type of projects can the AIM Pilgrim Trust Remedial Conservation grant fund?

The grant is available to support the remedial conservation treatment of accessioned objects owned by the applicant organisation. Following conservation, the object must be put on public display for an appropriate period, having due regard to its sensitivity and care. Please note that whilst we expect museums to have a conservation plan, the object does not have to be the most at risk in the collection. However, the reason for your choice must be made clear in your application; for example, the object might be planned for use in a temporary exhibition.

In exceptional cases the grant can be used to support the production of mounts where they are integral to the preservation of the object. For example framing of a watercolour post conservation treatment to protect it from further damage, or the mounting of a conserved textile.

We cannot fund conservation projects arising from accidental or wilful damage to museum objects, nor can we support applications for in situ building conservation or routine maintenance.

Choosing a Conservator

Conservators should be selected from the ICON register www.conservationregister.com; unless there are exceptional circumstances where this is not possible. To help applicants we also publish a list of ICON accredited conservators that have worked with AIM members and are familiar with the grant scheme on the grants page.

ICON publish a useful guide to conservation terminology. [Conservation glossary \(icon.org.uk\)](http://www.icon.org.uk)

Application Support

The AIM programmes team are happy to advise on applications and encourage applicants to discuss projects with us before applying for grants via email or during a 1-2-1 session. Contact the AIM Grants Administrator Fiona Woolley on programmes@aim-museums.co.uk if you would like to discuss an application or access additional support.

You may find it helpful to talk to your local Museums Development Officer (MDO). The contact details for your regional office can be found here <https://mduk.org.uk/>. 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.

Application Process

- 1) The AIM Grants Administrator will acknowledge receipt of applications, check that the project is eligible and may contact you to request additional supporting documents if they are missing from your submission.
- 2) A committee of 4-6 AIM Trustees and independent experts will consider applications approximately 4 weeks later.
- 3) NEW Spring 2024 - A second stage of virtual interviews will be held one week after the first panel meeting, for invited collections care and remedial conservation applicants, so they can talk to the panel about their project.
- 4) 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.
- 5) Applicants will be told the outcome of their application 4-6 weeks after the closing date of the grant round.
- 6) 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.
- 7) Successful applicants will receive an email with a letter attached detailing the award offer and grant conditions.
- 8) The applicant is responsible for completing the project as outlined in the application.
- 9) If the applicant finds that there is the need to alter aspects of the project, then they are required to contact AIM to discuss and agree amendments.
- 10) The applicant organisation will need to submit the claim form, supporting documents and evidence of expenditure to claim the final portion of the grant within 12 months of the award being made.
- 11) The final payment will be up to 50% of the grant award and is based upon the overall expenditure on the project.

Grant Scoring Criteria

Applications will be scored against the following criteria:

- 1) **Collection Significance.** Tell us why the object you are seeking to be conserved is important to your museum and your area.
- 2) **Urgency.** What is the problem you are seeking to address? Why is it a priority to undertake the remedial conservation project now?
- 3) **Condition.** Tell us about the current condition of the collection. How do you look after your collection and what collections care issues are you already aware of.
- 4) **Improve.** How will the object be conserved and preserved by the project? What has the conservator recommended in their treatment proposal?
- 5) **Impact.** What will the long-term impact of the conservation project be on your organisation?

How do I apply?

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.

Application Deadlines (2023-2025)

The grant deadlines will be 5pm on the last Friday in March for the Spring round and 5pm on the last Friday in September for the Autumn round.

Supporting Documents

- 1) Quotations and Treatment Proposals: we expect a conservator to have physically assessed the object and provided a quotation with a summary of the work they plan to undertake.
- 2) Professional Expertise: CV/ link to their website to show that they are qualified and suitable to do the work.
- 3) High resolution photos of the object that illustrate the scale of the conservation problem.
- 4) Organisation diagram: please indicate which posts, if any, are paid and the position of the project supervisor.
- 5) A copy of your most recent audited accounts, or a link to the charity commission website if they are available online.

Conditions of the Pilgrim Trust Collection Care Grant Award

- 1) The Pilgrim Trust has the right to reclaim the grant if the conserved object is disposed of within 10 years.
- 2) The grant should be acknowledged in an appropriate manner stating, "Supported by a grant from the AIM Pilgrim Trust Remedial Conservation Scheme" and feature the AIM and Pilgrim Trust logo on associated labels and/or panels. Guidance on how to acknowledge AIM grants can be found on the AIM website; [Acknowledging AIM support - AIM - Association of Independent Museums \(aim-museums.co.uk\)](https://www.aim-museums.co.uk/acknowledging-aim-support).
- 3) The project should be completed within 12 months of the award being made, unless there are exceptional circumstances of which AIM staff have been made aware of which prevent this.
- 4) The museum must supply a brief report (max 400 words) which may be published online or in the AIM Bulletin, with any relevant photographs, within 1 month of completion of the project.
- 5) All museums must supply a copy of the conservation report and relevant photography with their final grant claim.
- 6) If requested, applicants should provide information to the scheme's external evaluator.
- 7) AIM works with 360Giving to share open data about Pilgrim Trust grant recipients and their projects.

Pilgrim Trust Grants Frequently Asked Questions - Is my project eligible for funding?

We have included the most frequent questions asked by applicants that may help you understand if your proposed project is eligible for funding. You can also look at the case studies section on the AIM website for past projects to inspire your own application.

The museum has received a Pilgrim Trust grant before.... can we apply again?

Yes, applicants may apply to the scheme more than once for different projects. The assessment panel like to see repeat applications from museums that build upon the recommendations of accredited conservation professionals.

Can museum staff costs be included in the project budget?

No, the grant scheme cannot be used to cover any of your own labour costs or backfill costs for staff to manage a project.

What are the professional expertise costs that can be included in the project budget?

Project costs may include the conservator's labour and materials, transport (including specialised packing) and reassembly.

Can the grant be used to fund exhibition costs?

No, the Pilgrim Trust grants are provided to support the costs of conservation, restoration and preservation of museum collections only.

Can the AIM Pilgrim Trust grants be used to fund an object treatment proposal?

No, the grant cannot be used to support the sole cost of specific collections appraisals or individual treatment proposals.

Where can I go to for advice on large object conservation?

We would recommend that members read the ABTEM 'Guidelines for the Care of Working and Historic Objects'. [124317-abtem-guidelines-booklet.pdf \(wordpress.com\)](https://www.abtem.org.uk/abtem-guidelines-booklet.pdf)