

Brighter Day Grant Scheme 2021-2024

GUIDANCE NOTES FOR APPLICANTS

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

1. Priority of the grant scheme

Our priority is ensuring museums at risk of closure, losing vital skills and knowledge, or unable to provide effective collections care, are supported to ensure future viability. The scheme has a special focus on small museums and others that have found it difficult to access support. The fund will support education, training, curation, and exhibition projects that address collections care and sustainability of historic and decorative arts collections.

2. Eligibility

To be eligible to apply for the AIM Brighter Day grant:

- 1) Applicants must be an AIM member.
- 2) Applicants must have historic and decorative arts collections that meet the charitable purposes of the Arts Scholars Charitable Trust.
- 3) This grant scheme is open to local authority and independent museums that are registered charities and those operating with charitable purposes for clear public benefit.
- 4) There is no size restriction, but priority will be given to applications from small to medium sized museums with under 50 thousand visitors per annum.
- 5) Application to this scheme does not prevent museums from applying to AIM for other, unrelated projects.
- 6) Priority will be given to organisations that find it difficult to access other sources of funding.

3. What we will fund

This fund will support museums to achieve one or more of the following outcomes.

- 1) Carrying out collections surveys and cataloguing to establish priority areas of collections care.
- 2) Conservation of artefacts within the collection. This can include paper archives, paintings, archaeology, textiles, jewellery, ceramics etc. This may refer to physical work to the items or digitisation of an archive to avoid future wear and tear to the collection.
- 3) Improvement of galleries or storage areas that will enable collections to be held in appropriate conditions.
- 4) Skills sharing and upskilling of museum staff and volunteer teams with an emphasis on upskilling which leaves a legacy in the organisation
- 5) Creating training opportunities for people from backgrounds under-represented in museums, for example non-university or from a culturally diverse background
- 6) In the current economic circumstances, to support organisational sustainability through back of house and collections care projects.

4. Developing your project

The Arts Scholars Charitable Trust is committed to supporting the historic and decorative arts. In your application please describe your collection and show how your project meets the Arts Scholars objectives of supporting education, training, curation and/or exhibition of historic and decorative arts collections. The fund will not support projects around industrial heritage or other collections not relevant to the Arts Scholars' charitable purposes.

Examples of projects that we can consider for support include:

- Work that will improve collections care and reduce energy use and costs
- Improvements to gallery or storage areas that enable collections to be displayed or stored appropriately
- Purchase of equipment for storage and display of historic and decorative art collections
- Business reviews that consider how collections can be used to increase visitors and income
- Digitisation of historic and decorative art collections
- Upskilling and skill sharing for staff and volunteers in ways that will leave a legacy for your organisation
- Creating training opportunities for people from backgrounds under-represented in museums, for example non-university or from culturally diverse backgrounds

5. Eligible costs

Project costs may include:

- Purchase and installation of equipment and related supplies
- Digitisation software and equipment
- Specialist training providers
- New display cases or information boards
- Building work
- VAT (If you are VAT Registered, recoverable VAT should be deducted from any invoices)
- The grant can be used to cover staff, volunteer, and project management costs

6. How much can applicants apply for?

Grants of £1,500 to £8,000 can be applied for. Museums can only apply for one grant per round. Grants will be paid 80% on commencement and 20% on completion, or part thereof, on receipt of the grant claim form and supporting invoices and documents.

Match funding is not required, but it may strengthen the application, 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 an AIM grant. A clear indication of who the additional funders are and when funding will be in place will be required.

7. Application support

Prospective applicants are encouraged to contact the AIM Grants Administrator, Fiona Woolley, on programmes@aim-museums.co.uk or 07784 359247 before applying to the scheme.

8. Grant process

- 1) Round three will open to applications on **Thursday 19 October 2023**.
- 2) Applications will close at 5pm on **Friday 8 December 2023**.
- 3) The AIM Grants Administrator will acknowledge receipt of the application, check eligibility, and contact you if any additional supporting information or data is required.
- 4) Applications will be considered by a panel of AIM Board members and independent museum professionals in mid-January 2024.
- 5) Applicants will be notified of the outcome and given a permission to start date within 2 weeks of the panel meeting.
- 6) Unsuccessful applicants will be given reasons for the bid failure.
- 7) Successful applicants will receive a payment of 80% of the grant on commencement and the final 20%, or part thereof, upon completion.

- 8) Round three funded projects are expected to be completed within 10 months of the award being made. **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, Margaret Harrison.**
- 9) A grant claim form will need to be submitted with supporting documents before the final payment is released. **NB: All grants need to be completed and claimed by Friday 29 of November 2024.**

9. Conditions of grant

- 1) All recipients will acknowledge that the project has been enabled by a grant from the Arts Scholars Charitable Trust Brighter Day scheme. The grant must be acknowledged in an appropriate manner, i.e. on a panel, label, website, social media, by stating,
“Supported by a grant from the AIM and Arts Scholars Charitable Trust Brighter Day scheme”
The acknowledgement must feature the AIM and Arts Scholars logos. Further guidance can be found online. [Acknowledging AIM support - AIM - Association of Independent Museums \(aim-museums.co.uk\)](https://www.aim-museums.co.uk/acknowledging-aim-support)
- 2) To submit the Grant Claim Form, including the short report suitable for publication in the AIM Bulletin or in AIM’s digital media, and that this report or extracts from it may be published by AIM in both the AIM Bulletin, in AIM Marketing Materials and on its website, and by the Arts Scholars Charitable Trust on its website, in newsletters, or other communications.
- 3) That AIM, the Arts Scholars and 360Giving are permitted to publish the open data on the grant (organisation, project title, case study, and grant award) in their future reports, marketing, and publicity of grant recipients.
- 4) To submit a minimum of 2 high quality jpeg images (2MB) of the project, with credits, for use by AIM and Arts Scholars in their communications.
- 5) To submit a full statement of expense and relevant supporting invoices.
- 6) To notify AIM of any unforeseen delay to the estimated date of completion. AIM reserves the right to withdraw the grant if projects overrun more than 6 months without prior notification.
- 7) To return to AIM within 1 month of completion, or cancellation of the project, any unspent portion of the grant.
- 8) The museum is responsible for maintaining 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.
- 9) The final claim amount, or part due thereof, will be based on invoices that match the budget breakdown as presented on the claim form to the value or part thereof of the project grant.
- 10) 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.

10. Supporting documents

The following supporting documents should be sent with your application.

- Governing constitution/mission statement
- Most recent (previous year) annual report and accounts
- Supporting images of the proposed project/collections area/museum (minimum 2)
- Quotations and proposals that relate to the proposed work.
- Organisation diagram: please indicate which, if any, positions are paid, and the position of the project supervisor.

11. Grant Assessment Criteria

The grant panel will assess all applications using the following criteria.

- 1) The current status and viability of the museum and how the project will help the future sustainability of the museum.
- 2) The urgency of your project
- 3) How collections care will be improved, and that suitable professional advice has been received to support the project proposal.
- 4) That the project represents good value for money.
- 5) Relevance of the collection to the Arts Scholars Charitable Trusts objectives.
- 6) The legacy of the project and how the outcomes will be sustained in the future.

12. Round 3 application deadline

The application deadline for round three is 5pm on **Friday 8 December**. Applications and supporting documents in PDF format, should be sent to Fiona Woolley, Grants Administrator at programmes@aim-museums.co.uk.