

## AIM TRAINING GRANT 2024 - GUIDANCE NOTES

### SUMMARY

AIM Training Grants are available to support member museums to develop the skills and expertise of their workforce, both paid and voluntary. AIM member organisations can apply for funding, up to £350 per organisation per year, to support training and development. We can support costs related to fees, accommodation, (where distance travel is involved), and environmentally sensitive travel.

### WHAT WILL THE AIM TRAINING GRANT FUND?

The grant can be used to fund:

- Attendance of courses, seminars, and workshops
- Online remote courses and training
- A bursary to attend the AIM National Conference in June 2024
- Subject specialist training
- Museum study visits
- Mentoring placements

### AIM NATIONAL CONFERENCE 2024 BURSARY

This year we are offering 15 bursaries to attend AIM National Conference. The 2024 conference will take place at the Black Country Living Museum, on Thursday 13 and Friday 14 June. The bursary will provide a ticket to attend both days of the conference and the social events taking place on Wednesday 12 and Thursday 13 of June. In addition, bursary applicants can request funding of up to £200 towards accommodation and travel costs associated with attending the conference.

AIM National Conference 2024 is taking place at the Black Country Living Museum, Discovery Way Dudley, DY1 4AL [Home - Black Country Living Museum \(bclm.com\)](https://www.bclm.com)

### ELIGIBILITY CRITERIA AND GRANT CONDITIONS

- Applicant museums must be AIM members and priority is given to smaller museums, staff members and volunteers that have not previously received a training grant.
- We cannot support retrospective applications for funding for training that has taken place or that has been booked prior to the funding being applied for/awarded.
- We can support multiple training grant applications from one museum up to a total value of £350 per museum per year.
- Organisations/ Recipients of a bursary will not be able to apply for an additional Training Grant in 2024.
- Applicants are encouraged to only seek the funding they need and to round the amount requested to the nearest zero or five.
- Payment of grant funding, if awarded, will be made retrospectively on receipt of a statement of expenses incurred, proof of expenditure, an image, and a brief report of its value for sharing on AIM channels/Bulletin.
- Payment of grants can only be made to the AIM member organisation.
- AIM training grants awarded in 2024 need to be completed and claimed before Monday the 16 December 2024.

### HOW TO APPLY

Please complete the application form and email it to the AIM Grants Administrator, Fiona Woolley, via [programmes@aim-museums.co.uk](mailto:programmes@aim-museums.co.uk). Applications must be authorised by the Museum Manager or Chair.

Applications must be submitted by the end of the calendar month. AIM will acknowledge receipt of your application and respond with the outcome within two weeks of the end of the next month. If your request is urgent, please mark your application as URGENT when you email us.