

AIM TRAINING GRANT 2025 - 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
- Subject specialist training
- Museum study visits
- Mentoring placements

We regret that we are unable to fund:

- Conference tickets/expenses (*Please see our separate AIM National Conference Bursary grant scheme*).
- Individual continual professional development where there is no organisational benefit.
- Retrospective applications for funding for training that has taken place or that has been booked prior to the training grant being applied for/awarded.

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 can support multiple training grant applications from one museum up to a total value of £350 per museum per year.
- Organisations/ recipients of an AIM National Conference bursary will not be able to apply for an additional Training Grant in 2025.
- 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 for use in 2025 need to be completed and claimed before Monday the 15 December 2025.

HOW TO APPLY

Please complete the application form and email it to AIM's Programmes and Grants Officer, Fiona Woolley at programmes@aim-museums.co.uk. Applications must be authorised by the Museum Manager or Chair.

Applications should be submitted by the end of the calendar month. Applications are reviewed on the first Tuesday of each month with decisions shared shortly afterwards by email. If your request is urgent, please mark your application as URGENT when you submit it for consideration.

GRANT PAYMENT

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 the grants value for sharing on AIM channels/bulletin (max. 200 words). Grant payments can only be made to the AIM member organisation. AIM training grants awarded for use in 2025 need to be completed and claimed before the 15 December 2025.