**Museum Fundamentals 2025 Expression of Interest Form**

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| --- | --- |
| Member Museum (Legal name of grant beneficiary) |  |
| 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/expected project cost? (N.B. if VAT registered, please exclude recoverable VAT from your costings) |  |
| How much money are you requesting? |  |
| 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? |  |
| Is the building affected by the project owned by the Museum/Trust? |  |
| What is the proposed start date? |  |
| What is the proposed end date? |  |

**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 Museum Fundamentals 2025: Expression of Interest Form**

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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 100 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. Professional Expertise.** Has your project been developed following the advice of an accredited conservator or another relevant specialist? For example, the project may have been advised by an accredited conservator following a Pilgrim Trust funded Collections Care Audit. (up to 100 words) |
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| **5. Project Expenditure** (Please indicate the proposed areas of expenditure.) |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funder** | **Project Focus** | **Activity** | **Tick** | **Total** |
| **A** | **Collections Care** | **Professional Expertise:**Obtaining professional advice to compile conservation and implementation strategies.Conservator led training for staff and/or volunteersEnvironmental surveysDevelopment of Emergency PlansDevelopment of Collection Management Plans**Collection Care Improvements/ Equipment:**Environmental monitoring and control equipmentLight Management; UV filters, solar film, blindsIntegrated Pest Management (IPM)Storage containers and packaging materials |  |  |
| **A** | **Remedial Conservation**  | **Professional Expertise:**Employing an ICON accredited conservator to undertake remedial object conservation. |  |  |
| **A** |  | **Pilgrim Trust Total (up to £10,000)** |  | **£** |
| **B** | **Collections Care**  | **Collection Care Improvements/ Equipment:**Purchase of equipmentSmall scale building work to improve the condition of collections.Improvements to heating, lighting and other building services that lead to improvements in collections care.**Professional Expertise:**Specialist technical advice, for example conservation treatment proposals. |  |  |
| **B** | **Collections Documentation** | Specialist advice and other activities to support collections review.Documentation materials and equipmentCollections management software |  |  |
| **B** | **Access to Collections** | Collections researchOnline access to collectionsCosts associated with the production of new displays and interpretation. Including, digitisation, photography, mounts and cases. |  |  |
| **B** | **Raising Capacity** | Staff costsVolunteer recruitment and expenses |  |  |
| **B** |  | **Julia Rausing Trust Total (up to £10,000)** |  | **£** |
| **A+B** |  | **Project Budget (max £20,000)** |  | **£** |

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| **6. Collection Significance.** Tell us about the object/collection that is the focus of the project and why it/they are important to your museum and your area. (up to 100 words) |
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| **7. Urgency.** What is the problem you are seeking to address? Why is it a priority to undertake the Museum Fundamentals project now? (up to 100 words) |
|  |
| **8. Improve.** Tell us how your project will achieve one or more of the following: improvements to collections care, improvement in the condition of collections, improved accountability for collections, improved physical or intellectual access to collections. (up to 100 words) |
|  |
| **9. Skills Development.** Tell us how your project will lead to the development of new skills and an increase in knowledge and confidence for staff and/or volunteers. (up to 100 words) |
|  |
| **10. Impact.** What will the long-term impact of the Museum Fundamentals project be on your organisation? (up to 100 words) |
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**Supporting Documents:**

[ ]  High Resolution Images (minimum 2)

[ ]  Conservation Treatment Proposals (where relevant to the project)

Email applications in PDF format to Fiona Woolley, AIM’s Programmes and Grants Officer. Please remember to include the supporting documents and submit to programmes@aim-museums.co.uk.