**Expression of Interest: GEM Conference 2019**

In order to support training opportunities for [Accredited museums, and those museums formally working towards Accreditation](http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/accreditation-statistics/) (excluding museums in receipt of National Portfolio Organisation funding) in the South West, South West Museum Development (SWMD) is offering a grant to attend the **2019 Group for Education in Museums Conference** between **Wednesday 11 September – Friday 13 September 2019**, at Torquay Museum.

Applicants can apply for travel and accommodation support for attendance at this event. Only one grant application can be made per organisation. The applicant must have the permission of their Line Manager to attend. Full attendance to the conference will be covered by [GEM](https://gem.org.uk/).

As a condition of grant applicants are committed to writing a short summary of their experience to be published online via the GEM Journal, GEM website and as a case study on the [South West Museum Development website](file:///C%3A%5CUsers%5CBRSS3AM%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C5RAKAKAZ%5Csouthwestmuseums.org.uk).

**How to apply for a travel and accommodation grant**

If you wish to apply, please fill out the form below and send to the central office at museum.development@bristol.gov.uk by **5pm Friday 23rd August 2019**. Your application will be dealt with by South West Museum Development who will notify you within two weeks of submission whether your application has been successful.

**Deadline: 5pm Friday 23rd August 2019**

You can claim up to the value of your grant back using the form on page 2 of this document, upon receipt of your booking/s and expenditure after the event has taken place. Payment will be issued within one month of claim receipt subject to satisfactory claim.

|  |
| --- |
| *Please fill out and return application below via email to* *museum.development@bristol.gov.uk* |
| **Name of applicant** |  |
| **Name and address of organisation** |  |
| **Accreditation status** |  |
| **Contact email** |  |
| **Contact telephone** |  |
| **Name of Line Manager** |  |
| **Contact email of Line Manager (Must be a work email address)** |  |
| **Permission of Line Manager to attend** | **YES/ NO** Please delete as appropriate  |
| **Grant value applied for***e.g. £75* |  |
| **Breakdown of claim***(E.g. Return train Bristol to Torquay £40 and room booking at hotel £35).* |  |
| **Please tell us:** * How your attendance fits with your Museum’s training plan
* How you would apply your learning from the course within your museum’s work  (show links, where possible, to your museum’s forward planning)
* Confirmation that you would report back on an aspect of the Symposium via a written report for SWMD and GEM.

**(max. 500 words)** |  |

**How to receive your travel and accommodation grant**

Once you have been successful in your application, you can access the grant itself via the form below. Please note that we will be unable to process grants claims until the event has been attended and proof of expenditure has been received. Once we have received your claim, we will endeavour to process it within one month.

**Name of claimant:
Museum:
Contact email:
Contact telephone number:**

**Please return completed forms to:**

museum.development@bristol.gov.uk or to

SWMD
Bristol Museum and Art Gallery
Queen’s Road
BRISTOL, BS8 1RL

**Please provide receipts/tickets for each journey as well as proof of booking for
accommodation costs. For mileage, please state how many miles travelled and
include fuel receipts up to the value you are claiming.**

**In order to reimburse you travel/ accommodation expenses we must have evidence**

**of expenditure up to the value that you are claiming.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Details of claim** *(i.e. coach ticket from Bristol to Torquay/ hotel booking / mileage)* | **Full cost as per receipt£** | **Cost of claim£** | **Office use only** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Total claim | £ |  |
|  |  | Date submitted |  |

**Terms and conditions**

1. This grant is made available for [Accredited museums, and those museums formally working towards Accreditation](http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/accreditation-statistics/) (excluding museums in receipt of National Portfolio Organisation funding) in the South West.
2. This grant is delivered by the South West Museum Development and funded by Arts Council England.
3. Applicants can apply for up to a total of £225.
4. Only one grant application per organisation per event is permitted.
5. Claims can be made to cover the following: Train travel (second class only), Car mileage (45pence per mile), Accommodation costs (charges for hotel, B+B and Airbnb stays). Costs must apply to travel or accommodation booked on or around the date of the training event being attended.
6. Claims cannot be made to cover extra costs including breakfast (unless part of your basic accommodation costs), lunch, dinner, drinks, entertainment etc.
7. There are a limited number of grants available and should demand outstrip supply, the decision of South West Museum Development will be final.
8. Receipts for all claims must be included along with your claim form, either scanned and sent electronically, or sent via post.
9. If you have not received a grant from us before you may be required to complete a short registration form in order for us to process grant payment.