



Headley Fellowships

Guidance for applicants

Art Fund_

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1. About

Headley Fellowships with Art Fund give curators the time and resource to work with collections, deepening expertise within museums and sharing specialist knowledge across the sector. The aim is to encourage and facilitate imaginative and high-quality museum projects that bring wider engagement with and understanding of the UK's public collections.

This guidance describes the programme in detail and should help you decide whether this opportunity is for you. Below, you will find information on eligibility and how to develop a strong application.

If you require this document in an alternative format, please contact our team via programmes@artfund.org or 0207 225 4822.

This fellowship programme has been made possible with the generous support of The Headley Trust.

2. Before you apply

Aims

The **overall aim** of this programme is to encourage collections-focused projects by developing and preserving specialist curatorial skills and expertise in regional museums, enabling knowledge to be shared as widely as possible across the sector. Specifically, the programme aims to:

- Give curators the time and resource needed to develop specialist expertise and skills relating to public collections, and to produce ambitious projects with collections at their core
- Invest in museums and curators across the UK, empowering them to realise exceptional ideas for communicating with a wide range of audiences
- Facilitate collaboration and an enhanced flow of expertise and skills across the sector by feeding into established mechanisms for knowledge-sharing (such as subject specialist networks)

Funding available

Each fellowship has a value of up to £27,500:

- Fellowship fee of up to £20,500 to fund a curator's time
- Additional funding of up to £7,000 to support research, development and sector and public outputs

The fellowship fee is based on the Museums Association's 2017 salary guidelines for senior curator level (plus adjustments for cost-of-living increases). This can support:

- Backfilling an existing curator's post
- Increasing the hours of an existing part-time curator
- Employing a freelance curator
- Supporting a fellow working flexibly across two institutions in a collaborative research programme

Let us know if you plan on applying

After reading through this guidance, we'd appreciate it if you could get in touch to discuss your proposed project. We will be able to give advice on eligibility and timescales for applications. All applicants should contact Emma Coleman, programmes manager, on ecoleman@artfund.org

Your application must reach us by **Friday 30 July**.

What we'll fund

We want to give curators the capacity to embark on a bespoke period of research and development into museum collections, to develop their own expertise and share their learnings with the sector and public.

Projects could:

- Involve research into a part of the collections that a museum may not have the specialist expertise to use effectively, or where that specialist provision has been lost
- Interrogate collections through a decolonial lens
- Explore how collections and displays could be more relevant to communities

The fellowship provides funding for up to six months of a curator's time. We will also consider applications for smaller-scale research projects that don't require a full six-month period, or where shorter timescales are more appropriate for the museum and the curator.

Additional funding of up to £7,000 is available to support a tailored period of research and skills development, and the creation of outputs for the benefit of the sector and public.

These funds can support research, professional development and other costs involved in planning for project outcomes, including:

- Research, study trips or extended work placements in National museums, or even international museums, with expertise in the collections area of focus
- Training in transferable skills such as research, analysis and dissemination
- Purchase of publications and subscriptions
- Engagement with mentors, specialists and advisors
- Costs associated with community collaboration and engagement
- Other reasonable costs relating to accessing collections e.g. conservation, photography, where directly applicable to the project

We're keen that fellowship projects have tangible outcomes that strongly benefit the wider public. Funds could be used towards:

- On-site or digital exhibitions, collections redisplay and new interpretation
- Cataloguing and digitisation of significant but relatively unknown collections, with a view to making them more publicly accessible
- Co-curating displays that will resonate strongly with the community
- Devising and delivering learning programmes

We also want to see projects that aim to share findings widely with the sector, and fellows could use funds to:

- Deliver workshops, conferences and study days
- Develop toolkits and resources
- Collaborate with relevant subject specialist networks (SSNs)

These are examples, but not an exhaustive list; all projects will be considered as long as you can evidence how they meet the aims of the programme. We know that the outcomes of your project will vary depending on the size and structure of your museum and the resources available to you. We expect you to propose outcomes that are suitable and achievable for your institution.

Who we'll support

- Curators, or those with curatorial responsibility, employed by or working with UK museums and galleries. Priority will be given to projects involving museums outside of London or with non-National status
- Curators working with any kind of museum collection, from fine art and social history to archaeology and natural history
- Applicants should have considerable experience within the sector and are likely to be mid-career

With this programme we hope to develop and preserve specialist curatorial skills and expertise in regional and non-National museums. National museums interested in applying will need to make an exceptional case for how the fellow would plan to work closely with colleagues in regional museums and disseminate knowledge across the sector, and should contact Art Fund's Programmes team before applying to discuss eligibility.

Structure

The fellowship fee of up to £20,500 will support a curator's time for a period of up to six months. There is flexibility for fellows to allocate this time in the best way to meet the needs of the project (e.g. part time for a year, or full time for six months). We are happy to see applications for smaller-scale projects that will not span a full six-month period; fellowship fees and additional funding will be adjusted proportionally.

The fellowship fee will be used by the museum to backfill the fellow's post, or to increase their hours (if part time) to enable them to undertake their research.

The funds can also support the appointment of a freelance curator, but we would expect that the curator had already been identified, would be involved in developing the application and would be available for interview if shortlisted. The application should detail the legacy of the project and how the resulting research would be embedded within the museum.

We anticipate that the additional funding of £7,000 would be allocated evenly to support research and development, and outputs. However, there is flexibility in the use of these funds as the research project develops.

3. Your application

How to apply

You can apply for a grant using our online application system.

For application forms and to apply, please log in to My Art Fund or create an account at artfund.org/my-art-fund.

You must be registered as a professional user. If you already have a My Art Fund account, but are not registered as a professional user, you can add your professional details when logged in.

If you encounter any difficulties registering or accessing the application form, please email the team at programmes@artfund.org.

The application form can be downloaded as a Word document to help you prepare the content and share it among colleagues as needed. However, as far as possible, please submit your application through your My Art Fund account. This will help us assess it more easily and swiftly. If you have accessibility requirements, you could send us an email with your application attached as a Word document. You could also contact us to discuss other options or solutions: programmes@artfund.org.

We do advise that you work on a Word version of the form before adding the information into the online form. This will ensure your answers are backed up elsewhere.

Completing the application form

In the application form we will ask you to:

- Tell us about yourself and your career
- Set out your research ambitions and the collections you plan to explore, and how you will go about this
- Explain how your project meets the programme aims
- Describe the benefit to your professional development, and to the museum and the collections you will be working with
- Describe planned outputs and outcomes, and the benefit to both the public and the wider sector
- Provide a budget outlining how you might use the funds available for research and outputs
- Detail how long you will assign to the project, and how you will use the time for your proposed research

Application checklist and supporting documents

We will require the following documents as supporting information

- Budget outlining proposed use of funds
- A letter of support from the director of your institution evidencing that the project is a priority and you have the support of your colleagues

4. What happens next

How we assess applications

When we assess your application we will seek to answer several questions under various headings:

You

- Are you eligible to apply for this funding?
- Do you show commitment to furthering your specialist expertise, and is this a good point in your career to undertake an in-depth research project?

Your idea

- Is your project closely aligned with the programme aims? Have you presented this in a clear and compelling way?
- Where has this idea come from, and why is it important to you and the museum? Is it strongly centred on collections?
- Have you identified opportunities for partnership and collaboration, either in undertaking the research or delivering the outputs?
- Is your project a priority for your organisation, and do you have the full support of your colleagues?

Planning and management

- Are the plans for undertaking the research appropriate and do they fully take advantage of the opportunity and the funding available?
- Is your timetable realistic and achievable?

Outputs and outcomes

- How will the project contribute to your professional development?
- What is the lasting legacy for the museum?
- How will this project contribute to collections expertise in the sector, and how will you share your research?
- How will your research impact on your audiences' understanding of and interaction with your collections?

Decision-making

All applications will be assessed by an Art Fund steering panel. We'll be in touch in early September 2021 to let you know our decision.

If you are shortlisted we will invite you to interview with the panel in early October 2021, and will guide you on how to develop your proposal more fully in preparation for this.

Confirmation of outcome and claiming the grant

If your application is successful we'll ask you to submit an updated research plan within a defined template. We will then send our offer paperwork, which includes:

- letter confirming grant offer
- project agreement outlining our terms and conditions
- fellowship agreement

The entirety of the fellow fee can be claimed upfront, on receipt of signed paperwork.

The funding towards research and outputs will be paid in two instalments. 50% can be claimed at the beginning of the fellowship, on receipt of signed paperwork. The remaining funds can be drawn down when fellows submit their interim report, with a summary of spend to date and proposal for the use of the remainder of the grant.

Please note that no portion of the funding can be paid directly to fellows; all funds must be paid to the museum. Any expenses incurred by fellows as part of their research and training should be reclaimed from their institution.

We ask all fellows to work with our external evaluator for the duration of their project. Fellows should notify us as soon as possible in case of change of place of employment, major change in the proposed research, or resignation from the project. In exceptional circumstances we may consider requests for alternative use of the funds. We reserve the right to require repayment of any grant money not yet spent if at any point the fellow is no longer able to pursue the project.

5. Terms and conditions

The following conditions are attached to the Headley Fellowships with Art Fund (the Grant):

Application of the grant

1. The Grant must be used in full for the Project and for no other purpose whatsoever.

VAT

2. The Grant is not a consideration for any taxable supply for VAT purposes.
 - 2.1. You acknowledge that the Art Fund's obligation does not extend to paying any amounts in respect of VAT in addition to the grant.
 - 2.2. If you are registered for VAT, or you subsequently become liable to register for VAT, you must keep proper and up to date records and you must make those records available and give copies to Art Fund when requested.

Payment schedule

3. The Grant will be paid to you in the following stages, under the two distinct headings:

3.1. Fellow fees:

The entirety of the fellow fee be paid upfront upon your returning to us:

- the copy of this letter duly signed together with;
- a copy of the Fellowship Agreement signed by the Fellow and the Host;
- and an invoice for such amount.

The fellow fees can be used to fund backfill of the Fellow's post, to increase the Fellow's hours, or to appoint a freelance curator to undertake the Fellowship, as agreed with Art Fund. Any surplus/underspend on these fees at the point of appointing backfill should be discussed with Art Fund.

3.2. Research:

Additional funding will be available to support research and outputs.

50% of the required funding will be paid upfront upon your returning to us:

- a copy of this letter duly signed;
- and an invoice for such amount.

Should the research proposal change over the course of the Project you are asked to inform us in advance, and any major alterations will be subject to approval.

Up to 50% upon receipt by us of the Interim Report referred to in clause 4 below, with a summary of research spend to date and proposal for the remainder of the funds, along with an invoice for such amount.

Evaluation and reporting

4. You must provide us with an Interim Report, accompanied by a financial statement for research undertaken to date, and detailing progress through the Project and key learnings from the Project to date. The Interim Report should also outline a clear plan for the next phase of activities on the Project including further research spend.
5. Within three months following the end of the Project Period you must provide us with a detailed Final Report and evaluation which will comprise an analysis of the final outcomes of the Project as against the initial aims and desired outcomes; the challenges encountered; the benefits realised; and a full financial analysis of the total Project costs and the application of the Grant. Art Fund reserves the right to require repayment of some or all of the fellow fees in the event that the Final Report is not received.
6. Art Fund reserves the right to require repayment of any money not yet spent in the event of termination of the Fellow, or if at any point during the term the Fellow is no longer able to pursue the Project. Please see the Fellowship Agreement for further information.
7. The Interim Report and Final Report may be distributed by us to various stakeholders in the Project, including but not limited to Art Fund Trustees and the Headley Trust.
8. You will be required to work with an external evaluator appointed by us for the duration of the project and for post-project evaluation. Further details of the evaluation methods will be provided before you start your fellowship.

Acknowledging our support

9. Art Fund's contribution to the Project and the support of the Headley Trust must be acknowledged on all print and digital materials generated by you to publicise the Project including (but not limited to) press releases, websites, and articles written about the Project.

The suggested credit line is '*[Research/exhibition/etc] made possible through a Headley Fellowship with Art Fund*'. Please refer to our brand guidelines document, which will be supplied separate to this agreement, to guide these acknowledgements for online and print both during and after your research period. All uses of Art Fund logos must be submitted to us for approval prior to publication/printing. You agree to maintain on any web pages that you host in relation to the Project a hypertext link which shall link directly to the home page of our website located at www.artfund.org.

10. You will not use the Art Fund's name or logo in a way which may adversely affect the image of Art Fund or cause any negative publicity or otherwise damage or injure our reputation and standing.
11. You agree to work with us in good faith in order to showcase and promote the Project throughout the Project Period. Such activities might include (but are not limited to): facilitating visits and representing the Project to our supporters; online activity (including for example, online diaries and interviews) and features in our magazine *Art Quarterly*.

Publicity and images

12. We each agree that all press releases, web or press copy or related publicity relating to the Project will be submitted to the other for prior written approval in advance of publication. We may publicise the amount and purpose of the Grant in whatever way we think fit, although we will consult with you in advance.
13. You agree to provide us at regular intervals throughout the Project with a representative selection of high-resolution digital images illustrating the Project. These images must be suitable for publication and copyright cleared for use by us (where copyright is owned by a third party). Where copyright is owned by you, you agree to grant us a royalty free, irrevocable licence to use the images for all Art Fund purposes.

Personal data

14. Art Fund may collect your personal data, please see Art Fund personal data policy in our privacy and cookies policy on Art Fund website: artfund.org/pages/privacy-and-cookies

Assignment and termination

15. Neither of us shall be liable or responsible to the other for any failure to perform, or delay in performance of, any of our respective obligations under this Agreement that is caused by events outside our reasonable control (a "Force Majeure Event"). The obligation for performance under this Agreement will be deemed to be suspended for the period that the Force Majeure Event continues and the affected party will have an extension of time for performance for the duration of that period. We will each use our reasonable endeavours to bring the Force Majeure Event to a close or to find a solution by which our respective obligations under this Agreement may be performed despite the Force Majeure Event.
16. You may not assign, transfer, sub-contract or otherwise deal in any of your rights or obligations under this Agreement without our prior written consent.
17. If any of the conditions set out in this Agreement is breached in a material respect and (if capable of remedy) such breach is not remedied within 60 days, we reserve the right at our sole discretion to require that all or some of the Grant is repaid. We shall exercise this right by specifying in a notice in writing to you the amount of the Grant which is to be repaid. Any sum which is specified in the notice and is not repaid within 60 days of the date of the notice will bear interest charged on a daily basis at the rate of 2% above the then base rate of our clearing bank.

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THE
HEADLEY
TRUST

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