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# Headley Fellowships

Guidance for applicants

\_with Art Fund



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# 1. About

This new curatorial fellowship programme intends to encourage and facilitate imaginative and high-quality museum projects that bring wider engagement with and understanding of UK public collections. Headley Fellowships with Art Fund aims to give curators the time and resource to work with focused areas of their collections, deepening knowledge within their museums and sharing specialist knowledge across the sector.

This guidance will help you consider whether this funding programme is for you and give further information about eligibility and how to apply.

## 2. Before you apply

### Aims

The overall aim of this programme is to develop and preserve specialist curatorial skills and expertise in museums, and encourage knowledge to be shared as widely as possible across the sector. Specifically, the programme aims to:

- Encourage ambitious and high-quality museum projects which have collections at their core.
- Give curators the time and resources needed to develop specialist expertise and skills relating to focused parts of their collection.
- Invest in museums across the UK and their curators, helping them to realise exceptional ideas for communicating with a spectrum of audiences.
- Broker new productive relationships between museums and curators across the sector to support future collaboration.
- Facilitate an enhanced flow of expertise and skills across the sector by feeding into established mechanisms for knowledge sharing (such as subject specialist networks).

## What we'll fund

The scheme is intended to give curators time away from their day-to-day responsibilities to embark on a period of research and development. The fellowship will release the curator for a year on a part-time basis, though there is flexibility for fellows to allocate this time in other ways to meet their particular needs.

The scheme is intended to give curators time away from their day-to-day responsibilities to embark on a period of research and development. The fellowship will release the curator for a year on a part-time basis, though there is flexibility for fellows to allocate this time in other ways to meet their particular needs. Funding will also be made available to facilitate a programme of research and professional development, as well as the sharing of this new collections knowledge.

Applications will ideally:

- Result in the delivery of a significant public outcome for the museum.
- 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.
- Propose a considered approach to developing the curator's knowledge, skills and expertise.
- Present a plan for disseminating their research with colleagues across the sector.

The programme's legacy is important; fellows should work closely with the relevant subject specialist or other networks, ensuring that the impact of their project extends beyond their museum alone.

## Who we'll support

Applicant fellows should be nominated by their institution, demonstrating an organisational commitment to the advancement of specialist knowledge.

- Curators, or those with curatorial responsibility, employed by accredited museums, galleries, historic houses, libraries or archives.
- 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 and working at a relatively senior level.

The scheme is intended to support fellows in museums that are facing the most acute funding challenges especially local authority museums, independent museums and those operating in the regions. National museums based in London are not eligible to apply directly, although we welcome and encourage their involvement as partners in collaborative projects. We will accept applications from National museums outside London where they can make the case for meeting the aims of the fellowships.

## Structure

The fellowship is budgeted at a fixed fee of £19,250, based on 0.5 FTE for 12 months, as per the MA's 2017 salary guidelines for senior curator level.

This would provide funding for the museum to backfill the fellow's post, releasing them to undertake their period of research and development. There is flexibility for fellows to allocate this time in a way that meets their particular needs and makes most sense in terms of their role and the museum's wider priorities (e.g. full time for 6 months, or part-time for 12 months).

In seeking backfill for the fellow's post, museums may wish to consider whether there is an opportunity to upskill a colleague in a more junior post within the institution by providing a temporary increase in responsibilities.

Each fellow will additionally receive up to £5,000 towards their proposed training and research project, which can be assigned towards travel, training opportunities and courses of study, the purchase of publications and other resources.

There is also a modest allocation of funds available for fellows to undertake their proposed knowledge-sharing activity.

## 3. Your application

### Application process

Please do get in touch with the Programmes team at Art Fund to discuss your potential project before submitting an application. We will be able to give advice on eligibility, timescales and deadlines for applications. All applicants should contact Emma Coleman, Programmes Manager, on 020 7225 4822 or [ecoleman@artfund.org](mailto:ecoleman@artfund.org).

You can apply for a grant using our online application system. To access the application form you will need register for a 'My Art Fund' account as a professional user.

If you do not have an account, please register using the following link:

[artfund.org/my-art-fund/professional-registration](https://artfund.org/my-art-fund/professional-registration)

If you have a 'My Art Fund' account, but cannot see the online forms, please contact the Programmes team on [programmes@artfund.org](mailto:programmes@artfund.org) and we will update your account to have professional user status. This will mean you can access our grant applications and other services available to those working or volunteering in museums, galleries or historic houses.

When you log in the link to applications is on the toolbar on the right-hand side.

If you require the application form in an alternative format, please get in touch.

## Completing the application form

Applicant curators should be nominated by their institution, confirming a commitment to advancement of specialist knowledge across the organisation. The application may be completed by any colleague – a senior manager, a member of the development team – or the nominated curator, but all applications should be accompanied by a letter of support from the director of the institution.

Applications should make a robust case as to how the funding will help the curator to meet the aims of the programme. In the application form you will be asked to:

- Provide details of your institution. Please note, curators must work for a fully or provisionally accredited museum to be eligible for the fellowship.
- Provide details of the nominated curator, including a brief career summary. We do not require a full CV, but curators may provide the information in this format if preferred (provided it is no more than a page).
- Outline your project, noting the particular collections area you plan to develop your expertise in, and why this is a priority for you and the institution. You should define the anticipated public-facing result of your research project. There should be a tangible outcome for your museum, and we are open to you proposing ideas to engage a wide public with your collections.

These may include:

- developing a new exhibition, or contributing new interpretation and ideas to an exhibition already in development
  - re-displaying the collection
  - cataloguing a significant but relatively unknown part of the collection, with a view to making it more publicly accessible
  - devising and delivering a learning programme
  - co-curating an exhibition or display of material from the collection that is likely to resonate strongly with the community
  - writing a book or article and delivering an associated series of public workshops that document and highlight new research into a collection
- Outline your plans for undertaking a period of research and skills development to facilitate your project. You may wish to consider:
- formal or informal mentoring from existing specialists, either in National or major regional museums, universities or other centres of expertise
  - study trips or more extended work placements in National museums, or even international museums, with expertise in the collections area of focus
  - bespoke training in transferable skills such as research, analysis and dissemination

- other activities you feel will benefit your project
- Define the anticipated sector-facing outcome of your research. Fellows should share the knowledge and skills acquired more widely with colleagues both in their institutions and across the sector. This might be achieved by offering workshops or masterclasses coordinated by the relevant SSN, publishing new resources, or other methods relevant to the particular specialism.
- Define the professional development outcome, demonstrating how the proposed activities will have a lasting legacy on your own knowledge and skills.

Your application should be concise.

Shortlisted candidates will be invited to interview in London, where they will be asked to explain more about their proposed research and the outcomes of the project.

## 4. What happens next

### Shortlisting and interviews

All applications are assessed by an Art Fund steering panel.

Approximately a month following the application closing date, a small number of shortlisted candidates will then be invited to present to a committee composed of representatives from Art Fund and the Headley Trust. Candidates will have a 4-week period to develop their initial proposal more fully in preparation for this interview.

We hope to announce successful fellows at the beginning of the following year, and would expect fellowships to commence from April (to coincide with the beginning of the 2019-2020 financial year).

## Confirmation of outcome and claiming the grant

If your application is successful we will issue our formal offer to your museum. The offer paperwork includes:

- offer letter
- agreement to terms and conditions
- fellowship agreement
- a schedule of the proposed activities, including key project dates and aims and desired outcomes

The entirety of funding towards research and training costs (up to £5,000) can be claimed upfront, on receipt of a short proposal for how these funds will be used.

The grant fees will be paid in two instalments. The first 90% can be claimed at the beginning of the fellowship, on receipt of signed copies of the agreement to terms and conditions and the fellowship agreement. The final 10% will be paid on completion of the fellowship and following the public- and sector-facing activities, on receipt of a final report from the fellow.

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.

Please also note that costs associated with the expected outcome of the fellowship (exhibition, publication, redisplay, public programme, etc.) are not covered by the award and will have to be found internally or elsewhere. These funds do not have to be in place at the time of application but you should identify possible sources.

# 5. Terms and conditions

If your application is successful, an appropriately authorised signatory in your organisation will be required to sign an agreement which will set out the terms and conditions of our grant offer. These terms and conditions are summarised below:

1. the grant must be used solely for the project and cannot be put towards any other purpose
2. the grant will be paid in accordance with an agreed schedule and subject to the provision by you of certain information including invoices, a financial statement setting out how the grant has been utilised and an evaluation report
3. the grant will be paid to the museum bank account
4. you will be required to work with an external evaluator appointed by Art Fund for the duration of the project, and you will be expected to provide us with a final evaluation report, together with the financial statement mentioned above, within one month of completion of your project
5. Art Fund reserves the right to require you to complete and submit a progress report or a statement of expenditure at any time during the term of the fellowship, or to provide supplementary information in support of a final expenditure statement
6. each of us will obtain the other's prior written approval in advance of publication of any publicity materials relating to the project. However, we and/or the Headley Trust at our absolute discretion, may publicise details of the grant offer in any way we think fit
7. you must ensure that the support of Art Fund and the Headley Trust is acknowledged and credited as specified by us on all materials related to the fellowship. You must also obtain our approval in advance of the publication of any display or print materials related to the fellowship. Successful applicants will be provided with our branding and crediting guidelines
8. you will be required to link any websites owned or operated by you which provide information about the fellowship to the homepages of the Art Fund and Headley Trust websites. However, such links must not be used to falsely portray any endorsement or affiliation between you and either the Headley Trust or Art Fund
9. you will be expected to work with us in good faith to promote and showcase the project and the Headley Fellowships with Art Fund
10. you must not use Art Fund's or the Headley Trust's name or logo in any way which causes either of us any negative publicity or damages our reputation
11. your rights and obligations under the agreement must not be transferred in whole or in part in any manner without our prior written approval
12. if your financial statement indicates that you have not spent the full amount of the grant, we may withhold all or part of the grant or demand repayment of grant monies already paid. We may also require you to provide receipts evidencing any expenditure claimed
13. neither Art Fund nor the Headley Trust will be liable or responsible to the other for failure to fulfil our obligations under the agreement caused by events beyond our control. In these circumstances, the affected party's obligations under the agreement will be suspended for the duration of the event but both of us will work together during this period to find a way to enable that party to carry out its obligations under the agreement
14. we may demand repayment of all or part of the grant at our absolute discretion if you fail to comply with or contravene any of the terms and conditions of the agreement. Interest will be charged on any repayments which have not been made by the date notified to you.

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Front cover: Timothy A. Long, Curator of Fashion & Decorative Arts  
and Dr Danielle Thom, Curator of Making, inside the Costume Store  
at the Museum of London. Photo © Andy Smith

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