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Headley Fellowships

Guidance for applicants

Art Fund_



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1. About

This curatorial fellowship programme intends to encourage and facilitate imaginative and high-quality museum projects that bring wider engagement with and understanding of the significant collections held by public institutions across the UK. 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 this across the sector.

This guidance will help you consider whether this funding programme is for you and will provide further information regarding eligibility and how to submit a strong application.

The programme launched in 2018, and will be open for a second round of applications from late July 2019.

2. Before you apply

Aims

The overall aim of this programme is to develop and preserve specialist curatorial skills and expertise in UK museums, and enable 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 knowledge and expertise 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 bespoke period of new 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 is also 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 timely and considered approach to developing the curator's knowledge, skills and expertise
- Present a plan for disseminating their knowledge with colleagues across the sector
- Demonstrate a strong need for this opportunity and evidence benefits for both the individual and the institution

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

Please be aware that the scheme is highly competitive and not all applications that meet the aims of the scheme will be shortlisted.

You may find it helpful to read about the first round of Fellows and the projects they received funding for; information can be found here:

www.artfund.org/news/2019/03/07/headley-fellowships-announced

Who we'll support

- Curators, or those with curatorial responsibility, employed by accredited museums, galleries, historic houses, libraries or archives
- Curators working with any kind of accredited museum collection, from fine art and social history to archaeology and natural history
- Applicants that have considerable experience within the sector, who are likely to be mid-career or/and working at a 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 a strong case for meeting the aims of the fellowships.

If you have applied to a previous round of the fellowships and are interested in applying again, please do get in touch.

Structure

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

This would provide funding to backfill the curator's post, releasing them to undertake their bespoke period of research and skills 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). Please note, we expect applicants to have a contract of employment with their institution for the proposed duration of the fellowship.

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 programme, 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 sector-facing knowledge-sharing activity.

3. Your application

Application process

We encourage you to get in touch with the Programmes team at Art Fund to discuss your potential project before submitting an application, and we will be able to give advice on eligibility, timescales and deadlines. Please leave ample time before the deadline to allow you to develop your application following a conversation with us. All applicants should contact Emma Coleman, Programmes Manager, on 020 7225 4822 or 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:

www.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 and we will update your account to have professional user status. This will mean you can access our grant applications and other support.

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

We expect all applicants to 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 institution to be eligible for the fellowship.
- Provide details of the applicant curator, including a brief career summary.
- Outline your project, noting the particular collections area you plan to develop your expertise in, and why this is a priority at this moment for you and the institution. You should also address the professional development opportunity presented by the fellowship, demonstrating how the proposed project will have a lasting legacy on your own knowledge and skills.
- 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 public-facing result of your research project. There should be a tangible public outcome for your museum, with proposals for how you could engage with a wide range of audiences. These may include one or more of the following:
- developing an exhibition or collection redisplay
 - 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
 - publishing your research and delivering an associated series of public workshops that document and highlight new research into a collection

We acknowledge that the public outcome of your project will vary depending on the size and structure of your institution and the resources available to you. The committee will expect to see a proposed outcome that is suitable and achievable for your institution.

- Define the anticipated sector-facing outcome of your research. It is imperative that fellows 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.

Your application should be accompanied by a letter of support from the director of your institution. This is an important part of the application and should evidence an organisational commitment to the advancement of specialist knowledge.

All applications will need to be submitted via Art Fund's online application portal, but a Word version of the form is also available to download so that you can work on it offline.

4. What happens next

Shortlisting and interviews

All applications are assessed by an Art Fund steering panel.

Approximately a month following the application date, a small number of shortlisted candidates will then be invited to present to a committee composed of representatives from Art Fund. 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 2020, and would anticipate fellowships to commence from April (to coincide with the beginning of the 2020/21 financial year).

Please note that depending on volume of applications we may not be able to provide detailed feedback if you are not shortlisted.

Confirmation of outcome and claiming the grant

If your application is successful we will ask you to submit an updated research plan within a defined template. We will then 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, based on your revised research plan

The entirety of the grant fees (£19,250) can be claimed upfront, on receipt of signed paperwork.

The funding towards research and training costs (up to £5,000) 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, 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 any costs associated with the expected public outcome of the fellowship (exhibition, publication, redisplay, public programme etc) are not covered by the award and will have to be allocated internally or elsewhere. These funds do not have to be in place at the time of application but you should identify possible sources where relevant.

Fellows will be required to work with an external evaluator appointed by Art Fund for the duration of the project.

5. Terms and conditions

The following conditions are attached to Headley Fellowships with Art Fund:

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:

Fellow fees:

- 3.1. A total of £19,250 will 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, or to increase the Fellow's hours to enable them to undertake the Project,

as agreed with Art Fund.
Any surplus/underspend on these fees at the point of appointing backfill should be discussed with Art Fund.

Research:

- 3.2. Up to a total of £5,000 will be available for research. 90% 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 10% upon receipt by us of the Final Report referred to in clause 4 below, in a form that is satisfactory to us, along with an invoice for such amount.

ACKNOWLEDGING OUR SUPPORT

4. 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.
5. 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.
6. 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.

EVALUATION AND REPORTING

7. 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.
8. 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.
9. 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.
10. 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.
11. You will be required to work with an external evaluator appointed by us for the duration of the project.

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 for grant giving in our privacy and cookies policy on Art Fund website <https://www.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

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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