

Guidance for Applicants

SSN Collections Research Grants 2019-20

(Previously SSN Research Bursaries)

Subject Specialist Network
EUROPEAN
PAINTINGS
PRE-1900

THE
NATIONAL
GALLERY

| SSN Collections Research Grants 2019-20 – Project Schedule | |
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| 26 June 2019 | Soft launch on SSN Website |
| 27 June 2019 | Launch at SSN Study Day |
| 28 June 2019 | Applications invited from SSN membership |
| 1 November 2019 | Deadline for applications |
| 15 November 2019 | Grant award |
| 15 March 2020 | Brief progress update |
| 30 June 2020 | Anticipated project completion |
| 15 July 2020 | Deadline for project report |

Purpose of Grants

The SSN European Paintings pre-1900, supported by Arts Council England, is pleased to invite applications for two Collections Research Grants of up to £1000 each. The grants aim to support research into Western European paintings from the 13th to the early 20th century in non-national non-London museums/galleries.

Projects & Outcomes

Research projects must help extend the knowledge about historic European paintings in the collection of the applicant's organisation. Preference will be given to research on continental European (non-British) paintings.

Proposals must address how research insights will support public engagement. Outcomes could include a feature on the organisation's website and/or social media channels, a display, new labels, activity packs, workshops or public talks. Applicants should consider the most appropriate outcomes for their audiences.

Time frame & Reporting

Applications must be received by 1 November 2019 at the latest and will be assessed by a senior member of National Gallery staff together with an assessor from a non-national non-London museum or gallery. All applicants will be advised of the outcome by mid-November 2019.

Research projects should begin as soon as possible after confirmation of the grant. The schedule allows approximately 7 months to undertake the research project. Depending on the nature of the project it is accepted that not all public outcomes may have been delivered by this point, but all outcomes should be at an advanced stage of preparation, ready for delivery at the appropriate time in the organisation's schedule.

A brief progress update before the end of the financial year 2019/20 will help ensure that any unforeseen challenges or concerns can be discussed and mitigated. Upon completion of the project the schedule allows an additional 2 weeks to facilitate preparation of the project report by the final deadline of mid-July 2020.

Eligibility

All applications must be submitted by a member of the SSN employed full time or part time in a non-national non-London UK museum or gallery and include a brief statement of support from the organisation's Director or equivalent.

The research project does not have to be undertaken by a member of curatorial staff, but may be led by another member of staff in the learning, exhibitions or collections management team.

Grant Payment

Applications should include a breakdown of estimated costs, taking into account that grants cannot be paid in advance. Only one grant up to a maximum of £1000.- can be awarded per organisation.

Grant recipients must keep a record of actual costs with itemised receipts or invoices and will be able to request periodical reimbursement of any authorised costs as they are incurred.

Reimbursement will usually be authorised for the following expenses, providing they fulfil the aims of the Collections Research Grant and do not exceed agreed amounts:

- Standard return travel costs for research trips;
- Standard accommodation, if a research trip requires a period away from home;
- Reasonable subsistence allowance for periods away from home to undertake research (please note that alcoholic drinks cannot be claimed for);
- Photography, printing, materials or other costs associated with the translation of research insights into public outcomes.

In addition it may also be possible to use the Collections Research Grant towards the cost of a researcher external to the organisation. Applications must provide details of why this may be necessary and of why the proposed resource would be qualified to undertake the project. Proposals to backfill a staff member's role for a limited period of time will also be considered, but must be discussed and agreed before an application is submitted.

Authorised reimbursements will be paid by the National Gallery on behalf of the SSN. If the project is undertaken by a member of staff, appropriate reimbursements may be made either to the individual directly, if agreed by their employer, or to the organisation. If it has been agreed that an external researcher will undertake the project, any authorised costs must be claimed by the organisation receiving the grant, not the third-party individual.

Combining Funding

The SSN Collections Research Grant may be combined with funding from other appropriate sources, such as the Jonathan Ruffer Curatorial Grant administered by Art Fund or the Museums & Galleries Research Award offered by the Society of Renaissance Studies.

Applicants must ensure that other funders do not object to a combination of grants and that all parties are aware and in agreement if funding is to be combined to support the research project.

Overview for Applicants – SSN Collections Research Grants 2019-20

Application Checklist

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| Guidance for Applicants read & application form obtained | |
| Informal discussion of proposal with National Programmes Manager | |
| Application prepared by a member of staff in a non-London non-national UK museum or gallery, using the application form available on the SSN website | |
| Brief endorsement from the organisation's Director or equivalent | |
| Description of a research project relating to an aspect of 13 th - to early 20 th -century Western European (non-British) paintings | |
| Clearly defined public outcomes, appropriate for the organisation's audiences | |
| Estimated breakdown and brief description of envisaged costs | |
| Project to be undertaken by a member of staff employed in a suitable role by the organisation or Project to be undertaken by a suitably qualified external researcher, and a justification included by the main applicant | |

Application Timescale

| Number of grants | Application deadline | Grant award | Project complete | Report submitted |
|------------------|------------------------|------------------|------------------|------------------|
| 2 x max. £1000.- | 1 November 2019 | 15 November 2019 | 30 June 2020 | 15 July 2020 |

Application Contact

Prior to submission

You are encouraged to contact Flavia Dietrich-England, National Programmes Manager, to discuss your application and any questions: flavia.dietrich-england@ng-london.org.uk

Submission

Completed application form should be submitted to the SSN European Paintings pre-1900 via email: ssn@ng-london.org.uk