

# The Voluntary Work Fund

For students on work placements or internships

## Guidelines

### 1 About the Association of Art Historians

- 1.1 The Association of Art Historians (AAH) was formed in 1974 to support and promote the study of art history. We are a registered charity and the national organisation for professional art and design historians, researchers or students who are involved in education, galleries, museums and art-related publishing, or any other activity linked with art and design history. Internationally, we currently have over a thousand members.

The AAH represents the interests of those involved in all aspects of the discipline, including art, design, visual culture, architecture, film, photography, conservation and museum studies.

- 1.2 The Student Members' Group (SMG) is a sub-group of the AAH that aims to serve the interests of student members, offering online resources, email networks and newsletters, nationwide one-day student conferences, careers forums, and a student summer symposium.

### 2 The Voluntary Work Fund

- 2.1 The Voluntary Work Fund is intended to contribute towards the costs of AAH students undertaking work-experience placements or internships. This programme aims to provide financial assistance and guidance to students who successfully arrange a work placement/ internship in a museum, gallery, heritage site or other visual art environment.
- 2.2 The Voluntary Work Fund will provide financial support for students on voluntary work placements/ internships that take place after 30 June and last for a duration of up to 6 weeks on a full-time basis (Monday – Friday) or up to 30 days within one year on a part-time basis.
- 2.3 The scheme encourages diversity of projects and a broad regional spread.
- 2.4 Specialised projects, as well as more general placements that result in a broad overview or range of skills, are encouraged.
- 2.5 There is one application period per year.

#### **Deadline for applications: 31 May 2010.**

No extensions will be granted. Application results will be available four weeks after the deadline.

- 2.6 The number of work placements to be supported will vary according to the duration and cost of individual projects.

Owing to finite resources, and to encourage diversity, The Voluntary Work Fund will not assist more than four students from a single institution in any one year.

- 2.7 Completed applications must be received by 31 May. They must include:

- .. a completed application form
- .. a letter from a referee
- .. a personal statement
- .. a confirmation letter from the host institution

### 3 General guidance for applicants

#### 3.1 What kind of placements/ internships are eligible?

Full-time and part-time placements are both eligible.

- .. Applications will not be accepted for placements/ internships that are currently taking place or that have already been completed.

#### 3.2 Who is eligible?

The following people are eligible:

- .. Only AAH student members may apply (Non-members must join or renew their membership by 1 May.)
- .. Unsuccessful applicants *may* re-apply.

#### 3.3 Who is not eligible?

- .. Students are not eligible if they are receiving any payments from the host institution in excess of actual out-of-pocket expenses.

Placements **must not** be a compulsory part of any degree, course, or programme of study and must not count towards the awarding of any qualifications.

- .. Successful applicants may *not* re-apply.

#### 3.4 What expenses may be claimed?

Expenses are not payments in return for services. There can often be confusion over this. Expenses are refunds by the AAH of payments which a Volunteer has needed to meet personally in order to carry out duties. That is to say, the reimbursement of reasonable out-of-pocket expenses. In addition, the Voluntary Work Fund is intended to *supplement* the range of expenses reimbursed by host institutions. It is *not* intended to replace existing policies of reimbursing volunteers' out-of-pocket expenses. Applicants are required to establish first what costs are covered by their host institution.

The following are examples of legitimate expenses:

- the reasonable cost of travelling to and from the host institution;
- the reasonable cost of childcare whilst volunteering at the host institution;
- extra accommodation costs when you are prevented from living where you would normally reside;
- subsistence allowances to cover extra costs when you are prevented from eating where you would normally eat;
- communication support: translating documents into Braille for use by the Volunteer; provision of alerting and listening devices, and other special aids for a Volunteer with hearing impairment;
- providing special transport, equipment or facilities for a Volunteer with a disability;
- training courses and cost of essential books as approved by the host institution;

The following are examples of payments which are neither legitimate expenses, nor are they payments which could be authorised out of the AAH's funds:

- payment of accommodation or travel costs for partners who are not themselves on AAH funded work placement or internship;
- medical or dental bills and prescription charges;
- payment of telephone bills or other private expenses;
- alcoholic drinks;

**The maximum amount available to any one student is £500.00.** This award is available for a maximum of one year, but it can only be used for one placement/ internship at a single institution.

Please see [Appendix A](#) for full details on Expenses.

**The maximum amount available per student is £20.00 per day. The maximum amount available to any one student is £500.00.**

This award is available for a maximum of one year, but it can only be used for one placement/ internship at a single institution.

### 3.5 Claiming Expenses:

Reimbursements will only be issued on submission of coherent accounts and corresponding receipts or invoices and on production of a final report (see below). It is therefore essential to keep all receipts and account for your expenses accurately and clearly.

Reimbursements will not be issued until all receipts and accounts are received by the AAH Administrator. Receipts must be official and valid. If receipts are missing, reimbursements or a full reimbursement will not be made. Reimbursements will be made according to the expenditure indicated by the receipts. *Eg. If you apply for £500 but you only provide £300 worth of receipts you will be reimbursed for £300.*

Reimbursements will be issued, in sterling, in the form of a cheque.

All receipts and accounts must be received by 1 May of the following year.

### 3.6 Final Report:

Students must submit a 300-word report (with images if need be) at the end of their work placement/ internship which may be published in the Association's *Bulletin* or appear on the AAH website.

Please return your completed application form before **31 May 2010** to:

## **The Voluntary Work Fund Application**

**AAH**

**70 Cowcross Street**

**London, EC1M 6EJ.**

**E-mail to [admin@aah.org.uk](mailto:admin@aah.org.uk)**

**Appendix A**  
**Further Guidance on Expenses**

Expenses will be reimbursed only for your Volunteering work at the host institution or other events that you are required to attend whilst volunteering for the host institution.

**1. Travel and subsistence expenses**

**1.1 Public transport**

You should travel by public transport wherever practicable. Travel costs will be reimbursed on the basis of standard class for rail travel, tube and bus fares.

**1.2 Subsistence**

Subsistence allowances are to cover extra costs when you are prevented from eating where you would normally eat. You are therefore entitled to claim the additional cost of meals taken whilst volunteering at the host institution (lunch or dinner depending on the hours you volunteer). If however you are attending a catered conference on behalf of the host institution, you can only claim personal incidental expenses such as travelling to that venue. Please note that only the costs of meals taken in the course of volunteering duties will be borne by the AAH. You may claim the actual, reasonable costs of food and non-alcoholic drink, supported by receipts. Where breakfast is purchased due to an early start for a business journey (i.e. before 7am), an allowance may be claimed subject to the provision of a receipt.

**2. Accommodation**

Accommodation allowances are to cover extra costs when you are prevented from living where you would normally reside. You are therefore entitled to claim a portion of the additional cost of living occasioned by volunteering at a host institution away from your usual place of residence. For example, if you normally reside in London and volunteer at one of the city's museums, you cannot claim part of your rent. Were you to reside in temporary accommodation, such as a student hall of residence near your host institution you could, however, claim part of this extra expenditure. Please note that you may not claim normal domestic expenses such as detergent, toiletries and sundries.

**3. Training courses**

The AAH will subsidise the cost of external training courses to enable volunteers to improve their effectiveness at the host institution and where the training leads to the acquisition or improvement of knowledge, skills or personal qualities which are likely to prove useful in carrying out the duties during the work placement or internship. This would include the cost of the course fees and the cost of essential books, and any costs directly related to the taking of the course (for example, baby sitting costs where you attend evening classes). Such courses should be discussed in advance with the host institution and budgeted for in the AAH application form.