

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' Committee (SMC) is a sub-group of the AAH that aims to serve the interests of all student members through wider networking opportunities and academic exchange. The SMC offer online resources, newsletters, nationwide one-day student conferences, two separate careers events (catered to undergraduate and postgraduate needs) and a 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. The placement may be ongoing but financial support can only be claimed for the period from 30 June in the year of application to 29 June the following year. Specialised projects, as well as more general placements that result in a broad overview or range of skills, are encouraged and both gallery/museum advertised placements and self-arranged placements are eligible.
- 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 2011.

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 reasonable out-of-pocket expenses incurred during the period of the work placement. Successful candidates will be awarded refunds for costs which the volunteer has incurred in order to carry out their placement; not payments in return for services. 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 expenses. Applicants are asked to establish which 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.

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@aaah.org.uk