

## The Camilla Boodle Fund

### Guidelines, Criteria and Application Form

The Camilla Boodle Fund was set up in the memory of an ICOM UK Committee Member. It is a restricted fund administered by ICOM UK to provide grants for ICOM UK members who wish to extend their travel and/or museum visiting before or after an ICOM meeting.

#### Who is eligible to apply?

- Individual members of ICOM who have not received bursary through the Fund during the previous calendar year.
- Institutional members of ICOM are eligible to receive up to two bursaries per year through the Fund for employees of their institution who are not individual members in their own right.
- Applicants, whether individual members of ICOM, or as staff of institutions which are in ICOM membership, should have been in membership for at least 12 months.

#### What may you apply for?

As described above, the Camilla Boodle Fund is designed to provide the opportunity for ICOM UK members to extend a visit while attending an ICOM meeting to include or undertake such things as study tours, research projects, museum visits or other projects related to museum work.

The Fund does not support the costs of actually attending ICOM meetings. Members may seek a bursary for such costs through the ICOM UK Travel Bursary Fund, details of which are available on the ICOM UK website <http://uk.icom.museum/join-us/bursaries/>

#### How much can you apply for?

Bursaries may be given for up to 100% of travel and / or accommodation costs. It is anticipated that up to five grants of about £250 each will be awarded each year from the Fund. However, the ICOM UK Committee is keen to attract applications for innovative and interesting projects and thus reserves the right to allocate larger sums of money and/ or support more than five projects in any year.

#### How do you apply?

- Applications must be made using The Camilla Boodle Fund application form that follows.
- This must be completed electronically.
- Completed applications must be sent by email to the designated ICOM UK Committee Member charged with co-ordinating its bursary programmes.

### **Deadline for applications**

There is no deadline for applications to the Fund and applications will be considered throughout the year.

However, in order to be able us to consider your proposal, we must receive it at least 3 months prior to the date of travel to the ICOM conference or meeting.

### **Where do you send your completed application?**

Completed application forms may be sent electronically to the following e-mail address,

[nigel.sadler@talk21.com](mailto:nigel.sadler@talk21.com)

### **What happens to your application?**

- In the first instance your application will be assessed by the ICOM UK Bursary Committee using the criteria set out below.
- That Committee will make recommendations to the ICOM UK Committee on the applications received.
- The ICOM UK Committee usually meets in January, April, July and October of each year and you will receive written confirmation of the outcome of your application after the Board meeting at which your submission was considered.

### **Assessment Criteria**

In addition to the qualifying conditions set out above, the ICOM UK Bursary Committee will use the following criteria in assessing the applications it receives:

- Is the application form completed and does it provide sufficient information upon which to judge the merit of what is proposed?
- Is there sufficient time between the date on which the application was received and that of the meeting to allow the application to be processed?
- Is the proposed project effectively planned and budgeted?
- Are the perceived benefits and the means by which any associated information will be disseminated deemed to be appropriate and worthy of support?

Bursaries will not be awarded retrospectively.

### **Conditions relating to Bursaries**

If you are awarded a bursary you will receive correspondence indicating the amount awarded and any conditions associated with the offer of support.

You will be required to submit a written report (and images) which should cover relevant information regarding the conference/ meeting attended. This should be sent within one month of return and may subsequently be published on the ICOM UK website or newsletter.

Cheques covering the agreed bursary will only be issued on receipt of evidence of expenditure (e.g. invoice and accompanying receipts) and upon receipt of the report mentioned above.

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## Application Form

### Applicant Information

Name:

Position:

Organisation:

Address:

E-mail:

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### Project Information

1. Are you intending to use the grant for (tick appropriate box below):

A Study Tour	Yes [ ]	No [ ]
A Research Project	Yes [ ]	No [ ]
A Visit Overseas	Yes [ ]	No [ ]
Other museum related project	Yes [ ]	No [ ]

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2. Please give full details of the project including dates of travel, country information, main contacts and purpose of the visit.

**Project Title:**

**Host or benefactor:**

**Address or location:**

**Date(s) of Travel:**

**Description of project:**

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**Benefits**

Please make a statement below on how your participation in this project will benefit your professional practice and how it may have a wider benefit for the ICOM UK membership. In particular, please state how and to whom you will disseminate any associated information.

**Costs**

Please detail the costs, in sterling, relating to your attendance at the conference or meeting:

Travel:	£
Accommodation:	£
Other Expenses:	£

Total:	£
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Bursary amount requested	£
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Amount expected from other sources	£
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**Declaration**

I confirm that the information provided above is accurate to the best of my knowledge.

Signed:

Date: