

ICOM UK Travel Bursary

Guidelines, Criteria and Application Form

The ICOM UK Travel Bursary is a designated fund operated by ICOM UK to provide grants for museum workers from across the United Kingdom to attend ICOM triennial meetings, meetings of its international groups, and other conferences with a demonstrable international remit.

Who is eligible to apply?

- Individual members of ICOM who have not received an ICOM UK bursary during the previous calendar year.
- Institutional members of ICOM are eligible to receive up to two ICOM UK bursaries per year 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?

Those eligible to apply may seek support to attend;

- Meetings of ICOM International Committees,
- ICOM Triennial conferences,
- Other official meetings of ICOM, its International Committees or Regional Organisations (at the discretion of the ICOM UK Committee),
- Meetings of Affiliated Organisations of ICOM,
- The conferences of other organisations which have a distinct international focus (while not being prescriptive, this might include, for example, the annual meetings of the best in Heritage, the American Alliance of Museums, International Institute for conservation, Ecsite etc.)

In addition, applications for support to attend meetings of Affiliated Organisations of ICOM may also be considered.

Applicants should note that priority will be given to the first two categories above, and preference will be given to those who hold office or are otherwise active in ICOM and its International Committees.

How much can you apply for?

Bursaries may be given for travel, conference fee and accommodation costs, subject to a minimum of £100 and a maximum of £1,000. The maximum grant for events held in Europe is £750, and for meetings outside Europe it is £1,000. It is expected that a total of around £3,500 will be available for all bursaries in any one year.

Guidelines for applicants

In assessing the applications received special consideration will be given to members who have not previously attended ICOM meetings and regard will be paid to the wider benefit to the ICOM UK membership that will be gained by the proposed attendance.

The norm is for one award only to be made per international meeting, outside of full ICOM triennials. However, ICOM UK reserves the right of discretion on this point.

How do you apply?

- Applications must be made using the ICOM UK Travel Bursary application form that follows.
- The form 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 by one of the following deadlines.

Deadlines for applications

Applications to the ICOM UK Travel Bursary fund will be considered four times a year. Completed application forms must be received by one of the following dates.

28 February, 31 May, 31 August, 30 November

Applications for ICOM Triennials should be received by 31st March in the relevant year.

Applications should be sent to meet the deadline which falls at least 3 months prior to the date of the conference / meeting.

Where do you send your completed application?

Completed application forms should be sent to the following e-mail address:

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 Committee 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 wider 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, highlighting the benefits you gained from attending the event. This should be sent within one month of return. Please bear in mind that we may subsequently edit and publish your report in the ICOM UK newsletter and website, and reserve the right to do so as a condition of this grant offer.

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

The Camilla Boodle Fund

ICOM UK members are reminded of the support for travel available through the Camilla Boodle Fund. The fund is designed to help ICOM UK members extend a professional visit abroad through Study Tours, Research Projects, Museum Visits or other projects related to museum work.

Details about the Fund and the associated application form are available through the ICOM UK website.

ICOM UK Travel Bursary

Application Form

Applicant Information

Name:

Position:

Organisation:

Address:

E-mail:

Conference/ Meeting Information

1. Title of conference or meeting:
2. Name of International Committee or Affiliated Organisation:
3. Date(s) of Meeting:
4. Are you an ICOM International Committee Member? (tick appropriate box below)

Yes [] No []

If so, which one:

5. Do you hold office within the Committee? (tick appropriate box below)

Yes [] No []

Position:

6. Are you presenting a paper? (tick appropriate box below)

Yes [] No []

If yes, please give details including the title of your paper:

7. Have you attended an ICOM meeting before? (tick appropriate box below)

Yes [] No []

8. Have you received an ICOM UK bursary in the past 12 months? (tick appropriate box below)

Yes [] No []

9. Have you been an ICOM member for at least 12 months? (tick appropriate box below)

Yes [] No []

Wider Benefit

Please make a statement in the box below on how your attendance at this ICOM meeting will have a wider benefit for the ICOM UK membership. In particular, please state how and to whom you will disseminate any information.

Costs

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

Travel:	£
Accommodation:	£
Conference Fees:	£
Total:	£
Travel Bursary amount requested	£
Amount expected from other sources	£

Declaration

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

Signed:

Date: