

ICOM UK and British Council Global Travel Grant Scheme 2017-18

ABOUT THE SCHEME

ICOM UK, with support from the British Council (BC), is offering a number of travel grants to support staff from regional and local UK museums (non-national museums) to travel internationally (beyond greater Europe) to develop mutually beneficial projects and partnerships.

The ICOM UK – BC Global Travel Grant Scheme will enable recipients to undertake an international visit to museums to meet with international colleagues and mutually share skills, expertise and experience. The Global Travel Grant Scheme aims to support museums who are starting to develop mutually beneficial international projects and partnerships. Priority will be given to museums whose staff have not previously undertaken international work.

The total budget available for the Global Travel Grant Scheme in 2017-18 is £7,200. Applications will be considered for grants of up to £1,500 per organisation or consortium.

Please note that applicants will need to make their own travel, insurance and visa arrangements. ICOM UK or the British Council can supply a supporting letter where visa regulations require it.

2017 DEADLINES FOR APPLICATIONS

Deadline for applications: **17:00 on Friday 13 October 2017**

Successful applicants notified: **w/c 23 October 2017**

Travel must be completed by: **30 June 2018**

HOW TO APPLY

Please complete one application form per organisation or consortium and email it to:

Dana Andrew, ICOM UK Executive Director, dana@cuello-andrew.co.uk

Applications must be authorised by the applicant's trustee, chairperson or director. Applications received by post, or after the deadline, will not be considered. All decisions are final.

Please note that ICOM UK is a volunteer run organisation. Regretfully, this means we do not have capacity to provide feedback on unsuccessful grant applications. Thank you for your understanding.

Organisation	
Name	
Job Title	
Email Address	
Telephone Number	
Address of Organisation	
Please confirm that your application has the support of your organisation (give name and contact details for chairperson or director)	
Where do you wish to travel to?	
Visit dates (start and finish)	
Which organisation(s) do you wish to visit?	
<p>Please describe the purpose of your visit.</p> <p>Include details of any specific projects or partnerships you would like to develop.</p> <p>Note if you have already established contact with potential partners, and the stage of these discussions.</p>	
Explain how the visit will be mutually beneficial for the organisations involved.	

Explain what impact the visit will have on your organisation and on those you will visit?	
Please provide a breakdown of the cost of your visit.	
Does your organisation already have experience of working internationally? If so, please describe this briefly.	

Signature of Applicant	
Signature of chairperson or director	
Date	

If your application is successful, you will be required to write one blog post for publications on the ICOM UK website and British Council website during your visit, complete a post-visit report (template provided) and supply at least three high resolution images from your visit. Successful applicants will grant ICOM UK and the British Council permission to use the report and images for press and marketing purposes (online and print) directly connected to ICOM UK's and the British Council's work.

ELIBILITY CRITERIA AND GUIDELINES

For the purposes of the ICOM UK – BC Global Travel Grant Scheme, the following countries in the EU and greater Europe **ARE EXCLUDED** from the Scheme. **All other countries not listed here can be visited under the Global Travel Grant Scheme.**

EU Member Countries

Austria	Hungary
Belgium	Ireland
Bulgaria	Italy
Croatia	Latvia
Cyprus	Lithuania
Czech Republic	Luxembourg
Denmark	Malta
Estonia	Netherlands
Finland	Poland
France	Portugal
Germany	Romania
Greece	Slovakia
	Slovenia
	Spain

Sweden

Other countries in Europe and greater Europe

Albania

Andorra

Armenia

Azerbaijan

Belarus

Bosnia & Herzegovina

Georgia

Iceland

Kazakhstan

Kosovo

Liechtenstein

Macedonia (FYROM)

Moldova

Monaco

Montenegro

Norway

Serbia

Switzerland

Ukraine

The ICOM UK – BC Global Travel Grant Scheme is open to non-national museums across the UK (England, Wales, Scotland, Northern Ireland), including non-ICOM UK members. In the context of the Global Travel Grant Scheme, we define museums as ‘*museums, galleries and comparable heritage and cultural organisations with collections*’. Applying organisations must also abide by the ICOM Code of Ethics http://icom.museum/fileadmin/user_upload/pdf/Codes/ICOM-code-En-web.pdf

Museums can apply for a maximum of £1,500 to fund an international visit before 30 June 2018. One person from each organisation or consortium will be eligible for funding per application, unless the applicant clearly demonstrates the need for more than one person to travel due to security needs or other extenuating circumstances.

The purpose of the visit must clearly demonstrate the mutual benefits and impact for all of the parties involved. The grant will cover the cost of travel, including international and local transport, visas, accommodation and subsistence.

The grant will not cover the cost of attending an international conference or meeting, nor will it cover the cost of travel associated with an established project or partnership under which travel costs have already been agreed. The grant will not cover overhead costs (including backfill costs), general running costs, professional fees or production costs such as the purchase or hire of materials, equipment, venues, goods and/or services. ICOM UK cannot consider retrospective applications.

If awarded, 75% of the grant will be paid on receipt of a detailed travel itinerary and invoice in advance of travel. 25% of the costs will be paid on receipt of the visit report and images, to be received no later than one month after the end of the visit.

2017 applicants will be required to complete their visit and submit their final report by Saturday 30 June 2018.

Failure to submit the required paperwork by the given deadline may result in a delay or non-payment of the final instalment of the grant.