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 professionals across the United Kingdom to attend ICOM triennial meetings, international group meetings and conferences with an 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 in the year preceding the application.

Please Note: If you are applying as an Institutional member the name of the recipient of the travel bursary must be included in the application and a senior member of staff must also sign the form to confirm that the Institution is supporting the application.

What may you apply for?
Those eligible to apply can seek support to attend;
- Meetings of ICOM International Committees taking place outside of the UK
- ICOM Triennial conferences
- Other official meetings of ICOM, its International Committees or Regional Organisations (at the discretion of the ICOM UK Committee) taking place outside of the UK
- Meetings of Affiliated Organisations of ICOM taking place outside of the UK
- Conferences which have a distinct international focus. The decision on eligible events rests with the ICOM UK bursary committee. Applications for support to attend meetings of Affiliated Organisations of ICOM taking place outside of the UK may be considered.

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

How much can you apply for?
Bursaries are 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 outside Europe it is £1,000. A total of £5,000 will be available for all bursaries in any one financial year (October 1st - September 30th).
Guidelines for applicants
In assessing the applications, special consideration will be given to members who have not previously attended ICOM meetings and to the benefit to the ICOM UK membership and wider museum community. The norm is for one award only to be made per international meeting, outside of full ICOM Triennial conferences. 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.
• The form must be completed electronically.
• Completed applications must be sent by email to the Head of the Bursary Committee.

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.

28th February, 31st May, 31st August, 30th November

Applications for ICOM Triennial conference must 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. For example, if you are applying to attend a meeting in November, you must submit your application before 31st May.

Where do you send your completed application?
Completed application forms should be emailed to:

nigel.sadler@talk21.com

What happens to your application?
• Your application will be assessed by the ICOM UK Bursary Committee using the criteria set out below.
• The Committee will make recommendations to the ICOM UK Committee on the applications received.
• The ICOM UK Committee meets quarterly each year and you will receive confirmation of your application outcome following the Committee meeting at which your application was considered.
Assessment Criteria
In addition to the qualifying conditions set out above, the following criteria applies:

• The application form must be completed and provide relevant information to judge the merit of the proposed conference or meeting attendance.
• Allow sufficient time between the date on which the application was received and that of the meeting to allow the application to be processed.
• The amount of funding applied for must be appropriate and clearly defined.
• The impact of the visit, wider benefits and the means by which any associated information will be disseminated need to be appropriate and clearly defined.
• Applications are reviewed in the order they are received. We provide a first come, first served process.
• Bursaries will not be awarded retrospectively.

Conditions relating to Bursaries
If you are awarded a bursary, correspondence indicating the amount awarded and any conditions associated with the offer of support will be sent to the email address on your application.

You will be required to submit a written report with images, following a template provided. The report must cover relevant information regarding the conference/meeting attended, highlighting the benefits you gained from attending the event.

You must submit the text and images within 4 weeks of the event for publication on the ICOM UK website and in the ICOM UK weekly news. We reserve the right to edit the bursary reports received.

Payment covering the agreed bursary amount will only be issued on receipt of a completed ICOM UK expenses for, scanned receipts (PDF format) and upon receipt of the report and images.

The Camilla Boodle Fund
The Camilla Boodle Fund is designed to help ICOM UK members extend a professional visit abroad through study tours, research projects, museum visits or other work related projects.

Further details and the application form are available on the ICOM UK website http://uk.icom.museum/about-us/bursaries/
ICOM UK Travel Bursary

Application Form

Are you applying as:

An Individual Member   Yes □   No □

An Institutional Member   Yes □   No □

Please make sure you fill in the right section at the end

Applicant Information

Name:
(in the case of an Institutional Member, this must be the name of the person who will be attending the conference/meeting)

Position:

Organisation:

Address:

E-mail:

ICOM Membership Number   _______________________

Conference/ Meeting Information

1. Title of conference or meeting:

2. Name of International Committee or Affiliated Organisation:

3. Date(s) of conference/meeting:

4. Are you a members of an ICOM International Committee? (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, or your organisation, received an ICOM UK bursary in the past 12 months? (tick appropriate box below)
   
   Yes [   ]  No [   ]

9. Have you, or your organisation, been an ICOM member for at least one membership year proceeding this application? (tick appropriate box below)
   
   Yes [   ]  No [   ]

**Wider Benefit**

Please state in the box below how your attendance at the conference / meeting will have a wider benefit for the ICOM UK membership and museum community and how and to whom you will disseminate any information.

[Blank space for text input]
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:

**ONLY** fill in this section if you are applying as an Institutional Member.

I confirm that the information provided above is accurate to the best of my knowledge and that the applicant has the support of the institution which is the ICOM UK Member.

Signed:

Position:

Date: