

ICOM UK Bursary Fund

Guidelines, Criteria and Application Form

The ICOM UK Bursary is a designated fund operated by ICOM UK to provide grants for ICOM UK members to attend ICOM General Conferences, meetings of ICOM International Committees (subject specialist 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 in the year preceding the application.

Please Note: If you are applying as an Institutional member the name of the recipient of the 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.
- Meetings, conferences and events can be in-person or online events.

How much can you apply for?

For in-person events, bursaries are given for travel, conference fee and accommodation costs. For online events, bursaries are given for conference fees. 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 (1 October – 30 September).

Guidelines for applicants

In assessing the applications, special consideration will be given to members who have not previously attended ICOM meetings and which will provide most 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 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

There is a rolling deadline for bursary applications on a first-come-first-served basis.

Applications for ICOM Triennial conference must be received by 31st March in the relevant year.

Where do you send your completed application?

Completed application forms should be emailed to:

icom.uk.bursaries@gmail.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 form, scanned receipts (PDF format) and upon receipt of the report and images.

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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. Is the conference/meeting online [] or in-person []
5. Are you a member of an ICOM International Committee? (tick appropriate box below)
Yes [] No []

If so, which one:

6. Do you hold office within the Committee? (tick appropriate box below)
Yes [] No []

Position:

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

Yes []

No []

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

8. Have you attended an in-person ICOM meeting before? (tick appropriate box below)

Yes []

No []

9. Have you, or your organisation, received an ICOM UK bursary in the past 12 months? (tick appropriate box below)

Yes []

No []

10. 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.

Costs

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

Travel:	£
Accommodation:	£
Conference Fees:	£
Total:	£
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: