

ICOM UK Bursary Schemes - overview and application guidance



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Overview

The ICOM UK Bursary scheme is designed to help our members participate in international museum activity such as ICOM General Conferences, meetings of ICOM International Committees (subject specialist groups) or international seminars. We offer two types of bursary; a smaller fast turnaround scheme, and a larger scheme that runs with three deadlines per year. A total of £10,000 is made available for bursaries which runs throughout the ICOM UK membership year, 1 October- 30 September.

Small Responsive Bursary Scheme

The Small Responsive Bursary Scheme is for applications of up to £250 towards the cost of international activity. These are designed to be quick turn around for events and project opportunities as they present themselves. Please refer to the application guidance before submitting an application.

Core Bursary Scheme

The Core Bursary Scheme for applications of up to £1,250 towards the cost of international activity. These are designed to support applicants to take part in international activity that aligns with ICOM UK's strategic objectives. This bursary scheme has three deadlines per year, so applications must build in time for a competitive process. You will find the deadlines on the bursaries page of the ICOM UK website.

Eligibility

Who is eligible to apply?

- Individual members of ICOM UK who have not received an ICOM UK bursary during the previous three calendar years.
- Institutional members of ICOM UK are eligible to receive one ICOM UK bursary per year for employees of their institution who are not individual members in their own right.

Please Note: If you are applying as an Institutional member, the name of the recipient of the bursary must be included in the application along with evidence that the institution is aware of and supports 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, Regional Organisations (at the discretion of the ICOM UK Committee), or Affiliated Organisations taking place outside of the UK
- Non-ICOM events which have a distinct international focus. The decision on eligible events rests with the ICOM UK bursary committee.
- Meetings, conferences and events can be in-person or online events.

In assessing the applications, special consideration will be given to members who have not previously attended ICOM meetings and which will provide the most benefit to the ICOM UK membership and wider museum community. We actively welcome applications from members who are based in so-called British Overseas Territories.

If you are unsure whether you are eligible, feel free to get in contact with the bursaries committee on bursaries@icomuk.org.

Application Process

Application Form

Applications can be made using the [online application form](#). We use Google forms to help manage the process of the application. If you have difficulties with accessing or using the form, please contact bursaries@icomuk.org.

Each application will ask for the following information:

- Applicant name
- ICOM Membership number
- Job title and organisation name
- Career stage
- Sharing the knowledge gained by attending the event or activity

The body of the application will ask the following:

Nature of the application

Here we are expecting you to give a brief overview of what the application is for. For example 'Participating in a workshop on decolonisation in Amsterdam' or 'giving a paper at the CIDOC conference'.

Alignment with the ICOM UK Strategic Objectives (Core Bursary Scheme Only)

Select which of the strategic objectives your application best aligns with. The strategic objectives are:

- Heritage Protection
- Decolonisation
- Environmental Sustainability

Case for support

Here we are expecting you to outline why ICOM UK should fund the activity in less than 500 words. We're interested in:

- what the money will be funding with a breakdown of costs,
- how a successful application will help you, your organisation,
- how you will bring the learning back into the sector.

Please pay particular attention to the importance of international collaboration in this case for support. ***If you are applying for a Core Bursary Scheme, please also use this space to explain how your application supports the ICOM UK Strategic Objectives.***

Other sources of funds being sought

To ensure as many of our members can benefit from the bursary schemes as possible, we are asking that applications have other sources of funds to help support the activity. Whilst we will not be committing to 100% funding of activities, the ICOM UK Bursary Committee reserves the right to offer this where it is deemed necessary.

Application Deadlines

The Small Responsive Bursary Scheme is open and applications are accepted on a rolling basis. The Core Bursary Scheme has three deadlines per year. The first being in April, the second in August, and the third being in December. The exact deadlines will be published on the ICOM UK website.

Decision making process

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 Bursary 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 apply:

- The application form must be completed and provide relevant information to assess the merit of the proposed activity.
- 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 activity, wider benefits and the means by which any associated information will be disseminated need to be appropriate and clearly defined.
- Where appropriate, the ICOM UK Strategic Objectives are clearly considered in your case for support.

Outcome notification

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. Emails will come from bursaries@icomuk.org, so please ensure emails from this address do not go into your junk or spam folders.

Claiming your bursary

As part of claiming your bursary funds, you will be required to submit a written report with images, following a basic template provided with your confirmation of award. This should be submitted within four weeks of you undertaking the travel.

The report should cover relevant information regarding the conference/ meeting attended, highlighting the benefits you gained from attending the event. We are a friendly and supportive organisation, and see the value in fun and informal networking too - don't make your report too dry!

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.

The ICOM UK expense form will be sent to you along with your confirmation of award and report template.