

## ICOM UK and Heritage Without Borders Travel Grant Scheme 2017-18

### ABOUT THE SCHEME

ICOM UK, with support from Heritage Without Borders (HWB), is offering a number of travel grants to support staff from regional and local UK museums (non-national museums) to travel to Europe and greater Europe to develop mutually beneficial projects and partnerships.

The ICOM UK – HWB 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 Travel Grant Scheme aims to support museums who are starting to develop mutually beneficial international projects and partnerships in Europe and greater Europe. Priority will be given to museums whose staff have not previously undertaken international work.

The total budget available for the Travel Grant Scheme in 2017-18 is £7,200. Applications will be considered for grants of up to £700 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.

<b>Organisation</b>	
<b>Name</b>	
<b>Job Title</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	
<b>Address of Organisation</b>	
<b>Please confirm that your application has the support of your organisation (give name and contact details for chairperson / director / senior manager)</b>	
<b>Where do you wish to travel to?</b>	

<b>Visit dates (start and finish)</b>	
<b>Which organisation(s) do you wish to visit?</b>	
<p><b>Please describe the purpose of your visit.</b></p> <p><b>Include details of any specific projects or partnerships you would like to develop.</b></p> <p><b>Note if you have already established contact with potential partners, and the stage of these discussions.</b></p>	
<p><b>Explain how the visit will be mutually beneficial for the organisations involved.</b></p> <p><b>Explain what impact the visit will have on your organisation and on those you will visit?</b></p>	
<b>Please provide a breakdown of the cost of your visit.</b>	
<b>Does your organisation already have experience of working internationally? If so, please describe this briefly.</b>	

<b>Signature of Applicant</b>	
<b>Signature of chairperson / director / senior manager</b>	
<b>Date</b>	

If your application is successful, you will be required to write a blog post for the ICOM UK 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 permission to use the report and images for press and marketing purposes (online and print) directly connected to ICOM UK's work.

## ELIBILITY CRITERIA AND GUIDELINES

For the purposes of the Travel Grant Scheme, greater Europe includes the following countries:

### EU Member Countries

Austria	Slovenia
Belgium	Spain
Bulgaria	Sweden
Croatia	<u>Other countries in Europe and greater Europe</u>
Cyprus	
Czech Republic	Albania
Denmark	Andorra
Estonia	Armenia
Finland	Azerbaijan
France	Belarus
Germany	Bosnia & Herzegovina
Greece	Georgia
Hungary	Iceland
Ireland	Kazakhstan
Italy	Kosovo
Latvia	Liechtenstein
Lithuania	Macedonia (FYROM)
Luxembourg	Moldova
Malta	Monaco
Netherlands	Montenegro
Poland	Norway
Portugal	Serbia
Romania	Switzerland
Slovakia	Ukraine

The ICOM Travel Grant Scheme is open to non-national museums across the UK (England, Wales, Scotland, Northern Ireland), including non-ICOM UK members. Applicants can apply for a maximum of £700 to fund an international visit in 2017. 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 Monday 4 December 2017.

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.

### **2017 DEADLINES FOR APPLICATIONS**

Applications open: **9:00 on Thursday 1 June 2017**

Deadline for applications: **17:00 on Friday 30 June 2017**

Successful applicants notified: **w/c 10 July 2017**

### **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](mailto:dana@cuello-andrew.co.uk)

**Applications must be authorised by the applicant's trustee, chairperson, director or senior manager. 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.*