

Icon Internships Programme (IIP) – Breakdown of costs for 12 months

The following table lists costs for an externally-funded Graduate or Non-Graduate placement based on **Financial Year 19/20** assuming **20% VAT**

	Icon Core Costs for 12-month Internship	Conservation Graduate	Conservation Non-Graduate
1.	Bursary costs: paid to interns in 4 x quarterly stipends.	17,000	16,000
2.	<p>Recruitment costs: Icon staff costs for placement set-up, advertising, sifts, interview arrangements and enrolment.</p> <p>+VAT:</p> <p>Note: a this is a one-off cost per placement, unless re-advertisement is necessary</p>	2,250 450	2,250 450
3.	<p>Professional support services: Full management and administration support of scheme including Intern Advisor and Administration Costs. Intern Advisor, 4 visits per year, assists with interviews, conducts Supervisor and Intern induction, provides mentoring with ongoing monitoring & assessment, on-call phone and e-mail support and advice, facilitates regional networking. +VAT:</p>	6,250 1,250.00	6,250 1,250.00
	Sub-total costs	£25,500	£24,500
	Total VAT: (@20%)	£1,700.00	£1,700.20
	IIP Placement total costs (Inc. VAT)	£27,200	£26,200
Invoices	<p>Dependent on when the intern starts, invoices can be issued on a quarterly basis with the core costs (2, 3 & 4 plus any options) paid as part of the first invoice which will be issued in advance of the placement starting as per the host agreement. OR all the costs 1- 4 plus any options divided across the quarterly payments</p> <p>The first invoice which will be issued in advance of the placement starting as per the host agreement and remaining invoices prior to each bursary instalment.</p>		
Bursary payments:	The first payment will be made in advance of the intern starting the placement. Further payments will be paid on receipt of a satisfactory quarterly report.		
<p>Please note: Hosts may add additional allowances on to these costs for direct distribution from Icon to the intern, e.g. for London weighting etc.</p>			
Optional	Chemistry for Conservators: or other specified training	£775	£775
Optional	Tools/Protective Equipment allowance:	£200	£200
Optional	Additional training allowance:	Discretionary	Discretionary
Optional	PACR registration: one-off fee	£250	n/a