

Icon Internships Programme (IIP) – Breakdown of costs for 6 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 6-month Internship | Conservation Graduate | Conservation Non-Graduate |
|--------------------------|---|-----------------------|---------------------------|
| 1. | Bursary costs: paid to interns in 4 x quarterly stipends. | 8,500 | 7,500 |
| 2. | Recruitment costs: Icon staff costs for placement set-up, advertising, sifts, interview arrangements and enrolment. +VAT: Note: a this is a one-off cost per placement, unless re-advertisement is necessary | 2,250 450 | 2,250 450 |
| 3. | 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: | 3,125 625.00 | 3,125 625.00 |
| | Sub-total costs | £13,875 | £12,875 |
| | Total VAT: (@20%) | £1,075.00 | £1,075.00 |
| | IIP Placement total costs (Inc. VAT) | £14,950.00 | £13,950.00 |
| Invoices | 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 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. | | |
| 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. | | |

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.

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|-----------------|--|---------------|---------------|
| 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 |