

Application Guidance Notes

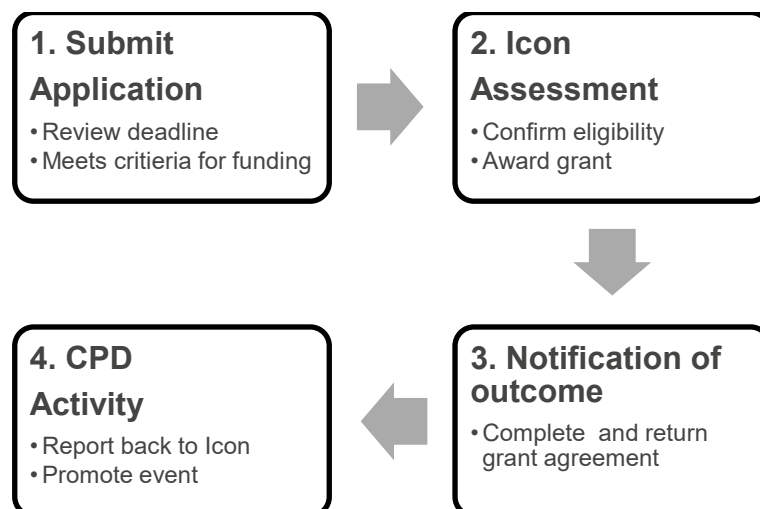
Funding to support Continuing Professional Development (CPD)

Grant funding is available from Icon provided by Tru Vue. Grants are awarded for mid-career professional development e.g. attendance at any kind of continuing professional development (CPD) event, but not exclusively conference and training events.

Conditions of Grant Funding

- ✓ Applicable to professional conservators residing worldwide, except for members of the AIC
- ✓ In considering applications, Icon will assess whether event or training is suitable for mid-career development. The CPD events are not restricted to Icon events.
- ✓ Grants up between £300 and £1000 are available awarded in GBP (by international bank transfer, if required) The awards can be for the full amount or smaller amount, as Icon considers appropriate, please use GBP in the application form only.
- ✓ Awards in non GBP will be transferred at the prevailing rate on the day of transfer.
- ✓ There are two application rounds per year.
- ✓ Only Icon grant application forms will be accepted and only if submitted electronically and by the published deadlines.
- ✓ Applicants do not have to be members of Icon, but preference will be given to Icon members.
- ✓ Applicants must demonstrate the relevance of the subject of the event to their own professional development plan and outline how the CPD event will contribute towards meeting their CPD goals.
- ✓ An agreement will be signed by the successful grant recipient to substantiate legitimate use of the grant.
- ✓ The grant recipient will report out and share their key learning points with the conservation community via online channels and social media of their own institution (if appropriate), Icon and Tru Vue.
- ✓ Successful grant recipients for this award will not be able to re-apply within a two-year period.

Grant Process



1. Submit Application

- ✓ Applications must be submitted by email to training@icon.org.uk by 17:00 GMT by the day of the deadline. Application received after that time will not be considered.
- ✓ Submit the completed application form along with a signed letter of support from your Head of Department, line Manager or Colleague.

2. Icon Assessment

Each of the applications will be reviewed by the Professional Development team at Icon. Whilst the application is open to all, preference will be given to members of the Institute of Conservation.

Criteria	Scoring
Complete details of activity are shown with clear and accurate costings. <i>NB successful recipients will be required to submit receipts for activity and subsistence if required</i>	Pass / Fail
Activity has not yet taken place <i>NB no grants shall be awarded retrospectively</i>	Pass / Fail
Activity fits in with timescales of funding <i>NB each application window has set dates for which activities can take place between</i>	Pass / Fail
How will the CPD event keep you informed on changes in the profession as well as broader developments relevant to your work context	1 to 10
How will the CPD event ensure that your practice, knowledge, skills and techniques are up-to-date, both at a general level and in relation to individual projects and tasks that you undertake	1 to 10
How do you intend to use this CPD event to support your personal career development needs	1 to 5

Successful applicants must score 18 or more. Once all applicants have been scored the Professional Development team will assess and make the final decision as to who to award grants to.

3. Notification of outcome

- ✓ You will receive a decision by the time period highlighted in the key dates section below for your relevant grant period.
- ✓ If successful you will sign and return the grant agreement (this can be scanned) – typed signatures will not be accepted.
- ✓ Payment will be made by BACS within 4 weeks of your signed agreement

4. CPD Activity

As part of the grant agreement you will be required to submit the following information within 14 days of the activity:

- ✓ Submit proof of attendance, receipts for fees and subsistence – failure to submit these will result in the funding being clawed back.
- ✓ Submit article of 250 to 400 words with pictures for posting on the Icon Blog and sharing with Tru Vue.
- ✓ Submit evidence of promotion and dissemination of findings.
- ✓ Complete post grant questionnaire.

Key Dates

Round 1		Round 2	
Application Opens	10/10/2016	Application Opens	24/01/2017
Application Deadline	05/12/2016	Application Deadline	30/04/2017
Decision Notice	16/12/2016	Decision Notice	12/05/2017

As well as the deadlines for the applications, please also note that each of the application windows has restrictions as to when the activity can take place.

Round 1: Activities must take place between 16th December 2016 and 12th May 2017

Round 2: Activities must take place between 12th May 2016 and 30th November 2017.

Contact us

If you have any queries please email training@icon.org.uk or call +44 (0)20 3142 6799 and ask to speak to a member of the Professional Development Team.