**Fellowship/Travel Support**

**Completed submissions MUST be submitted online at the following link by March 1, 2019 at 11:59 Eastern:** [**https://www.surveymonkey.com/r/Kyoto2019ICOMUSSupport**](https://www.surveymonkey.com/r/Kyoto2019ICOMUSSupport)

**Guidelines, Criteria and Application Form**
The ICOM US Fellowship/Travel Support is available for museum professionals from
across the United States to attend ICOM triennial meetings and meetings of its
international groups. Travel support is also available to International museums professionals
presenting papers or participating on panels at US based conferences.

**Who is eligible to apply?**• Individual members of ICOM US who have not received a travel awards during the
previous calendar year.
• Institutional members of ICOM US are eligible to receive up to two ICOM US travel
awards per year for employees of their institution who are not individual members in their own right.
• Applicants, whether individual members of ICOM US, or as staff of institutions which have institutional ICOM US membership, should have been a member for at least 12 months.
• ICOM members travelling to US who are presenting papers or are participating as
panelist at US based conferences will receive preferences.

**What may you apply for?**
• Those eligible to apply may seek support to attend;
• ICOM Triennial conferences
• Meetings of ICOM International Committees held in the US
• Other official museum related conferences/meetings held in the US
• Meetings/conferences/workshops sponsored by ICOM, its International Committee or Regional Organizations (at the discretion of the ICOM US Board),

Applicants should note that priority will be given to the first three (3) categories above,
and preference will be given to those are active in ICOM US and International Committees,

**How much can you apply for?**
Grants may be awarded for travel, conference fee and accommodation costs, subject to
a minimum of $200 and a maximum of $1,500.

**Guidelines for applicants**
In an effort to encourage conference participation from across the larger ICOM US member base, the ICOM US Fellowship/Travel Committee will consider geographic diversity as well as emerging and seasoned museum professionals. In addition, consideration will be given to members who have not previously attended ICOM meetings and regard will be paid to the wider
benefit that will be gained by the ICOM US members and your institution, as a result of your attendance to this meeting.

**How do you apply?**
• Applications must be completed online through the portal provided. If you have any questions, please contact our staff by email at icomus@icom.museum.

**Deadlines for applications**

Applications for support to attend the ICOM Triennial in Kyoto should be received by March 1, 2019.

**What happens to your application?**
• In the first instance your application will be assessed by the ICOM US Fellowship/Travel Support committee using the criteria set out below.
• That Committee will make recommendations to the ICOM US Executive Committee and/or Board on the applications received.
You will receive written confirmation of the outcome of your application by April 1, 2019

**Assessment Criteria**
In addition to the qualifying conditions set out above, the ICOM US Fellowship/Travel Support Committee will use the following criteria in assessing the applications it receives:
• Is the application form completed and does it provide sufficient information upon which to judge the merit of what is proposed?
• Is the proposed project effectively planned and budgeted?
• Are the wider benefits and the means by which any associated information will be disseminated deemed to be appropriate and worthy of support?

Fellowship/Travel Support will not be awarded for conferences that have already past.

**Conditions relating to Bursaries**If you are granted a travel award you will receive an email indicating the amount awarded and any conditions associated with the offer of support.

You will be required to submit a 500 word (min) written report which should cover relevant information regarding the conference/meeting attended, highlighting the benefits you gained from attending the event. This should be sent within one month of the conference attendance. Please bear in mind that we may subsequently edit and publish your report in the ICOM US newsletter and/or website and reserve the right to do so as a condition of this grant offer.

You will also be required to participate in the ICOM-US activities scheduled at the conference. ICOM-US will have a meet and greet session as well as an ICOM-US reception in Kyoto during the conference (more information to be provided with your award notification).

Reimbursements will only be issued with a valid receipt of expenditure and upon receipt of the report mentioned above.

**Travel Awards Application Form**

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(Paper submissions will not be accepted)