

**ICOM Members' Travel Grant Programme 2024
APPLICATION FORM**

**Support for Members' participation in the 14th COMCOL annual conference, 9-12
October 2024, Amsterdam**

To encourage COMCOL colleagues to participate in ICOM and COMCOL activities, we announce up to two travel grants of one thousand Euros (€ 1000) each for ICOM / COMCOL members who intend to take part in the 14th COMCOL Conference in Amsterdam.

Criteria members travel grant:

- able to write and understand English fluently,
- museum professionals working for or with museums/heritage institutions and students with a demonstrably relevant position for collecting/collecting strategies,
- individual members of ICOM and of COMCOL,
- having submitted a proposal for the conference which was accepted,
- be aware that priority will be given to members from countries belonging to Categories 4, 3 and 2,
- be aware that members who have received grants in the last three years (2021, 2022, 2023) will not be given priority for a grant in 2024
- up-to-date with their membership dues for 2021, 2022 and 2023. New ICOM members who joined the organization in 2023 must have paid their dues for 2023 and 2024,
- must have a passport and be able to travel.

If you wish to apply, please **fill out** this application form and **submit** the required information to the COMCOL Secretary; Brandie MacDonald secretary.comcol@icom.museum (Subject: Members Application 2024)

All documents should be sent in electronically.

Deadline of Application: The deadline for applying is **July 5th 2024 at midnight**. Submissions received after this date and time will not be considered.

Selection process: Applications will be evaluated by the COMCOL board.

All applications must include:

1. the completed and signed application form
2. a 500 words motivation for attending the 14th COMCOL Conference answering the following questions:
 - *What are the most important reasons for your motivation to participate in the conference?*
 - *How will your participation in the conference benefit your museum or museum communities you work with?*
 - *How do you plan to disseminate the information and knowledge gained at the conference upon your return to your home country?*
3. indication of the estimated travel costs from your home city to Amsterdam
4. copy of a valid travel document (passport, identity card)
5. the applicant's curriculum vitae indicating training, work experience, publications as well as current work responsibilities within his/her institution (maximum one page)
6. letter or email of approval of their proposal

Each grantee will be required to submit a questionnaire **within two weeks following the meeting** stating his/her experience and contribution to ICOM and COMCOL activities, and to submit an article of approx. 1000 words in **the next [Comcol Newsletter](#)**, which describes his/her conference experience and reflects on the conference.

The resources for this programme are limited. Applicants are required to comply with the eligibility criteria stated in this document.

1. Application Form

APPLICANT DETAILS		
SURNAME(S)		
FIRST NAME(S)		
DATE OF BIRTH <i>(Please include a copy of your passport)</i>		
INDIVIDUAL ICOM MEMBERSHIP NUMBER		
ICOM MEMBER SINCE		
MEMBER OF COMCOL SINCE		
INSTITUTION		
POSITION IN YOUR INSTITUTION		
PROFESSIONAL ADDRESS		
CITY	POSTAL CODE	COUNTRY
TELEPHONE NUMBER		
E-MAIL		

ADDITIONAL INFORMATION	
ARE YOU AN ACTIVE MEMBER OF OTHER ICOM NATIONAL OR INTERNATIONAL COMMITTEES? (PLEASE SPECIFY)	<i>Please note that you cannot attend more than one IC meeting in 2020 by means of this travel grant.</i>
ARE YOU A MEMBER OF OTHER PROFESSIONAL BODIES/ASSOCIATIONS?	
FROM WHERE WILL YOU BE TRAVELLING? (PLEASE SPECIFY AIRPORT, CITY AND COUNTRY)	

DO YOU HAVE ANY ADDITIONAL FUNDING POSSIBILITIES? (PLEASE SPECIFY)	
HAVE YOU BENEFITTED FROM ICOM TRAVEL GRANTS IN PREVIOUS YEARS?	<i>If YES, please specify the type of meeting, the venue and country, as well as the year. (for example: ICOM General Conference, Kyoto, Japan, 2019)</i>
HAVE YOU ATTENDED OTHER COMCOL MEETINGS OR CONFERENCES? IF YES, WHEN?	
RECOMMENDATION LETTER	
NAME OF RECOMMENDING PERSON	
E-MAIL OF RECOMMENDING PERSON	
TELEPHONE NUMBER OF RECOMMENDING PERSON	

I herewith declare:

- *I am eligible to apply according to the Criteria for ICOM Travel Programmes.*
- that I am available to FULLY attend the aforementioned ICOM International Committee Meeting.

DATE	APPLICANT'S SIGNATURE

2. Motivation

3. indication of the estimated travel costs

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NOTE: The grants will provide assistance for airfare (in the most reasonable level of Economy Class) and assistance for accommodation for the duration of the meeting as well as registration fees. Insurance coverage, visa costs, local transportation, meals and other expenses related to the members' participation will NOT be covered by these grants, in any circumstances.

Further application includes in separate documents:

Attachment: copy of a valid travel document (passport, identity card)

Attachment: curriculum vitae

Attachment: paper approval for the conference

Attachment: a letter of recommendation from the Chair of the applicant's National Committee