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**Further Notes and Application Guidelines**

*This document contains information on:*

• the aims of the grant;

• details on what is required from your application;

• how the grant can be claimed;

• Terms and Conditions

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The aim of the Frederick Bearman Research Grant is to encourage and support new research in the use, history and conservation of books, paper and related materials, providing a platform for anyone to develop their knowledge and share it with the wider conservation community.

The research must be related to the history, use of or conservation of books, paper and related materials – this may include manuscripts, archives, photographs, art on paper etc., and must be carried out in line with Icon’s Professional Standards and Code of Conduct.

The Icon Book and Paper Group (B&PG) will award ONE annual grant of up to £1000, which could be used to fund an entire research project or contribute to part of a larger one. Anyone can apply but to be awarded the grant they must be an Icon member (of any membership type and any specialism), and we welcome applications from members at all stages of their careers, either as individuals or collaborations.

We are looking for interesting and informative projects such as preliminary investigations into old and new materials, tools and techniques, or a study of a particular collection or binding style. Perhaps there is something you have been meaning to explore but haven’t found the time or the funds? Or even research you have already started but haven't had the support to finish? You may be a recent graduate who wants to expand on your MA research, or a seasoned conservator who needs funding to follow an idea. Even small discoveries that you have made could have a big impact on the conservation community!

You may use funds to purchase equipment, materials and tools and/or fund travel, books, workshops or courses, visits, materials, fees etc. so long as you can demonstrate its relevance to your research. We fully support the involvement of conservators in private practice, and funds could be used to cover reasonable costs of your time. If you have already begun your research and would like to use the grant to expand on your work, or would like to use the grant to fund part of a larger, longer term research project then we welcome your application, however we cannot award grant money to projects that are already complete. The grant cannot be used for sustenance or attending conferences.

You will present your investigations as the keynote speaker(s) at the Frederick Bearman Memorial Lecture (Date TBC). This event will provide an exciting, informative and welcoming platform through which to share the trials and tribulations of your research with the conservation community. As well as the lecture, we will ask you to give a quick overview of your project proposal at the B&PG AGM. We will also encourage you to find other ways to disseminate the information you uncover, such as via Icon News, blog posts, conference papers, journal articles etc.

The Icon B&PG will support you every step of the way and assist with any relevant issues that arise.

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**Please send your application by email to** **spo.iconbpg@gmail.com** **with the information below.**

The deadline for all applications is **Sunday 20th November 2022**.

*Name(s) of applicant(s) and Icon membership numbers (if currently applicable):*

Please provide a list of all applicants involved with the research project and include their Icon membership numbers where applicable. If you are applying under an institutional membership (Organisational Subscriber), please identify the institution name and its membership number.

*Lead Applicant name and details:*

Collaborative projects must nominate a lead for ease of communication. The Lead Applicant must be an Icon member if awarded the grant or work at an institution with Organisational Subscriber membership.

It will be the Lead Applicant’s responsibility to maintain contact with the Icon B&PG Committee throughout the project.

*Project Proposal*

Your project proposal should be a 2-3 page document (pdf) consisting of 4 parts:

1. The project proposal
2. An indicative timeline
3. A budget breakdown
4. Professional biographies of all applicants.

1) Project proposal: Take this opportunity to tell us all about your exciting research project and
how it will contribute to the book and paper conservation community! If you would like to use the grant to contribute to part of a more long-term research project, then please make this clear and show us how the grant will help you further your research at this stage.

2) Indicative timeline: Provide some key dates for your research project. These do not have to be final, but should demonstrate an overall plan for conducting your research and then presenting it for the Frederick Bearman Memorial Lecture in 2023.

3) Budget: Identify the overall cost of the project and provide a breakdown of how up to £1000 will contribute to the costs of your research project. Please indicate any other sources of funding.

4) Biographies: Provide a professional biography of around 200 words for each of the

applicants involved in your project.

Please ensure your project proposal is sent as a pdf attached to your email and follows the following formatting:

• Maximum 3 pages, minimum 11pt, with page numbers

• Includes a header on every page with the Lead Applicant’s name and Icon membership number

*• Labelled with this standard file name: FBRG project proposal – LEAD APPLICANT [FIRST NAME] [LAST NAME]*

*Reference Details*

Provide the name and details of ONE referee who is familiar with you and your project. Your referee must know you in a professional capacity and will need to provide a letter of recommendation (max. 350 words) that supports you and your research project. We require one referee per application no matter the number of applicants. It is your responsibility to let your referee know what is required of them and ensure that they submit their letter by **20th November 2022**.

Your referee should submit their letter electronically as a word document or pdf via email to spo.iconbpg@gmail.com with subject heading: FBRG reference letter – LEAD APPLICANT [FIRST NAME] [LAST NAME]

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**Payment of the grant**

The Icon B&PG is able to award a maximum of £1000 towards the costs associated with your research project.

Recipients will receive their grant as a reimbursement of costs. Please keep all receipts for all relevant costs incurred as these must be submitted to the Treasurer. Where receipts cannot be provided, expenditure will need to be discussed with the Treasurer before the money is spent.

Icon B&PG can also reimburse reasonable UK travel expenses for grant recipient(s) to attend the Icon B&PG AGM (if held in person) and the Frederick Bearman Memorial Lecture (if held in person). If you are travelling from outside the UK then this can be discussed on a case-by-case basis with notice required. If preferred or required, by all parties, the option of holding these events online will be discussed as an option instead of an in-person event.

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**Terms and Conditions**

* Your research project must be carried out according to Icon’s Professional Standards and Code of Conduct.
* Where applying as a collaboration, at least one applicant must become an Icon member or demonstrate that they are affiliated with an institutional membership if the grant is awarded. This person will also be your Lead Applicant.
* The Lead Applicant must maintain correspondence with the Icon B&PG Bursaries and Grants Officer throughout the process.
* The grant recipient(s) will present an overview of their project proposal at the Icon B&PG AGM (Usually in Spring)
* The grant recipient(s) will be required to submit a brief progress report half-way through the project for publication (reports may be edited for publication)
* The grant recipient(s) must present their research project at the Frederick Bearman Memorial Lecture in 2023
* The grant recipient(s) will be required to acknowledge the contribution of the B&PG in any written, printed, online or other visual material relating to the event, work or research.
* The grant recipient(s) are usually required to submit an annotated bibliography or similar to be published on the Chantry Library website to encourage others in their own research.
* Members of the FBRG panel and those on the Icon Book and Paper Group committee directly involved with the administration of the grant are not eligible to apply. All other members of Icon Group committees, including the Book and Paper group are welcome to apply.
* You can apply regardless of your primary or secondary membership to Icon groups. Therefore you do not have to be a member of the Book and Paper group, but the research must connect in some way to books, paper and archives.
* If you are not a member of Icon at the time of applying, you will have to join Icon within 7 days of receiving notice of winning the grant. Those who do not join Icon within that time will forfeit the grant and a new winner will be chosen.
* If you have applied unsuccessfully in the past you are welcome to reapply.
* In the event that there are no applications, or the applications received do not meet the standard required to win the grant, the Icon Book and Paper group reserves the right to extend the application period, to not award a grant, or to reopen the application at another point throughout the year.