

## ICON INTERNSHIP PROGRAMME

### Breakdown of Costs 2020/21

The following table lists costs for an externally funded Graduate or Non-Graduate placement based on Financial Year 20/21 assuming 20% VAT

#### Core costs for 12-month Internship

		<b>Conservation Graduate</b>	<b>Conservation Non-graduate</b>
<b>Bursary costs</b>			
1.	Paid to interns in 4 x quarterly stipends. This is the recommended bursary level	£17,500	£16,500
<b>Recruitment costs</b>			
2.	Icon staff costs for placement set-up, advertising, sifts, interview arrangements and enrolment. This is a one-off cost per placement, unless re-advertisement is necessary	£2,320 + £464 (VAT)	£2,320 + £464 (VAT)
<b>Professional support services</b>			
3.	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.	£6,440 + £1,288 (VAT)	£6,440 + £1,288 (VAT)
<b>Total</b>		<b>£26,260</b>	<b>£25,260</b>
<b>VAT</b>		<b>£1,752</b>	<b>£1,752</b>
<b>Overall</b>		<b>£28,012</b>	<b>£27,012</b>

#### Additional optional extras

Chemistry for Conservators	£775
Tools / PPE Allowance	£200
Additional Training Allowance	Discretionary

#### Notes

**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.