

# Scottish Museums Council Collections Research and Travel Bursaries Guidelines 2007 – 2008



A special purpose scheme intended to enhance collections knowledge and opportunity for use

The Collections Research and Travel Bursary Scheme is a special purpose scheme managed under the umbrella of the SMC Small Grants Programme.

## **What are the Collections Research and Travel Bursaries for?**

*A National Collections Development Strategy for Scotland's Museums* (see [http://www.scottishmuseums.org.uk/pdfs/Publications/Collections\\_Development\\_Strategy.pdf](http://www.scottishmuseums.org.uk/pdfs/Publications/Collections_Development_Strategy.pdf)) recognises that it is crucial to effective collections use that museums enhance, communicate and value the knowledge they hold. This requires that staff have the opportunity for individual skills development, sharing of specialist expertise and dedicated research time for collections staff and volunteers.

This Scheme invites applications from curators (honorary or paid) or collections managers in SMC's full member museums who are interested in developing and sharing knowledge around one sparsely documented or researched Registered/ Accredited collection in their care.

Specifically, the bursary could be used to pay for:

- relevant conference/ seminar/ event fees
- shadowing or coaching sessions with collections specialists
- production or publication of research findings for dissemination
- travel costs e.g. to present on research findings

It will not be possible to use the bursary to:

- bring in an external specialist or freelance curator to carry out the project on behalf of the museum
- backfill an existing post

## **How much money can I apply for?**

The total amount available under the Bursaries Scheme is limited to £3,000 and SMC expects to make between five and ten awards. How much can finally be distributed to individuals will be directly related to demand.

You can apply for up to **75% of costs** (or up to 100% in exceptional circumstances), although SMC encourages applicants to seek matching funding from their own organisation or others which can assist with CPD (i.e. ICOM, SMF, MA).

### **When do I apply?**

Applications for bursaries are welcome until **31 August 2007** and will be awarded during September.

### **How do I apply?**

Please use the Collections Research and Travel Bursary application form on the SMC website at <http://www.scottishmuseums.org.uk/crtbursariesappform0707>

The person undertaking the project should complete Questions 4 and 5. The rest of the form (including authorising signature) ought to be filled in by the person managing the project i.e. head of service or museum chair.

### **What conditions must I meet?**

- Your project must be completed by 15 March 2008.
- You must use the grant for the purposes set out in your application form which we have approved.
- You must not make any changes to the project without our written permission.
- You must comply with the law of Scotland.
- You must be able to make your account books and records readily available on request to SMC, the First Minister or Audit Scotland.
- **Membership** – You must remain in full membership of SMC for five years from the date of payment, otherwise we may reclaim some or the entire amount paid.
- **Continued use and disposal** – You must continue to use equipment funded by a grant for its original or similar purpose for three years. You must consult SMC in advance if you wish to dispose of equipment or take it out of use within this period.

For further advice or to discuss your project, please contact Gillian Findlay, SMC Collections Development Manager on 0131 550 4126 or at [gillianf@scottishmuseums.org.uk](mailto:gillianf@scottishmuseums.org.uk)